

Fwd: Kind invitation for nominations for Training Programme on “Community Based Disaster Risk Management (CBDRM)”, scheduled on 1st to 5th December 2025, at NIDM Vijayawada Campus.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 07 Nov 2025 3:04:44 PM +0530

To "DELHI DISASTER MANAGEMENT AUTHORITY"
<ddma.delhi@nic.in>,"Divisional Commissioner"<divcom@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

From: "Moses Prakasham" <moses.nidm@govcontractor.in>

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

Cc: "Pankaj Kumar" <pankajkumar.nidm@nidm.gov.in>

Sent: Friday, November 7, 2025 3:03:49 PM

Subject: Kind invitation for nominations for Training Programme on “Community Based Disaster Risk Management (CBDRM)”, scheduled on 1st to 5th December 2025, at NIDM Vijayawada Campus.

Respected Sir,

Greetings from National Institute of Disaster Management !

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five days Face-to-Face Training Programme on “Community Based Disaster Risk Management (CBDRM)” scheduled to be held from 1st to 5th December 2025, at NIDM Vijayawada Campus.

This course equips entry- to mid-career professionals in disaster risk reduction with the skills to train others and effectively engage with communities. It promotes scientific risk assessment and community participation, enabling vulnerable groups to actively prepare for and respond to disasters, fostering resilience and effective knowledge transfer at the grassroots level.

In this regard, you are kindly requested to nominate three to four entry level to mid-career official from your State/UT, along with reserve candidates, who are actively involved in disaster management and allied field.

NIDM will host the participants in its campus and provide necessary boarding & lodging facilities, however travel arrangements of the candidate shall be borne by the respective State/UT. The concept note along with course schedule and other registration details are enclosed.

NIDM looks forward to your cooperation in sharing the confirmation of the nominations preferably by November 28th, 2025. For any assistance/enquiry, your office or nominated officials may reach out through email or phone call to Dr. Pankaj Kumar, at pankajkumar.nidm@nic.in, Mob. 8410454208, Dr. Sushma Guleria, sushma.nidm@nidm.gov.in, Mob. 9891058701, and Mr. Moses Prakasham, Mob. 7827661051.

Looking forward to an early communication.

Sincerely,
Moses Prakasham

Young Professional
National Institute of Disaster Management
Rohini Campus, Delhi - 110042

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Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

Concept Note_v2.pdf

424.6 KB

Letter.pdf

250.1 KB

List of Chief Secretaries of Stat...

186.7 KB

Nomination Form.pdf

223.4 KB



Concept Note on
**Training Programme on
 Community Based Disaster Risk Management**

Date: 1st – 5th December 2025

Venue: NIDM Vijayawada



The concept of Community Based Disaster Risk Management (CBDRM) is practised under different names like Community Based Disaster Preparedness, Community Based Disaster Management or Community Based Mitigation Programme, but in reality, all these programs have the same purpose, which is to reduce the negative impact of disaster risks. The main understanding behind all such activities is to find ways and measures to prevent, mitigate or reduce the impact and risks of disasters through the participation and involvement of communities.

The rationale for involving communities in disaster preparedness and mitigation activities is based on the assumption that the community is the real sufferer and the first responder and it has developed its own coping mechanisms and strategy to reduce the impact of the disasters. It is imperative to appreciate the local knowledge and resources and to build on them to improve the capacity of the people to withstand the impact of disasters. Moreover, ownership of disaster risk reduction should not be stripped from local people who would be left even more powerless in case external intervention does not occur. In fact, building community leadership and a chain of trained community cadres through a participatory approach can help harness the resilience and resourcefulness of the community to cope up with exigencies. Involvement and participation of the communities will ensure a collective and coordinated action during emergencies. Hence, disaster risk reduction activities should be based on participatory approaches involving local communities as much as possible, considering them as proactive stakeholders and not passive targets for intervention. Furthermore, it is not only the "big" disasters that destroy lives and livelihoods. Accumulated losses from small floods, droughts and landslides can exceed the losses from big disasters and contribute significantly to increased vulnerability at the local level. These disasters attract little media attention and communities are often left on their own to cope with the destruction. This provides another reason to invest in Community Based Disaster Risk Management.

The CBDRM approach provides opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions but also becomes a major player in its implementation. Although the community is given greater roles in the decision-making and implementation processes, the approach does not ignore the importance of scientific and objective risk assessment and planning. It acknowledges that as many stakeholders as needed should be involved in the process, with the end goal of achieving capacities and transferring of resources to the community, which level who would assume the biggest responsibility in disaster risk reduction and management.

Realizing the pivotal role played by the community, the **National Institute of Disaster Management** is organizing a **training programme on Community Based Disaster Risk Management (CBDRM) scheduled on 1st - 5th December 2025 at NIDM Vijayawada Campus**. The aim of this training programme is to develop skills among participants to implement CBDRM programmes at the grassroots level. It is designed for the officials who are either working at the grassroots level or will subsequently engage with communities to disseminate the knowledge gained from this training.

2. Aim of the Training Programme

- The CBDRM approach provides opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions, but also becomes a major player in its implementation. Although the local communities has limited roles in the decision-making and implementation processes, the approach does not ignore the importance of scientific and objective risk assessment and planning. It acknowledges that as many stakeholders as necessary should be involved in the process, with the ultimate goal of building capacities and transferring resources to the community level, which will assume the greatest responsibility in disaster risk reduction and management.
- The main aim of this CBDRM training programme is to build the capacity of participants by equipping them with the necessary skills and knowledge to train their subordinates and frontline officials. These trained individuals will then work to sensitize communities about key CBDRM concepts, particularly those supported by evidence and scientific research. Through this cascading approach, knowledge transfer will take place effectively, fostering awareness and resilience at the grassroots level. Ultimately, this programme will contribute to the empowerment of vulnerable communities, enabling them to better understand, prepare for, and respond to disaster risks.

3. Duration of the Training Programme

Initially, the duration of the training programme will be five days. Since, the training involves a number of discussions and interactive sessions, therefore, if need arises, the duration may be extended depending upon the interest and involvement of the participants.

4. Objective of the Programme:

The primary objective of this training programme is to enhance participants' capacity by providing them with the essential skills and knowledge needed to train their subordinates and frontline officials. The detailed objectives of this programme are:

1. To explain the basic concepts, fundamentals, principles, and institutional mechanisms of Disaster Management.
2. To provide an overview of the basic concepts of CBDRM and to identify the strengths and weaknesses of existing systems and strategies for mitigating and managing disaster risks.
3. To understand the rise in vulnerabilities due to climate change and their potential impacts on the population, infrastructure, and economy.
4. To strengthen fire safety within disaster risk management, respond effectively to fires, and adhere to fire safety measures.
5. To equip participants with the necessary skills to provide first aid and perform search and rescue techniques, including hands-on practice simulating real-life disaster situations, and to sensitize them to effectively assist victims of calamities within critical timeframes.
6. To discuss various schemes for vulnerable communities where disaster risk management is mainstreamed into development programs.

7. To illustrate case studies highlighting the role of the community in both pre- and post-disaster scenarios.
8. To describe the process of developing a community-based disaster management plan.

5. Language of Instruction

The primary language of instruction will be English; however, resource persons will strive to conduct sessions bilingually to ensure better understanding and inclusivity for all participants, accommodating those more comfortable with the second language.

6. Target Group

The key target audience is entry- to mid-level officials (Group A and B) from central, state, and local governments, Central Ministries/Departments, SDMA's, ATIs, NDRF, SDRF, academicians from the Universities/Institutes those are member under U-Net, various line departments, and others engaged in disaster management, policymaking, governance, humanitarian aid, and first response.

7. Methodology

This training programme will be conducted face-to-face (classroom-based) and will use a variety of interactive and engaging teaching methods to enhance learning. The training methodology includes:

- Use of whiteboard for clear explanations and illustrations
- PowerPoint presentations to provide structured and visual content
- Practical exercises to apply concepts in real scenarios
- Hands-on activities to develop essential skills through experience
- Group work to encourage collaboration and peer learning
- Discussions to foster deeper understanding and exchange of ideas
- Question-and-answer sessions to clarify doubts and reinforce knowledge

These methods aim to ensure comprehensive and effective learning for all participants.

8. Boarding, Lodging & Venue of the Programme

The boarding and lodging for the participants will be arranged by NIDM. Travel expenses of the participants shall be borne by respective nominating organisations/ departments/ institutes. All the nominated participants have to register for the training programme either by accessing the provided link or scanning QR code. Once the complete nomination form is submitted, confirmation will be communicated via email. There is no course fee for participating in this training programme. **The training will be held at NIDM Vijayawada Campus which is located at Kondapavaluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh – 521212.**

9. Structure of the Training Modules

The complete training program is divided into five modules, each with multiple sessions. Detailed session information is provided in the training schedule for participants' reference.

Module 1.	A Conceptual Framework & Vulnerability Profile
Module 2.	CBDRM Plan and Survival Skills
Module 3.	Health and Disasters

Module 4.	Group Exercise/Field Visits
Module 5.	Integrating Disaster Risk Reduction into Developmental Schemes

10. Expected Outcomes

- Participants will understand fundamental concepts, principles, and institutional mechanisms of disaster management and CBDRM.
- Participants would be better equipped to identify strengths and weaknesses in existing disaster risk mitigation and management strategies.
- Participants will develop understanding to recognize climate change-induced vulnerabilities & others and their impacts on communities and infrastructure.
- Participant will develop skills in fire safety, first aid, search and rescue, with practical hands-on disaster response.
- Participants will gain knowledge of schemes supporting vulnerable communities and how disaster risk management is integrated into development.
- Participants will understand the strength of coordination among agencies and vulnerable sections for integrated disaster management.
- This training programme will enhance capacity to plan and implement disaster risk management strategies at various levels, along with greater awareness and utilization of technological tools for disaster risk reduction.
- Participants will learn to analyse community roles through case studies and develop a tailored community-based disaster management plan.

11. Organizing Team

Patron	Shri Madhup Vyas, IAS, Executive Director, NIDM
Course Coordinator	Dr. Pankaj Kumar, Assistant Professor, NIDM
Course Co-coordinator	Dr. Sushma Guleria, Assistant Professor, NIDM
Programme Team	Mr. Moses Prakasam, YP NIDM Mr. Vishal, NIDM

12. Course Schedule

Day – 1: Monday, 1 st December 2025		
Time	Detail	Dignitaries
09:15 – 09:45	Registration	Organizing Team
Inaugural		
09:45 – 10:00	Programme Overview and Context Setting	Dr. Sushma Guleria, Asst. Prof. NIDM
10:00 – 10:10	Welcome Address	Col. P.S. Reddy, JD NIDM Vijayawada
10:10 – 10:30	Inaugural Address	Shri Madhup Vyas, IAS, ED NIDM
10:30 – 10:35	Vote of Thanks	Dr. Pankaj Kumar, Asst. Prof. NIDM

10:35 – 11:00	Group Photograph followed by High Tea		
Time	Title	Andragogy	Faculty
11:00 – 11:45	Session 0. Icebreaking and expectations from participants	Interaction & Discussions	Coordinators
11:45 – 13:00	Session 1. Disasters and Development: Conceptual Framework	Brainstorming, Presentation and Discussion	Dr. Pankaj Kumar
13:00 – 14:00	Lunch		
14:00 – 15:15	Session 2. Community Based Disaster Risk Management: Conceptual Framework	Presentation, Discussion	Dr. Sushma Guleria
15:15 – 15:30	Tea Break		
15:30 – 16:45	Session 3. Disasters in States: Vulnerability Profile	Presentation, Discussion	Dr. Amarjeet Kumar
16:45 – 17:30	Session 4. Tools and Techniques for HRVC Analysis	Presentation, Discussion	Dr. Sushma Guleria
Day – 2: Tuesday, 2nd December 2025			
09:30 – 10:45	Session 5. Multi-Hazard Assessment	Presentation, Discussion and Group Activity	Dr. Pankaj Kumar
10:45 – 11:00	Tea Break		
11:00 – 12:15	Session 6. Preparation of Community Based Disaster Management Plan: Process and Framework	Presentation, Discussion and Group Activity	Dr. Sushma Guleria
12:15 – 13:30	Session 7. Best Practices and Lessons Learnt: CBDRM	Presentation, Discussion	Dr. Sushma Guleria
13:30 – 14:30	Lunch		
14:30 – 15:45	Session 8. Family Disaster Management Plan	Presentation, Discussion and Group Activity	Dr. Sushma Guleria
15:45 – 16:00	Tea Break		
16:00 – 17:30	Session 9. Psychosocial Care in Disasters	Presentation, Discussion and Group Activity	Dr. Sushma Guleria
Day – 3: Wednesday, 3rd December 2025			
09:30 – 10:45	Session 10. Search and Rescue in Disasters: at Community Level	Presentation, Discussion	NDRF
10:45 – 11:00	Tea Break		
11:00 – 12:15	Session 11. First Aid during Disasters	Presentation, Discussion and Group Activity	NDRF

12:15 – 13:30	Session 12. Life Saving Skills, CPR at the time of Emergency/ Disaster.	Presentation, Discussion and Group Activity	NDRF
13:30 – 14:30	Lunch		
14:30 – 15:45	Session 13. Inclusive CBDRM Programme: Leaving no one behind	Presentation, Discussion	Dr. Pankaj Kumar
15:45 – 16:00	Tea Break		
16:00 – 17:30	Session 14. School-Based Emergency and Disaster Management	Presentation, Discussion and Group Activity	Dr. Pankaj Kumar
Day – 4: Thursday, 4th December 2025			
09:30 – 10:45	Session 15. Managing Specific Emergencies and Disasters in the Workplace and Community	Presentation, Discussion and Group Activity	Mr. Manjeet Singh
10:45 – 11:00	Tea Break		
11:00 – 13:00	Session 16. Fire Risk Mitigation Strategies	Presentation, Discussions and Demonstration	Fire Services (TBC)
13:00 – 14:00	Tea Break		
14:00 – 15:45	Session 17. Scenario Based Exercise	Chart Papers and/or PPTs	Dr. Pankaj Kumar
15:45 – 16:00	Tea Break		
16:00 – 17:30	Session 18. Presentations and Discussions	Chart Papers and/or PPTs	Dr. Pankaj Kumar
Day – 5: Friday, 5th December 2025			
09:30 – 10:45	Session 19. Integrating Disaster Risk Reduction into Development Schemes	Presentation and Discussion	Shri Rohit Kumar
10:45 – 11:00	Tea Break		
11:00 – 12:15	Session 20. CBDRM: Do's and don'ts for different types of disasters: mock drill	Presentation, Discussion and Group Activity	Dr. Pankaj Kumar
Valedictory			
12:15 – 12:45	Review and Feedback	Participants	
12:45 – 13:00	Valedictory Address	Shri Madhup Vyas, IAS, ED NIDM	
13:00 – 13:25	Certificate Distribution	Col. P.S. Reddy, JD NIDM	
13:25 – 13:30	Vote of Thanks	Dr. Pankaj Kumar, Asst. Prof. NIDM	

मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक

Madhup Vyas, IAS
Executive Director



राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली - 110042
Plot No. 15, Block B, Pocket 3,
Sector 29, Rohini, Delhi-110042

NIDM/Trg./CBDRM/2025/01
October 23rd, 2025

Dear Sir / Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five days Face-to-Face Training Programme on "**Community Based Disaster Risk Management (CBDRM)**" scheduled to be held from **1st to 5th December 2025**, at **NIDM Vijayawada Campus**.

2. This course equips entry- to mid-career professionals in disaster risk reduction with the skills to train others and effectively engage with communities. It promotes scientific risk assessment and community participation, enabling vulnerable groups to actively prepare for and respond to disasters, fostering resilience and effective knowledge transfer at the grassroots level.
3. In this regard, you are kindly requested to nominate **three to four entry level to mid-career official from your State/UT, along with reserve candidates**, who are actively involved in the field of community based disaster management and allied field.
4. NIDM will host the participants in its campus and provide necessary boarding & lodging facilities, however travel arrangements of the candidate shall be borne by the respective State/UT. The **concept note along with course schedule and other registration details** are enclosed herewith.
5. I look forward to your cooperation in sharing the **confirmation of the nominations preferably by November 24th, 2025**. For any assistance/enquiry, your office or nominated officials may reach out through email or phone call to Dr. Pankaj Kumar, at pankajkumar.nidm@nic.in. Mob. 8410454208, Dr. Sushma Guleria, sushma.nidm@nidm.gov.in, Mob. 9891058701, and Mr. Moses Prakasham, Mob. 7827661051.

With regards,

Yours sincerely,


23.10.25

(Madhup Vyas)

To,

The Chief Secretaries of the States/UTs
(As per the list enclosed)

Encl:

- List of Chief Secretaries of the States/UTs
- Concept note along with course schedule and nomination form

CHIEF SECRETARIES OF STATES & UNION TERRITORIES

1. **Shri K. Vijayanand, IAS**

Chief Secretary, Government of Andhra Pradesh
Chief Secretary Office, Block No. 1, Andhra Pradesh Secretariat, Velagapudi, Amaravati,
Guntur District, Andhra Pradesh – 522237
Email: cs@ap.gov.in

2. **Shri Manish Kumar Gupta, IAS**

Chief Secretary, Government of Arunachal Pradesh
Chief Secretary Office, Block-II, 5th Floor, Civil Secretariat, Itanagar, Arunachal Pradesh
– 791111
Email: cs-arunachal@nic.in

3. **Dr. Ravi Kota, IAS**

Chief Secretary, Government of Assam
Chief Secretary Office, C Block, Assam Secretariat, Dispur, Guwahati, Assam – 781006
Email: cs-assam@nic.in

4. **Shri Pratyay Amrit, IAS**

Chief Secretary, Government of Bihar
Cabinet Secretariat Department, Main Secretariat, Patna, Bihar – 800015
Email: cs-bihar@nic.in

5. **Shri Amitabh Jain, IAS**

Chief Secretary, Government of Chhattisgarh
Chief Secretary Office, D.K.S. Bhawan, Mantralaya, Raipur, Chhattisgarh – 492001
Email: csoffice.cg@gov.in

6. **Dr. V. Candavelou, IAS**

Chief Secretary, Government of Goa
Chief Secretary Office, Secretariat Building, Porvorim, Bardez, Goa – 403521
Email: cs-go@nic.in

7. **Shri Pankaj Joshi, IAS**

Chief Secretary, Government of Gujarat
Chief Secretary Office, 5th Floor, Block No. 1, Sardar Bhavan, Sachivalaya, Gandhinagar,
Gujarat – 382010
Email: csguj@gujarat.gov.in / chiefsecretary@gujarat.gov.in

8. Shri Anurag Rastogi, IAS

Chief Secretary, Government of Haryana

Chief Secretary Office, Room No. 4, 4th Floor, Haryana Civil Secretariat, Sector-1,
Chandigarh – 160001

Email: cs@haryana.nic.in

9. Shri Prabodh Saxena, IAS

Chief Secretary, Government of Himachal Pradesh

Chief Secretary Office, Room No. E-201B, Ellerslie Building, Himachal Pradesh
Secretariat, Shimla – 171002

Email: cs-hp@nic.in

10.Smt. Alka Tiwari, IAS

Chief Secretary, Government of Jharkhand

Chief Secretary Office, Project Building, Dhurwa, Ranchi, Jharkhand – 834004

Email: cs-jharkhand@nic.in

11.Dr. Shalini Rajneesh, IAS

Chief Secretary, Government of Karnataka

Chief Secretary Office, Room No. 320, 3rd Floor, Vidhana Soudha, Bengaluru – 560001

Email: cs@karnataka.gov.in

12.Dr. A. Jayathilak, IAS

Chief Secretary, Government of Kerala

Chief Secretary Office, Room No. 202, North Sandwich Block, Kerala Government
Secretariat, Thiruvananthapuram – 695001

Email: chiefsecy@kerala.gov.in

13.Shri Anurag Jain, IAS

Chief Secretary, Government of Madhya Pradesh

Chief Secretary Office, Vallabh Bhavan, Bhopal, Madhya Pradesh – 462004

Email: cs@mp.gov.in

14.Shri Rajesh Kumar, IAS

Chief Secretary, Government of Maharashtra

Chief Secretary Office, Mantralaya, Madam Cama Road, Hutatma Rajguru Chowk,
Mumbai, Maharashtra – 400032

Email: cs@maharashtra.gov.in

15. Shri Puneet Kumar Goel, IAS

Chief Secretary, Government of Manipur

Chief Secretary Office, Old Secretariat, Babupara, Imphal, Manipur – 795001

Email: cs-manipur@nic.in

16. Shri Donald Phillips Wahlang, IAS

Chief Secretary, Government of Meghalaya

Chief Secretary Office, Meghalaya Secretariat, Shillong, Meghalaya – 793001

Email: cso-meg@nic.in

17. Shri Khilli Ram Meena, IAS

Chief Secretary, Government of Mizoram

Chief Secretary Office, Mizoram Secretariat, Aizawl, Mizoram – 796001

Email: cs-mizoram@nic.in

18. Dr. Jan E. Alam, IAS

Chief Secretary, Government of Nagaland

Chief Secretary Office, Nagaland Civil Secretariat, Kohima – 797004

Email: csngl@nic.in

19. Shri Manoj Ahuja, IAS

Chief Secretary, Government of Odisha

Chief Secretary Office, Lok Seva Bhawan, Sachivalaya Marg, Bhubaneswar, Odisha – 751001

Email: csori@nic.in

20. Shri K.A. Prasad Sinha, IAS

Chief Secretary, Government of Punjab

Chief Secretary Office, Punjab Civil Secretariat, Sector 1, Chandigarh – 160001

Email: cs@punjab.gov.in

21. Shri Sudhansh Pant, IAS

Chief Secretary, Government of Rajasthan

Chief Secretary Office, Government Secretariat, Jaipur, Rajasthan – 302005

Email: csraj@rajasthan.gov.in / cs-rajasthan@nic.in

22. Shri Ravindra Telang, IAS

Chief Secretary, Government of Sikkim

Chief Secretary Office, Tashiling Secretariat, Gangtok, Sikkim – 737101

Email: cs-sikkim@nic.in

23. Shri N Muruganandam, IAS

Chief Secretary, Government of Tamil Nadu

Chief Secretary Office, Secretariat, Chennai, Tamil Nadu – 600009

Email: cs@tn.gov.in

24. Shri K Ramakrishna Rao, IAS

Chief Secretary, Government of Telangana

Chief Secretary Office, Government Secretariat, Hyderabad, Telangana – 500022

Email: cs@telangana.gov.in

25. Shri Jitendra Kumar Sinha, IAS

Chief Secretary, Government of Tripura

Chief Secretary Office, New Secretariat Complex, PO: Secretariat – 799010, Agartala, West Tripura

Email: cs-tripura@nic.in / cstripura@gmail.com

26. Shri Shashi Prakash Goyal, IAS

Chief Secretary, Government of Uttar Pradesh

Chief Secretary Office, Lal Bahadur Shastri Bhawan (Annexy Building), Sarojini Naidu Marg, Lucknow, Uttar Pradesh – 226001

Email: csup@nic.in

27. Shri Anand Bardhan, IAS

Chief Secretary, Government of Uttarakhand

Chief Secretary Office, Secretariat, Dehradun, Uttarakhand – 248001

Email: cs-uttaranchal@nic.in / Chiefsecy@gmail.com

Phone: 0135-2712100 / 2712200

28. Shri Manoj Pant, IAS

Chief Secretary, Government of West Bengal

Chief Secretary Office, Nabanna, 13th Floor, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102

Email: cs-westbengal@nic.in / westbengal@nic.in

29. Dr. Chandra Bhushan Kumar, IAS

Chief Secretary, Andaman & Nicobar Administration

Secretariat, Sri Vijaya Puram, Port Blair – 744101, Andaman & Nicobar Islands

Email: cs-andaman@nic.in / cs-andamannicobar@gov.in

30. Shri Rajeev Verma, IAS

Chief Secretary, Union Territory of Chandigarh
 UT Secretariat, Sector 9, Chandigarh – 160009
 Email: admchandigarh@nic.in / cs-chd@chd.gov.in

31. Shri Amit Singla, IAS

Chief Secretary (Advisor to Administrator),
 Union Territory of Dadra & Nagar Haveli and Daman & Diu Secretariat, Fort Area,
 Moti Daman – 396220
 Email: devcom-d@nic.in / advisor-dnh dd@daman.nic.in / devcom-dd@nic.in

32. Shri Dharmendra, IAS

Chief Secretary, Government of National Capital Territory of Delhi
 Delhi Secretariat, I.P. Estate, New Delhi – 110002
 Email: csdelhi@nic.in

33. Dr. S.B. Deepak Kumar, IAS

Advisor to the Administrator, Union Territory of Lakshadweep
 Secretariat Building, Kavaratti – 682555
 Email: lk-advisor@gov.in / cs-lak@nic.in

34. Dr. Sharat Chauhan, IAS

Chief Secretary, Government of Puducherry
 Chief Secretariat, Goubert Avenue, Puducherry – 605001
 Email: cs-pondicherry@nic.in / cs@py.gov.in

35. Shri Atal Dulloo, IAS

Chief Secretary, Government of Jammu and Kashmir
 J& K Office: Civil Secretariat, Jammu Office: R. No. 2/7, 2nd Floor Main Building, Civil
 Secretariat, Jammu – 180001
 Srinagar Office: R. No. 307, 3rd Floor, Civil Secretariat, Srinagar – 190001
 Email: cs-jandk@nic.in

36. Dr. Pawan Kotwal, IAS

Chief Secretary, Union Territory of Ladakh
 Civil Secretariat, Leh – 194101, Ladakh
 Email: advisor-lg-ladakh@gov.in / cs-ladakh@nic.in

NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)
Ministry of Home Affairs, Govt. of India, New Delhi

Nomination Form

Name of the Programme: Two-week “Comprehensive Course on Disaster Management”
 scheduled on 3rd – 14th November 2025 at NIDM Rohini Delhi

Venue: NIDM Rohini Campus, New Delhi

Name of the Participant: _____

Designation: _____ **Level:** _____ **Group:** _____ **Date of Birth/Age:** _____

Name and Address of the Organization: _____

Residential Address: _____

Telephone: STD Code: _____ **Office:** _____ **Residence:** _____

Mobile: _____ **Email:** _____

Blood Group: _____ **Alternative Number:** _____ **Any kind of Allergies:** _____

Expectations from the programme: _____

In what way do you think that this training programme will be useful?

Accommodation requirement during the Training Programme (Required/Not required)?

Date: _____

**Name, Designation and Signature of the
 Nominating Authority**

Venue Address: NIDM Rohini Campus, Delhi -110042
 (Ministry of Home Affairs, Govt. of India)

<https://nidm.gov.in>

pankaikumar.nidm@nic.in, smishra.nidm@nic.in

Fwd: Sopa9m:Call for Nominations - Three Day Capacity Building Program on “Navigating Procurement via Government e-Marketplace (GeM), Strategic Contracts in Procurement” during 22-24 Dec, 2025 at Goa

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 07 Nov 2025 12:02:55 PM +0530

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

From: "iica cmsme1" <iica.cmsme1@gmail.com>

Sent: Friday, November 7, 2025 10:53:56 AM

Subject: Sopa9m:Call for Nominations - Three Day Capacity Building Program on “Navigating Procurement via Government e-Marketplace (GeM), Strategic Contracts in Procurement” during 22-24 Dec, 2025 at Goa

Dear Sir / Ma'am,

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Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

EDM_22-24 Dec, 2025.jpg
941 KB

Letter_22-24 Dec, 2025.pdf
139 KB

Detailed_Program_22-24 Dec, ...
390.5 KB

Registration_Form_22-24 Dec,...
130.3 KB

IICA/MSME/01112025

01 November, 2025

Dear Sir / Ma'am,

Three Day Capacity Building Program (47th Edition)
**“Navigating Procurement via Government e Marketplace (GeM),
 Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation”**

22 - 24 December, 2025 - Goa

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Navigating Procurement via Government e Marketplace (GeM) is crucial for any organization in 2025.

It connects more than 1.6 lakh government buyers with 23 lakh sellers and service providers. In terms of categories, nearly 12,000 product categories and 320 service categories enable the procurement of different goods and services.

Micro and small enterprises are getting major business from public procurement portal GeM and they are expected to sell goods and services worth over USD 20 billion by the end of this fiscal.

Since its inception in 2016, orders worth more than ₹13.4 lakh crore have been transacted on the GeM portal.

Hence, intensive training on “Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation” should be a vital part of any business plan / buying plan in 2025, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability. With supply chains becoming more complex and constrained, leveraging critical skills is essential for success in today's business landscape.

The program outline covers the essential aspects of operating and handling the GeM web portal for both buyers and sellers, including floating tenders, evaluation, award, and advanced features as well as Recent Guidelines & General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities. It also allows for a comprehensive understanding of the platform and hands-on practice to ensure participants are conversant with GeM operations.

The said program also offers a unique opportunity to enhance contract management skills, stay current with the latest trends, and network with industry professionals

Objectives

- Gain an overall understanding of the essential aspects of operating and handling the Government e-Marketplace (GeM) web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement.
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.
- Identify the document that becomes a legally enforceable part of a contract

- Determine the most appropriate form of agreement for a particular situation including Contract / Agreement towards Consultancy Services
- Participants will be exposed to the latest trends, real-world case studies & examples in contract management that can help in streamlining your contract management processes.

In view of the above, Indian Institute of Corporate Affairs (IICA) through its Centre for MSME is organizing **Three Day Capacity Building Program: “Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation”** during **22 - 24 December, 2025** at Goa.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-**

Training Venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	22 - 24 December, 2025
Residential Program Fee	INR 43,070/- (INR 36,500 + 18% GST) per participant
Non-Residential Program Fee	INR 27,730/- (INR 23,500 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants . (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 5% discount and additional 3 nominations will be eligible for 10% discount)	

- **IICA’s Residential Program Fee includes** 3 nights’ accommodation, Breakfast, Lunch & Dinner on Buffet set up, AM & PM Tea/Coffee.
- **IICA’s Non-Residential Program Fee includes** Buffet Lunch, AM & PM Tea/Coffee.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.
- Seats are limited & on a first-come first-serve basis.

IICA also conducts the customized MDP / Capacity Building Programs, specific to your organization and the content would be finalized in consultation with you. This can be for IICA off-campus wherever our professors & subject matter experts would visit the venue suggested by you and deliver the program.

You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Kindly nominate officials for our training program and extend your support to IICA.

Yours Sincerely,

(Rajesh Batra)

Head, Centre for MSME

Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

Indian Institute of Corporate Affairs (Ministry of Corporate Affairs, Govt. of India)

Organizes **Three Day Capacity Building Program** **(47th Edition)**

“Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation”

22 - 24 December, 2025
Hotel Grande Delmon, Goa



ABOUT IICA

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the Ministry of Corporate Affairs, Government of India. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.

The Centre for MSME, an integral part of Indian Institute of Corporate Affairs (IICA), has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

OVERVIEW

GeM – Government e-Market place is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, LI, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

"GeM has harnessed digital capabilities and has emerged as a one-stop-shop for procurement of all possible goods & services that may be required by Government buyers at various levels of administration".

Navigating Procurement via Government e Marketplace (GeM) is crucial for any organization in 2025

It connects more than 1.6 lakh government buyers with 23 lakh sellers and service providers. In terms of categories, nearly 12,000 product categories and 320 service categories enable the procurement of different goods and services.

Micro and small enterprises are getting major business from public procurement portal GeM and they are expected to sell goods and services worth over USD 20 billion by the end of this fiscal.

Since its inception in 2016, orders worth more than ₹13.4 lakh crore have been transacted on the GeM portal.

GeM has streamlined Government procurement into a unified platform used by a nationwide network of sellers and service providers.

Hence, intensive training on "Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation" should be a vital part of any business plan / buying plan in 2025, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability. With supply chains becoming more complex and constrained, leveraging critical skills is essential for success in today's business landscape.

Key Stakeholders of GeM

Buyers

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

Sellers

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

The program outline covers the essential aspects of operating and handling the GeM web portal for both buyers and sellers, including floating tenders, evaluation, award, and advanced features as well as Recent Guidelines & General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities. It also allows for a comprehensive understanding of the platform and hands-on practice to ensure participants are conversant with GeM operations.

Risk Management

It goes without saying that risk management is an essential component of procurement training. In today's challenging business environment, procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal and safety risks.

We must take provisions to manage the following types of risks:-

- Supply Risk – the possibility of production line shutdown, failure to meet customer requirements, and/or other catastrophes due to the non-availability of certain goods or services at a particular time.
- Price Risk – the possibility that prices for goods or services could be adjusted to your organization's disadvantage.
- Financial Risk – your organization could possibly lose existing assets, future revenue, or potential income due to a financial or economic event or series of events. This risk category appears to be eminent.
- Legal Risk – the possibility that your organization could be a party to a lawsuit, particularly in which your organization has a lower-than-average probability of prevailing
- Safety Risk – the possibility that a person could be injured or killed or property damaged or destroyed.

Spend Management

Spend Management is a crucial skill for procurement professionals in today's business landscape. It involves the formulation and execution of an annual buying plan that includes forecasting demand for different categories of products and services, assessing the market for each commodity, determining the method for procuring each commodity and identify the resources needed for successful procurement.

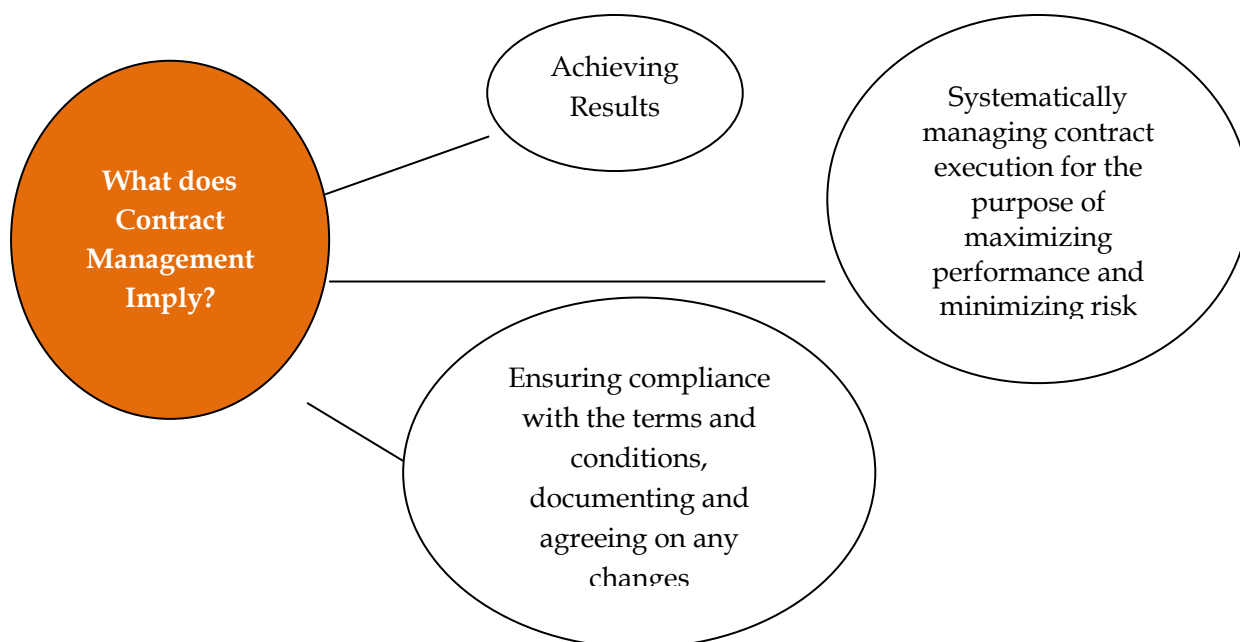
Decisions around Supplier Selection

Decisions around supplier selection are a critical aspect of procurement, with a significant impact on an organization's bottom line. Procurement professionals must possess the skills to assess the suitability of potential suppliers, evaluate their capabilities and reliability and negotiate contracts that align with organizational goals. Not having a robust strategy for supplier selection can result in suboptimal business outcomes, including delivery delays, increased costs, and quality issues.

Thus, procurement training is vital. It equips professionals with skills to understand and anticipate customer needs. This enables them to source and acquire goods and services that meet requirements.

What does Contract Management Imply?

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



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Commercial contracts form the backbone of business transactions and partnerships, playing a pivotal role in defining the terms, obligations, and rights of parties involved. Drafting, negotiating, and enforcing these contracts are crucial aspects of any successful business venture. In the ever-evolving global business landscape, keeping abreast of recent trends and best practices in the field of commercial contracts is essential for businesses and legal professionals.

The said program also offers a unique opportunity to enhance contract management skills, stay current with the latest trends, and network with industry professionals

The understanding of the legal framework that controls the acquisition of goods and services by organizations, particularly those in the public sector, is referred to as contractual & legal expertise.

The year 2025 presents a unique opportunity for companies to upskill their procurement teams and enhance their abilities to navigate the complexities of Procurement via Government e Marketplace (GeM) and Strategic Commercial Contracts.

OBJECTIVES

- Gain an overall understanding of the essential aspects of operating and handling the Government e-Marketplace (GeM) web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement.
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.
- Identify the document that becomes a legally enforceable part of a contract
- Determine the most appropriate form of agreement for a particular situation including Contract / Agreement towards Consultancy Services
- Reduce the risk of delaying a project by using contract negotiations.
- Understand how the importance of contracts will differ among international suppliers
- Participants will be exposed to the latest trends, real-world case studies & examples that can help in streamlining the procurement contract process.
- Participants will understand key elements of effective contract management and take their skill to the next level in implementing strategies for optimizing procurement contracts
- To develop confidence of Indian bidders
- To build & enhance trust between Government & Private Suppliers
- To address industry suppliers issue & challenges

WHO WILL ATTEND

- Responsible Officers / Officials / Asst. Secretary to Joint Secretary of Central Government Ministries / Departments / State Governments including its attached/subordinate offices, Central Public Sector Units (CPSUs) / PSUs and Autonomous Bodies.
- Head of Procurement, Purchasing & Supply Chain Leaders & Professionals
- Directors / Associated Directors / GM / DGM / Managers / Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities,
- Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- CEOs & CFOs, Finance Manager & Senior Professionals from Corporate houses, PSUs, Statutory / Autonomous Bodies
- National, Regional & Local Government Officials, Ministerial, State transport authorities, Commissioners of various Regulatory bodies, Decision Makers.
- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.
- All Public Procurement Practitioners of National & International Agencies
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.
- Industries participating for Government / CPSE businesses
- Units of MSME and KVIC interested in Government businesses
- CA firms engaged in procurement audits

WHY GOA FOR OUTBOUND TRAINING



Goa is one of the fastest growing states in the country. Goa's economic growth is driven by the strong performance of industrial sectors such as mining, tourism & pharmaceuticals. Besides, Goa is blessed with beautiful beaches and hills, a rich heritage, architecture and culture. Goa is a prime destination for national & international conferences and landmark exhibitions. Goa has its own airport and accounts for domestic & international flights. All the prime airlines have direct flights from various metro cities of India.

PROGRAM COVERAGE

Day - I
(22 December, 2025 - Monday)

TIMINGS	SESSIONS
01:00 pm - 02:45 pm	Lunch at the assigned hall in the hotel
03:00 pm - 03:15 pm	Setting the Context & Welcome Remarks Introduction among the participants
03:15 PM - 06:00 PM	Overview of Government e-Marketplace & Registration Process <ul style="list-style-type: none"> • Evolution of GeM • Legal and Regulatory Framework • Buyer Registration Process • Primary User Registration, Secondary User Registration • Buyer, Consignee, Indentor • DDO/PAO • Benefits to Buyer • Types of Procurement on GeM <ul style="list-style-type: none"> ○ Direct Purchase Process ○ LI purchasing ○ Bid/ Bid to R.A. ○ P.A.C. Procurement ○ Custom Bid ○ Push Button Procurement • Workflow & Timeline of GeM
	Exploration of GeM functionalities <ul style="list-style-type: none"> • Placement of Order for Goods • Receipt of Goods, accepting the Goods and issuing C.R.A.C. on the GeM portal • Procedure for Payment and Payment initiation in GeM • Creation and finalisation of Bid and Reverse Auction on the GeM portal • Placement of Order for Services with terms and conditions • Incident Management, Buyer/Seller Ratings • Buyer's Perspective <ul style="list-style-type: none"> ○ Registration process for buyers on GeM ○ Navigating the buyer dashboard

Day - 2
(23 December, 2025 - Tuesday)

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	Exploring categories and products available on GeM <ul style="list-style-type: none"> • Modifications in Available Category • Category creation
	Floating Tenders on GeM <ul style="list-style-type: none"> • Types of tenders on GeM (Single packet bid / two packet bid) • Understanding tender documents and specifications • Creating and publishing tenders • Creation and Finalization of Bid and Reverse Auction on the GeM Portal Preparation of Customized bid <ul style="list-style-type: none"> • Template for customized bid • BOQ, Terms & Conditions Between Buyers and Sellers, Payment Terms • Bid Evaluation / Qualifying Criteria
	Evaluation and Award of Contracts Tender Evaluation <ul style="list-style-type: none"> • Criteria for bid evaluation • Price reasonability and discovery • Reverse Auction on Gem Portal Award of Contracts <ul style="list-style-type: none"> • Contract management on GeM • Handling disputes and grievances • Raising Incident In Case Of Dispute
01:00 PM - 02:00 PM	Lunch
02:00 PM - 05:30 PM	Seller's Perspective <ul style="list-style-type: none"> • Registration process for sellers on GeM • Creating and managing seller profile • Uploading products/services on GeM • Vendor onboarding & assessment New features on GeM <ul style="list-style-type: none"> • Single packet bid • Unworkable LI • Transfer of Bids • Draft Bid duration • Item-wise evaluation of services • Make in India (MII) for Services • Option of fund blocking for service orders - G.P.A. & P.F.M.S. • Minimum floor price for minimum wage-based Manpower outsourcing service.

Day - 3
(24 December, 2025 - Wednesday)

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	<p>A Hands-on Guide to Drafting Commercial Contracts</p> <ul style="list-style-type: none"> • Essentials of drafting a contract • Importance of structuring contract and legal aspects relating to L/D, B/G, Indemnity, Force Majeure, Dispute Resolution, termination, jurisdiction etc. • Structuring the Agreement • Types of contract (contract of guarantee and indemnity, wagering and contingent) • Review of relevant clauses of the agreement before signature <p>Contract administration & management: Advanced Contracting Issues</p> <ul style="list-style-type: none"> • Ensuring submission of pre-conditions under the contract (BG, PG, Indemnity Bond etc.). • Periodic Review of contract, checklist, delay analysis with case studies • Economic evaluation of business Contracts, monitoring the price contracts. • Establish and improve work System for Continuous review and maintenance of all standard documents and evaluate existing contracts • Indemnification • Insurance • Amendments, addendum • Ensuring fulfilment of contractual obligations including warranty obligations by the supplier • Contract Negotiation • Monitoring of Contract, Termination, extension, waiver, notice for damages etc. • Installation, Testing and Commissioning, Delay analysis • Determination of Purchaser's L/D Claim, Settlement of Price Variation in terms of PVC • Release Performance Security • Breach, Remedy
01:00 PM - 02:00 PM	Lunch
02:00 PM - 05:30 PM	<p>Vendor Management & Procurement / Supply Chain Risk Assessment and Mitigation Plan</p> <ul style="list-style-type: none"> • Vendor Management Procurement • Vendor Management Stages • Vendor Management Lifecycle • Development of new sources and Registration of Vendors • Vendor Performance Monitoring and Rating • Identifying Potential Vendors : Commonly used KPIs • The Importance of Sustainability in Supply Chains. • The Annual Supply Chain / Procurement Planning Process • Successful Supply Chain Risk Assessment Process & Risk Mitigation Plan • General factors to consider in Risk Assessment • IT enabled intelligent Supply Chains : Assessing the role of Blockchain Technology to move towards Industry 4.0
	Wrap-up and Feedback, Closing remarks

METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on Frontal lectures, conceptual deliberations, case studies, and group exercises/discussions.

PROGRAMME FEE & VENUE

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IICA RESIDENTIAL PROGRAMME SCHEDULE

22 Dec, 2025 Day 1	23 Dec, 2025 Day 2	24 Dec, 2025 Day 3	25 Dec, 2025
Arrival day- Check in from 01:00 pm onwards	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Departure day- check out by 11:00 am
Lunch (01:00pm-03:00pm) 1/2 day post lunch sessions	Lunch (01:00pm-2:00pm) Post Lunch sessions	Lunch (01:00pm-02:00pm) Post Lunch sessions	
Dinner	Dinner	Dinner	

PAYMENT DETAILS

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

GENERAL INSTRUCTIONS

- Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- The program fee once deposited is non-refundable, however, substitutions are allowed.
- IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

OUR REPUTED CLIENT'S

Steel Authority of India Limited (SAIL)	Haryana Power Generation Corporation Ltd. (HPGCL)	National Aluminium Company Ltd
Bank of India	BarodaSun Technologies Ltd.	Tamil Nadu Zari Ltd.
Vector Informatik India Pvt. Ltd.	Abhijit Kelkar & Co.	MERU Consulting
M/s Indian Synthetic Rubber Pvt. Ltd.	Dredging Corporation of India	Film and Television Institute of India (FTII)
Central Public Works Department (CPWD)	Eastern Coalfields Limited	The New India Assurance Company Limited
Bosch Ltd.	Nuclear Power Corporation of India Limited	Insurance Regulatory Development Authority of India (IRDAI)
Department for Promotion of Industry and Internal Trade	REC Limited	Armoured Vehicles Nigam Limited (AVNL)
Directorate General of Hydrocarbons	Naval Ship Repair Yard, Karwar	Punjab National Bank
Reserve Bank of India	Bank of Baroda	AXIS Bank
UCO Bank	India Trade Promotion Organisation (ITPO)	Mumbai Port Authority
Karnataka State Audit & Accounts Department	Dedicated Freight Corridor Corporation of India (DFCCIL)	CreditAccess Life Insurance Limited
Logistic Integrators (I) Pvt Ltd	Directorate General of Shipping	Manipur Industrial Development Corporation Limited (MANIDCO)
The Himachal Pradesh State Co-operative Bank Ltd.	Canara Bank	Securities and Exchange Board of India
Central Board of Direct Taxes	UTI Infrastructure Technology and Services Limited	South Eastern Coalfields Limited
NLC India Ltd.	Airports Authority of India	Indian Air Force
Life Insurance Corporation of India (LIC)	Indian Oil Corporation Limited	Heavy Vehicles Factory (HVF)
Indian Navy	Ordnance Factory	Bharat Electronics Limited
DRDO, Research & Development Establishment (Engrs.)	High Energy Material Research Laboratory, DRDO	Petroleum and Natural Gas Regulatory Board (PNGRB)
Engine Factory Avadi	Yantra India Limited	Agency for New and Renewable Energy Research & Technology - ANERT, Kerala

Defence Food Research Laboratory	NTPC Ltd.	Telecom Regulatory Authority of India (TRAI)
Central U.P GAS Limited	HINCOL	Central Silk Board, Ministry of Textiles
Department of Science & Technology	Centre for Engineering & Technology (CET), Steel Authority of India Ltd.	Central Information Commission
Pension Fund Regulatory & Development Authority (PFRDA)	Numaligarh Refinery Ltd.	Ramagundam Fertilizers and Chemicals Limited (RFCL)
National Cooperative Dairy Federation of India Limited (NCDFI)	Ministry of Finance, Department of Expenditure	Inland Waterways Authority of India
Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ministry of Ayush	Grid Controller of India Limited	Railway Board
Gujarat Maritime Board	Delhi Metro Rail Corporation Ltd.	Assam Industrial Development Corporation Limited
Udupi Cochin Shipyard Limited	National Institute of Rock Mechanics (NIRM)	Power Development Department (PDD), Ladakh
THDC India Ltd.	SEWA-THDC	Horticulture Department, Sikkim
National Commission for Safai Karamcharis	Assam Administrative Staff College	Directorate of Industries, Uttarakhand
Agriculture Production Department, J&K	Chief Animal Husbandry Office, Leh	Directorate of Industries, Bhopal (M.P)
Directorate of Horticulture Department, Leh	Public Health Engineering / Irrigation & Flood Control (PHE/I&FC) Department, Ladakh	

PROGRAM DIRECTOR & FACILITATOR



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs (IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate Affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with “National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena” by H.E. Governor of Mizoram on 7th February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum- Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.



CONTACT

PROGRAMME DIRECTOR	PROGRAMME COORDINATOR
<p style="text-align: center;">Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs</p> <p style="text-align: center;">E-mail: rajesh.batra@iica.in Phone: 9871417394 , 8595690458</p>	<p style="text-align: center;">Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs</p> <p style="text-align: center;">E-mail: cmsme.iica@gmail.com Phone: 9818891007</p>

INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)

REGISTRATION FORM

Three Day Capacity Building Program (47th Edition)

on

**“Navigating Procurement via Government e Marketplace (GeM),
Strategic Contracts in Procurement - Negotiation, Enforcement
& Risk Mitigation”**

(22 - 24 December, 2025 - Goa)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Training Venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	22 - 24 December, 2025
Residential Program Fee	INR 43,070/- (INR 36,500 + 18% GST) per participant
Non-Residential Program Fee	INR 27,730/- (INR 23,500 + 18% GST) per participant
▪ <i>For Individual Nomination - No Discount is applicable</i>	
▪ <i>For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee</i>	
▪ <i>For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 5% discount and additional 3 nominations will be eligible for 10% discount)</i>	

- IICA's Residential Program Fee includes 3 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AM & PM Tea/Coffee.
- IICA's Non-Residential Program Fee includes Buffet Lunch, AM & PM Tea/Coffee.

Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

Terms & Conditions

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR	PROGRAMME COORDINATOR
<p>Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs</p> <p>E-mail: rajesh.batra@iica.in Phone: 9871417394 , 8595690458</p>	<p>Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs</p> <p>E-mail: cmsme.iica@gmail.com Phone: 9818891007</p>

Fwd: Sopa9m:Call for Nominations - Three Day Capacity Building Program on “Navigating Procurement via Government e-Marketplace (GeM), Strategic Contracts in Procurement” during 22-24 Dec, 2025 at Goa

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 07 Nov 2025 12:02:55 PM +0530

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

From: "iica cmsme1" <iica.cmsme1@gmail.com>

Sent: Friday, November 7, 2025 10:53:56 AM

Subject: Sopa9m:Call for Nominations - Three Day Capacity Building Program on “Navigating Procurement via Government e-Marketplace (GeM), Strategic Contracts in Procurement” during 22-24 Dec, 2025 at Goa

Dear Sir / Ma'am,

--

Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

EDM_22-24 Dec, 2025.jpg
941 KB

Letter_22-24 Dec, 2025.pdf
139 KB

Detailed_Program_22-24 Dec, ...
390.5 KB

Registration_Form_22-24 Dec,...
130.3 KB

IICA/MSME/01112025

01 November, 2025

Dear Sir / Ma'am,

Three Day Capacity Building Program (47th Edition)
**“Navigating Procurement via Government e Marketplace (GeM),
 Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation”**

22 - 24 December, 2025 - Goa

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Navigating Procurement via Government e Marketplace (GeM) is crucial for any organization in 2025.

It connects more than 1.6 lakh government buyers with 23 lakh sellers and service providers. In terms of categories, nearly 12,000 product categories and 320 service categories enable the procurement of different goods and services.

Micro and small enterprises are getting major business from public procurement portal GeM and they are expected to sell goods and services worth over USD 20 billion by the end of this fiscal.

Since its inception in 2016, orders worth more than ₹13.4 lakh crore have been transacted on the GeM portal.

Hence, intensive training on “Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation” should be a vital part of any business plan / buying plan in 2025, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability. With supply chains becoming more complex and constrained, leveraging critical skills is essential for success in today's business landscape.

The program outline covers the essential aspects of operating and handling the GeM web portal for both buyers and sellers, including floating tenders, evaluation, award, and advanced features as well as Recent Guidelines & General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities. It also allows for a comprehensive understanding of the platform and hands-on practice to ensure participants are conversant with GeM operations.

The said program also offers a unique opportunity to enhance contract management skills, stay current with the latest trends, and network with industry professionals

Objectives

- Gain an overall understanding of the essential aspects of operating and handling the Government e-Marketplace (GeM) web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement.
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.
- Identify the document that becomes a legally enforceable part of a contract

- Determine the most appropriate form of agreement for a particular situation including Contract / Agreement towards Consultancy Services
- Participants will be exposed to the latest trends, real-world case studies & examples in contract management that can help in streamlining your contract management processes.

In view of the above, Indian Institute of Corporate Affairs (IICA) through its Centre for MSME is organizing **Three Day Capacity Building Program: “Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation”** during **22 - 24 December, 2025** at Goa.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-**

Training Venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	22 - 24 December, 2025
Residential Program Fee	INR 43,070/- (INR 36,500 + 18% GST) per participant
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▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
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- **IICA’s Residential Program Fee includes** 3 nights’ accommodation, Breakfast, Lunch & Dinner on Buffet set up, AM & PM Tea/Coffee.
- **IICA’s Non-Residential Program Fee includes** Buffet Lunch, AM & PM Tea/Coffee.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.
- Seats are limited & on a first-come first-serve basis.

IICA also conducts the customized MDP / Capacity Building Programs, specific to your organization and the content would be finalized in consultation with you. This can be for IICA off-campus wherever our professors & subject matter experts would visit the venue suggested by you and deliver the program.

You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Kindly nominate officials for our training program and extend your support to IICA.

Yours Sincerely,

(Rajesh Batra)

Head, Centre for MSME

Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

Indian Institute of Corporate Affairs (Ministry of Corporate Affairs, Govt. of India)

Organizes **Three Day Capacity Building Program** **(47th Edition)**

“Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation”

22 - 24 December, 2025
Hotel Grande Delmon, Goa



ABOUT IICA

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the Ministry of Corporate Affairs, Government of India. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.

The Centre for MSME, an integral part of Indian Institute of Corporate Affairs (IICA), has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

OVERVIEW

GeM – Government e-Market place is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

"GeM has harnessed digital capabilities and has emerged as a one-stop-shop for procurement of all possible goods & services that may be required by Government buyers at various levels of administration".

Navigating Procurement via Government e Marketplace (GeM) is crucial for any organization in 2025

It connects more than 1.6 lakh government buyers with 23 lakh sellers and service providers. In terms of categories, nearly 12,000 product categories and 320 service categories enable the procurement of different goods and services.

Micro and small enterprises are getting major business from public procurement portal GeM and they are expected to sell goods and services worth over USD 20 billion by the end of this fiscal.

Since its inception in 2016, orders worth more than ₹13.4 lakh crore have been transacted on the GeM portal.

GeM has streamlined Government procurement into a unified platform used by a nationwide network of sellers and service providers.

Hence, intensive training on "Navigating Procurement via Government e Marketplace (GeM), Strategic Contracts in Procurement - Negotiation, Enforcement & Risk Mitigation" should be a vital part of any business plan / buying plan in 2025, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability. With supply chains becoming more complex and constrained, leveraging critical skills is essential for success in today's business landscape.

Key Stakeholders of GeM

Buyers

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

Sellers

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

The program outline covers the essential aspects of operating and handling the GeM web portal for both buyers and sellers, including floating tenders, evaluation, award, and advanced features as well as Recent Guidelines & General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities. It also allows for a comprehensive understanding of the platform and hands-on practice to ensure participants are conversant with GeM operations.

Risk Management

It goes without saying that risk management is an essential component of procurement training. In today's challenging business environment, procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal and safety risks.

We must take provisions to manage the following types of risks:-

- Supply Risk – the possibility of production line shutdown, failure to meet customer requirements, and/or other catastrophes due to the non-availability of certain goods or services at a particular time.
- Price Risk – the possibility that prices for goods or services could be adjusted to your organization's disadvantage.
- Financial Risk – your organization could possibly lose existing assets, future revenue, or potential income due to a financial or economic event or series of events. This risk category appears to be eminent.
- Legal Risk – the possibility that your organization could be a party to a lawsuit, particularly in which your organization has a lower-than-average probability of prevailing
- Safety Risk – the possibility that a person could be injured or killed or property damaged or destroyed.

Spend Management

Spend Management is a crucial skill for procurement professionals in today's business landscape. It involves the formulation and execution of an annual buying plan that includes forecasting demand for different categories of products and services, assessing the market for each commodity, determining the method for procuring each commodity and identify the resources needed for successful procurement.

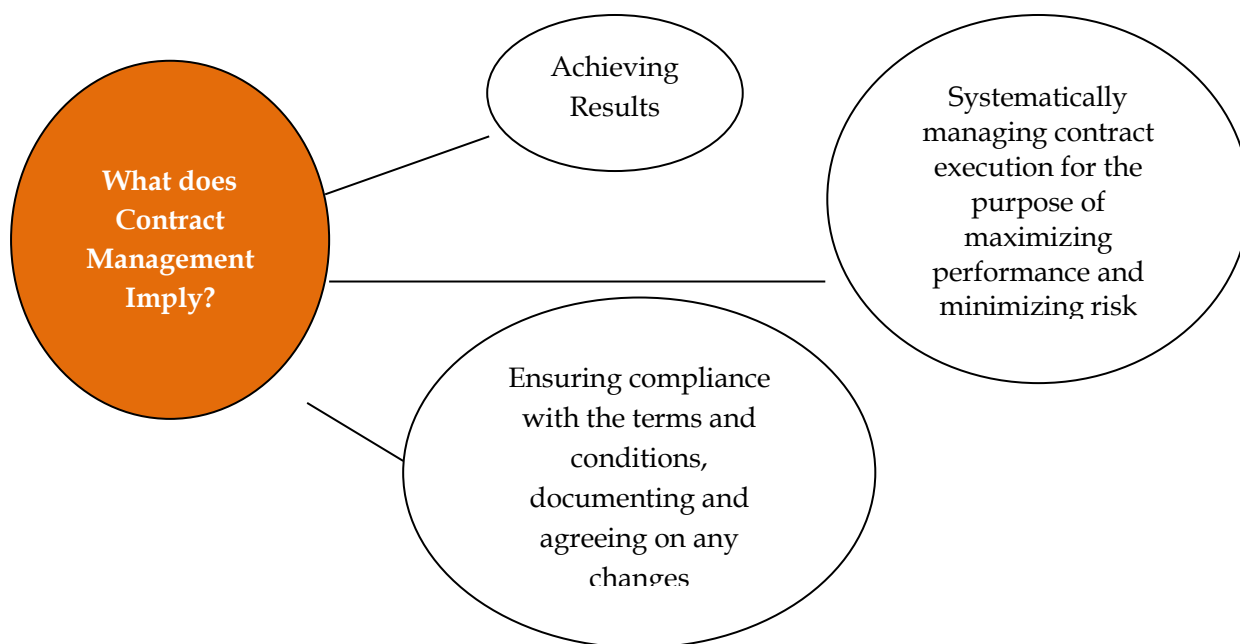
Decisions around Supplier Selection

Decisions around supplier selection are a critical aspect of procurement, with a significant impact on an organization's bottom line. Procurement professionals must possess the skills to assess the suitability of potential suppliers, evaluate their capabilities and reliability and negotiate contracts that align with organizational goals. Not having a robust strategy for supplier selection can result in suboptimal business outcomes, including delivery delays, increased costs, and quality issues.

Thus, procurement training is vital. It equips professionals with skills to understand and anticipate customer needs. This enables them to source and acquire goods and services that meet requirements.

What does Contract Management Imply?

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.

Commercial contracts form the backbone of business transactions and partnerships, playing a pivotal role in defining the terms, obligations, and rights of parties involved. Drafting, negotiating, and enforcing these contracts are crucial aspects of any successful business venture. In the ever-evolving global business landscape, keeping abreast of recent trends and best practices in the field of commercial contracts is essential for businesses and legal professionals.

The said program also offers a unique opportunity to enhance contract management skills, stay current with the latest trends, and network with industry professionals

The understanding of the legal framework that controls the acquisition of goods and services by organizations, particularly those in the public sector, is referred to as contractual & legal expertise.

The year 2025 presents a unique opportunity for companies to upskill their procurement teams and enhance their abilities to navigate the complexities of Procurement via Government e Marketplace (GeM) and Strategic Commercial Contracts.

OBJECTIVES

- Gain an overall understanding of the essential aspects of operating and handling the Government e-Marketplace (GeM) web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement.
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.
- Identify the document that becomes a legally enforceable part of a contract
- Determine the most appropriate form of agreement for a particular situation including Contract / Agreement towards Consultancy Services
- Reduce the risk of delaying a project by using contract negotiations.
- Understand how the importance of contracts will differ among international suppliers
- Participants will be exposed to the latest trends, real-world case studies & examples that can help in streamlining the procurement contract process.
- Participants will understand key elements of effective contract management and take their skill to the next level in implementing strategies for optimizing procurement contracts
- To develop confidence of Indian bidders
- To build & enhance trust between Government & Private Suppliers
- To address industry suppliers issue & challenges

WHO WILL ATTEND

- Responsible Officers / Officials / Asst. Secretary to Joint Secretary of Central Government Ministries / Departments / State Governments including its attached/subordinate offices, Central Public Sector Units (CPSUs) / PSUs and Autonomous Bodies.
- Head of Procurement, Purchasing & Supply Chain Leaders & Professionals
- Directors / Associated Directors / GM / DGM / Managers / Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities,
- Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- CEOs & CFOs, Finance Manager & Senior Professionals from Corporate houses, PSUs, Statutory / Autonomous Bodies
- National, Regional & Local Government Officials, Ministerial, State transport authorities, Commissioners of various Regulatory bodies, Decision Makers.
- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.
- All Public Procurement Practitioners of National & International Agencies
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.
- Industries participating for Government / CPSE businesses
- Units of MSME and KVIC interested in Government businesses
- CA firms engaged in procurement audits

WHY GOA FOR OUTBOUND TRAINING



Goa is one of the fastest growing states in the country. Goa's economic growth is driven by the strong performance of industrial sectors such as mining, tourism & pharmaceuticals. Besides, Goa is blessed with beautiful beaches and hills, a rich heritage, architecture and culture. Goa is a prime destination for national & international conferences and landmark exhibitions. Goa has its own airport and accounts for domestic & international flights. All the prime airlines have direct flights from various metro cities of India.

PROGRAM COVERAGE

Day - I
(22 December, 2025 - Monday)

TIMINGS	SESSIONS
01:00 pm - 02:45 pm	Lunch at the assigned hall in the hotel
03:00 pm - 03:15 pm	Setting the Context & Welcome Remarks Introduction among the participants
03:15 PM - 06:00 PM	Overview of Government e-Marketplace & Registration Process <ul style="list-style-type: none"> • Evolution of GeM • Legal and Regulatory Framework • Buyer Registration Process • Primary User Registration, Secondary User Registration • Buyer, Consignee, Indentor • DDO/PAO • Benefits to Buyer • Types of Procurement on GeM <ul style="list-style-type: none"> ○ Direct Purchase Process ○ LI purchasing ○ Bid/ Bid to R.A. ○ P.A.C. Procurement ○ Custom Bid ○ Push Button Procurement • Workflow & Timeline of GeM
	Exploration of GeM functionalities <ul style="list-style-type: none"> • Placement of Order for Goods • Receipt of Goods, accepting the Goods and issuing C.R.A.C. on the GeM portal • Procedure for Payment and Payment initiation in GeM • Creation and finalisation of Bid and Reverse Auction on the GeM portal • Placement of Order for Services with terms and conditions • Incident Management, Buyer/Seller Ratings • Buyer's Perspective <ul style="list-style-type: none"> ○ Registration process for buyers on GeM ○ Navigating the buyer dashboard

Day - 2
(23 December, 2025 - Tuesday)

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	Exploring categories and products available on GeM <ul style="list-style-type: none"> • Modifications in Available Category • Category creation
	Floating Tenders on GeM <ul style="list-style-type: none"> • Types of tenders on GeM (Single packet bid / two packet bid) • Understanding tender documents and specifications • Creating and publishing tenders • Creation and Finalization of Bid and Reverse Auction on the GeM Portal Preparation of Customized bid <ul style="list-style-type: none"> • Template for customized bid • BOQ, Terms & Conditions Between Buyers and Sellers, Payment Terms • Bid Evaluation / Qualifying Criteria
	Evaluation and Award of Contracts Tender Evaluation <ul style="list-style-type: none"> • Criteria for bid evaluation • Price reasonability and discovery • Reverse Auction on Gem Portal Award of Contracts <ul style="list-style-type: none"> • Contract management on GeM • Handling disputes and grievances • Raising Incident In Case Of Dispute
01:00 PM - 02:00 PM	Lunch
02:00 PM - 05:30 PM	Seller's Perspective <ul style="list-style-type: none"> • Registration process for sellers on GeM • Creating and managing seller profile • Uploading products/services on GeM • Vendor onboarding & assessment New features on GeM <ul style="list-style-type: none"> • Single packet bid • Unworkable LI • Transfer of Bids • Draft Bid duration • Item-wise evaluation of services • Make in India (MII) for Services • Option of fund blocking for service orders - G.P.A. & P.F.M.S. • Minimum floor price for minimum wage-based Manpower outsourcing service.

Day - 3
(24 December, 2025 - Wednesday)

TIMINGS	SESSIONS
10:00 AM - 01:00 PM	<p>A Hands-on Guide to Drafting Commercial Contracts</p> <ul style="list-style-type: none"> • Essentials of drafting a contract • Importance of structuring contract and legal aspects relating to L/D, B/G, Indemnity, Force Majeure, Dispute Resolution, termination, jurisdiction etc. • Structuring the Agreement • Types of contract (contract of guarantee and indemnity, wagering and contingent) • Review of relevant clauses of the agreement before signature <p>Contract administration & management: Advanced Contracting Issues</p> <ul style="list-style-type: none"> • Ensuring submission of pre-conditions under the contract (BG, PG, Indemnity Bond etc.). • Periodic Review of contract, checklist, delay analysis with case studies • Economic evaluation of business Contracts, monitoring the price contracts. • Establish and improve work System for Continuous review and maintenance of all standard documents and evaluate existing contracts • Indemnification • Insurance • Amendments, addendum • Ensuring fulfilment of contractual obligations including warranty obligations by the supplier • Contract Negotiation • Monitoring of Contract, Termination, extension, waiver, notice for damages etc. • Installation, Testing and Commissioning, Delay analysis • Determination of Purchaser's L/D Claim, Settlement of Price Variation in terms of PVC • Release Performance Security • Breach, Remedy
01:00 PM - 02:00 PM	Lunch
02:00 PM - 05:30 PM	<p>Vendor Management & Procurement / Supply Chain Risk Assessment and Mitigation Plan</p> <ul style="list-style-type: none"> • Vendor Management Procurement • Vendor Management Stages • Vendor Management Lifecycle • Development of new sources and Registration of Vendors • Vendor Performance Monitoring and Rating • Identifying Potential Vendors : Commonly used KPIs • The Importance of Sustainability in Supply Chains. • The Annual Supply Chain / Procurement Planning Process • Successful Supply Chain Risk Assessment Process & Risk Mitigation Plan • General factors to consider in Risk Assessment • IT enabled intelligent Supply Chains : Assessing the role of Blockchain Technology to move towards Industry 4.0
	Wrap-up and Feedback, Closing remarks

METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on Frontal lectures, conceptual deliberations, case studies, and group exercises/discussions.

PROGRAMME FEE & VENUE

Training Venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
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IICA RESIDENTIAL PROGRAMME SCHEDULE

22 Dec, 2025 Day 1	23 Dec, 2025 Day 2	24 Dec, 2025 Day 3	25 Dec, 2025
Arrival day- Check in from 01:00 pm onwards	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Departure day- check out by 11:00 am
Lunch (01:00pm-03:00pm) 1/2 day post lunch sessions	Lunch (01:00pm-2:00pm) Post Lunch sessions	Lunch (01:00pm-02:00pm) Post Lunch sessions	
Dinner	Dinner	Dinner	

PAYMENT DETAILS

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

GENERAL INSTRUCTIONS

- Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- The program fee once deposited is non-refundable, however, substitutions are allowed.
- IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
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- The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

OUR REPUTED CLIENT'S

Steel Authority of India Limited (SAIL)	Haryana Power Generation Corporation Ltd. (HPGCL)	National Aluminium Company Ltd
Bank of India	BarodaSun Technologies Ltd.	Tamil Nadu Zari Ltd.
Vector Informatik India Pvt. Ltd.	Abhijit Kelkar & Co.	MERU Consulting
M/s Indian Synthetic Rubber Pvt. Ltd.	Dredging Corporation of India	Film and Television Institute of India (FTII)
Central Public Works Department (CPWD)	Eastern Coalfields Limited	The New India Assurance Company Limited
Bosch Ltd.	Nuclear Power Corporation of India Limited	Insurance Regulatory Development Authority of India (IRDAI)
Department for Promotion of Industry and Internal Trade	REC Limited	Armoured Vehicles Nigam Limited (AVNL)
Directorate General of Hydrocarbons	Naval Ship Repair Yard, Karwar	Punjab National Bank
Reserve Bank of India	Bank of Baroda	AXIS Bank
UCO Bank	India Trade Promotion Organisation (ITPO)	Mumbai Port Authority
Karnataka State Audit & Accounts Department	Dedicated Freight Corridor Corporation of India (DFCCIL)	CreditAccess Life Insurance Limited
Logistic Integrators (I) Pvt Ltd	Directorate General of Shipping	Manipur Industrial Development Corporation Limited (MANIDCO)
The Himachal Pradesh State Co-operative Bank Ltd.	Canara Bank	Securities and Exchange Board of India
Central Board of Direct Taxes	UTI Infrastructure Technology and Services Limited	South Eastern Coalfields Limited
NLC India Ltd.	Airports Authority of India	Indian Air Force
Life Insurance Corporation of India (LIC)	Indian Oil Corporation Limited	Heavy Vehicles Factory (HVF)
Indian Navy	Ordnance Factory	Bharat Electronics Limited
DRDO, Research & Development Establishment (Engrs.)	High Energy Material Research Laboratory, DRDO	Petroleum and Natural Gas Regulatory Board (PNGRB)
Engine Factory Avadi	Yantra India Limited	Agency for New and Renewable Energy Research & Technology - ANERT, Kerala

Defence Food Research Laboratory	NTPC Ltd.	Telecom Regulatory Authority of India (TRAI)
Central U.P GAS Limited	HINCOL	Central Silk Board, Ministry of Textiles
Department of Science & Technology	Centre for Engineering & Technology (CET), Steel Authority of India Ltd.	Central Information Commission
Pension Fund Regulatory & Development Authority (PFRDA)	Numaligarh Refinery Ltd.	Ramagundam Fertilizers and Chemicals Limited (RFCL)
National Cooperative Dairy Federation of India Limited (NCDFI)	Ministry of Finance, Department of Expenditure	Inland Waterways Authority of India
Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ministry of Ayush	Grid Controller of India Limited	Railway Board
Gujarat Maritime Board	Delhi Metro Rail Corporation Ltd.	Assam Industrial Development Corporation Limited
Udupi Cochin Shipyard Limited	National Institute of Rock Mechanics (NIRM)	Power Development Department (PDD), Ladakh
THDC India Ltd.	SEWA-THDC	Horticulture Department, Sikkim
National Commission for Safai Karamcharis	Assam Administrative Staff College	Directorate of Industries, Uttarakhand
Agriculture Production Department, J&K	Chief Animal Husbandry Office, Leh	Directorate of Industries, Bhopal (M.P)
Directorate of Horticulture Department, Leh	Public Health Engineering / Irrigation & Flood Control (PHE/I&FC) Department, Ladakh	

PROGRAM DIRECTOR & FACILITATOR



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs (IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate Affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with “National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena” by H.E. Governor of Mizoram on 7th February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum- Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.



CONTACT

PROGRAMME DIRECTOR	PROGRAMME COORDINATOR
<p style="text-align: center;">Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs</p> <p style="text-align: center;">E-mail: rajesh.batra@iica.in Phone: 9871417394 , 8595690458</p>	<p style="text-align: center;">Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs</p> <p style="text-align: center;">E-mail: cmsme.iica@gmail.com Phone: 9818891007</p>

INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)

REGISTRATION FORM

Three Day Capacity Building Program (47th Edition)

on

**“Navigating Procurement via Government e Marketplace (GeM),
Strategic Contracts in Procurement - Negotiation, Enforcement
& Risk Mitigation”**

(22 - 24 December, 2025 - Goa)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Training Venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa – 403001
Training Date	22 - 24 December, 2025
Residential Program Fee	INR 43,070/- (INR 36,500 + 18% GST) per participant
Non-Residential Program Fee	INR 27,730/- (INR 23,500 + 18% GST) per participant
▪ <i>For Individual Nomination - No Discount is applicable</i>	
▪ <i>For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee</i>	
▪ <i>For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 5% discount and additional 3 nominations will be eligible for 10% discount)</i>	

- IICA's Residential Program Fee includes 3 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AM & PM Tea/Coffee.
- IICA's Non-Residential Program Fee includes Buffet Lunch, AM & PM Tea/Coffee.

Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

Terms & Conditions

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR	PROGRAMME COORDINATOR
<p>Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs</p> <p>E-mail: rajesh.batra@iica.in Phone: 9871417394 , 8595690458</p>	<p>Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs</p> <p>E-mail: cmsme.iica@gmail.com Phone: 9818891007</p>

Fwd: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 10 Nov 2025 2:27:21 PM +0530

To "Secretary Services"<secservices@nic.in>

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

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

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

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

Date: Mon, 10 Nov 2025 12:36:25 +0530

Subject: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

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

Respected Sir/Ma'am,

Kindly find the attachment on the subject mentioned above.

With Regards,

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

1 Attachment(s)

Reschedule of 1st SLP.pdf

57.2 KB

No. T-13017/4/2025-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
 New Mehrauli Road, New Delhi-110067,
 Dated: 10th November, 2025

To

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

Sub: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Madam/Sir,

In continuation of this Department's circular of even number dated 29th May, 2025 and 31th July, 2025. It is informed that the Commencement date for the above mentioned programme has been extended to **29th March, 2026** instead of 09.11.2025 as notified earlier. Accordingly, the last date of receiving applications has also been revised to **18th March, 2026** instead of 20.10.2025.

2. This may please be brought to the notice of all eligible officers in your Ministry/ Department/ Organisation. The officers may be directed to download the application form either from [https://dopttrg.nic.in/SLP%20 Lucknow.html](https://dopttrg.nic.in/SLP%20Lucknow.html) or <https://www.iiml.ac.in/slp-programme>. All other terms and conditions contained in the circular dated 29th May, 2025 mentioned above remain unchanged.

Yours faithfully,



(Manoj Kataria)

Section Officer (LTDP)

Telephone: 011-26706329

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Mr. Abhishek Shukla, Programme Coordinator, Senior Leadership Programme, Indian Institute of Management, Lucknow, Prabandh Nagar, IIM Road Lucknow - 226013 with request to consider applications received on or before March 18th, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.



(Manoj Kataria)
Section Officer (LTDP)
Telephone: 011-26706329

Fwd: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 10 Nov 2025 2:27:21 PM +0530

To "Secretary Services"<secservices@nic.in>

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

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

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

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

Date: Mon, 10 Nov 2025 12:36:25 +0530

Subject: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

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

Respected Sir/Ma'am,

Kindly find the attachment on the subject mentioned above.

With Regards,

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

1 Attachment(s)

Reschedule of 1st SLP.pdf

57.2 KB

No. T-13017/4/2025-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
 New Mehrauli Road, New Delhi-110067,
 Dated: 10th November, 2025

To

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

Sub: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Madam/Sir,

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Yours faithfully,



(Manoj Kataria)

Section Officer (LTDP)

Telephone: 011-26706329

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1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
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12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Mr. Abhishek Shukla, Programme Coordinator, Senior Leadership Programme, Indian Institute of Management, Lucknow, Prabandh Nagar, IIM Road Lucknow - 226013 with request to consider applications received on or before March 18th, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.



(Manoj Kataria)
Section Officer (LTDP)
Telephone: 011-26706329

Fwd: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 12 Nov 2025 2:58:05 PM +0530

To "Secretary Services"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 12 Nov 2025 14:28:19 +0530

Subject: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place 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 :	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place
Course Code :	POSH-30
Date :	30 Mar 2026 to 31 Mar 2026
Mode :	Offline

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

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 11 Nov 2025 4:30:54 PM +0530

To "Secretary Services"<secservices@nic.in>

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

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

To: <cs-jharkhand@nic.in>

Date: Tue, 11 Nov 2025 15:59:33 +0530

Subject: Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM

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



Sir/Madam,

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

Course Name :	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place
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Date :	30 Mar 2026 to 31 Mar 2026
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For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Conduct of "GeM Awareness Week" imparting Training Programme by GeM - regarding**soadmin-fin** < soadmin-fin@delhi.gov.in >

Mon, 10 Nov 2025 6:10:49 PM +0530

To "Sh. Ashish Kundra"<seclg@nic.in>,"K.S Jayachandran"<msdpcc@nic.in>,"comdis.delhi"<comdis.delhi@nic.in>,"AR DEPARTMENT"<arupdate@nic.in>,"Registrar Cooperative Society"<rcoop@nic.in>,"Bipul Pathak"<pshome@nic.in>,"HOD GAD"<sgad@nic.in>,"Sh Singh"<secservices@nic.in>,"Secretary Power"<pspower@nic.in>,"Pr Health"<pshealth@nic.in>,"Sh. Vijay Bidhuri"<senv@nic.in>,"pccf-gnctd"<pccf-gnctd@delhi.gov.in>,"Vijay Kumar Bidhuri"<psud@nic.in>,"chairmandsssb.delhi"<chairmandsssb.delhi@delhi.gov.in>,"Secretary Education"<secyedu@nic.in>,"Divisional Commissioner"<divcom@nic.in>,"IAS Shinde"<cmd@dtc.nic.in>,"ceodelhi.djb"<ceodelhi.djb@nic.in>,"Comm Tpt"<commtpt@nic.in>,"Nandini Paliwal, IAS"<ctt.delhi@nic.in>,"Ashok Kumar"<labcom@nic.in>,"Shurbir Singh, IAS"<cdevelop@nic.in>,"diredu"<diredu@nic.in>,"cfss.delhi"<cfss.delhi@nic.in>,"dvigil"<dvigil@nic.in>,"Director UTCS"<dutcs@nic.in>,"Slaw Slaw"<slaw@nic.in>,"Bipul Pathak"<psfin@nic.in>,"Yash Chaudhary"<dsw@nic.in>,"Ms. Anjali Sehrawat"<dirthe.delhi@nic.in>,"Sh. Sandeep Kumar"<secyit@nic.in>,"Dr. Dilraj Kaur"<pssw@nic.in>,"Mr Kumar"<wcd@nic.in>,"Rashmi Singh"<secretary.wcd@delhi.gov.in>,"C R GARG"<secyart@nic.in>,"fincomnct"<fincomnct@nic.in>,"General Manager"<gm@delhitourism.gov.in>,"Sanjeev Mittal IAS"<ambdl@nic.in>,"MD N CEO DTTDC"<md@delhitourism.gov.in>,"R. Alice Vaz"<pstechedu@nic.in>,"Joint Director Planning"<jdplg@nic.in>,"Commissioner Of Industries"<comind@sansad.nic.in>,"dcp-dap4-dl"<dcp-dap4-dl@nic.in>,"vcddc.delhi"<vcddc.delhi@nic.in>

Sir,

Finance Department, GNCTD in collaboration with GeM is organizing "GeM Awareness Week" training at Auditorium, Ground Floor, Delhi Secretariat on 13, 14, 17, 18 & 19 November 2025 from 10:00 AM to 01:00 PM.

All Departments are requested to nominate Buyer/DDO level officers who are directly handling procurement/payment activities through GeM.

It is also requested that this information may further be circulated to all concerned District Offices / Hospitals / Colleges / Courts under your Department for wider participation.

Training schedule is enclosed for information.

Thanks and Regards

1 Attachment(s)

document.pdf

66

8.3 MB

**FIN-ADMN/8/2025-Admin/
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT (ADMINISTRATION DIVISION)
Comp. No.:296832**

4th Level, A-Wing, Delhi Secretariat,
I.P. Estate, New Delhi- 110002.

Subject: Conduct of "GeM Awareness Week" imparting Training Programme by GeM - regarding.

Sir / Madam,

I am directed to inform that the Finance Department, Government of NCT of Delhi in collaboration with GeM is organizing **"GeM Awareness Week"** and a comprehensive training programme on Government e-Marketplace (GeM) at Auditorium, Ground Floor, Delhi Secretariat, on **13.11.2025, 14.11.2025, 17.11.2025, 18.11.2025 and 19.11.2025 at 10:00 AM to 01:00 PM**

The training programme will cover all key aspects of procurement through GeM, including registration, product/service listing, bid participation, order placement, payment process, and resolution of operational issues etc. Officers from GeM will be giving the training and addressing the doubts and queries related to GeM during the training program.

All Departments are requested to nominate Buyer and DDO for attending the training program as per the enclosed schedule. The nominated officers should preferably be those officers who will be directly handling procurement and payment activities through GeM.

All concerned Departments may ensure that their nominated officers should attend the training punctually and make full use of this opportunity to get clarity on GeM-related issues.

The detailed training schedule is enclosed herewith for information and necessary action. The training is following by Lunch.

The contact details of:-

i) GeM Cell : Sh. Piyush Kumar, (Mob.9899008084) State Nodal Officer, Email ID-piyush.kumar@gem.gov.in.

ii) Finance Department : Sh. Parvesh Kumar, Section Officer, Admn. Division (Mob.7303374135) Email ID-soadmin-fin@delhi.gov.in.

Digitally signed by
Manoj Kumar V.M
(Manoj Kumar V.M.)
Date: 10.11.2025
Joint Secretary (Finance)
11:53:56

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments.
Govt. of NCT of Delhi.

Copy for Information:-

1. PPS to Addl. Chief Secretary (Finance), Finance Deptt., GNCT of Delhi.

2. PS to Secretary (Finance), Finance Deptt., GNCT of Delhi.
3. PS to Special Secretary (Finance), Finance Deptt., GNCT of Delhi.
4. The Additional CEO & Chief Marketplace Officer, Ministry of Commerce & Industry, GeM, 2nd Floor, Jeevan Tara Building, Patel Chowk, New Delhi - 110001.
5. EMD Manager/ Sy. Analyst, Finance Deptt. GNCT of Delhi with the request to upload on the web-site of the Finance Department.
6. Guard File.

TRAINING ON 13.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	LEGISLATIVE ASSEMBLY
2	LG. SECRETARIATE
3	HIGH COURT
4	CENTRAL DISTRICT COURT
5	NORTH DISTRICT COURT
6	WEST DISTRICT COURT
7	NEW DELHI DISTRICT COURT
8	SOUTH DISTRICT COURT
9	SOUTH EAST DISTRICT COURT
10	EAST DISTRICT COURT
11	NORTH EAST DISTRICT COURT
12	SHAHADRA DISTRICT COURT
13	NORTH WEST DISTRICT COURT
14	SOUTH WEST DISTRICT COURT
15	DTE. OF PROSECUTION
16	LAW DEPARTMENT
17	PRINCIPAL ACCOUNTS OFFICE
18	DIRECTORATE OF AUDIT
19	EXCISE AND ENTERTAINMENT TAX DEPARTMENT
20	DEPARTMENT OF TRADE AND TAXES
21	REGISTRAR OF CHIT FUND
22	DIRECTORATE OF SMALL SAVING
23	CENTRAL JAIL & DISTT. JAILS

TRAINING ON 14.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	DTE OF EDUCATION
2	DIRECTORATE OF TECHNICAL TRAINING & EDUCATION
3	DIRECTORATE OF NCC
4	COLLEGE OF ARTS
5	DTE. OF HIGHER EDUCATION
6	G B PANT HOSPITAL
7	ARUNA ASIF ALI GOVT. HOSPITAL
8	DEEN DAYAL UPADHYAY HOSPITAL
9	GURU TEG BAHADUR HOSPITAL
10	GURU NANAK EYE CENTRE
11	MAULANA AZAD MEDICAL COLLEGE
12	DEPARTMENT OF FOOD SAFETY
13	DRUG CONTROLL DEPARTMENT
14	DIRECTORATE OF FAMILY WELFARE
15	DIRECTORATE OF AYUSH

TRAINING ON 17.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	SANJAY GANDHI MEMORIAL HOSPITAL
2	DR. BABA SAHEB AMBEDKAR HOSPITAL
3	DR. BSA MEDICAL COLLEGE & HOSPITAL
4	SHRI DADADEV MATRI SHISHU CHIKITSALAYA
5	DR. HEDGEVAR ARPGYA SANSTHAN
6	SARDAR BHALLABH BHAI PATEL HOSPITAL
7	ATTAR SEN HOSPITAL
8	BHAGWAN MAHAVIR HOSPITAL
9	MALVIYA NAGAR COLONY HOSPITAL
10	ACHARYA BHIKSHU HOSPITAL
11	JAG PRAVESH CHANDRA HOSPITAL
12	DR. N.C. JOSHI MEMORIAL HOSPITAL
13	LAL BAHADUR SHASTRI HOSPITAL
14	RAO TULA RAM HOSPITAL
15	GURU GOBIND SINGH HOSPITAL
16	BABU JAGJIVAN RAM HOSPITAL
17	MAHARISHI BALMIKI HOSPITAL
18	SATYAWADI RAJA HARISH CHANDRA HOSPITAL
19	A&U TIBBIA COLLEGE AND HOSPITAL
20	DR. B.R. SUR HOMOEOPATHIC COLLEGE
21	NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
22	HEALTH & FAMILY WELFARE DEPARTMENT
23	DEEP CHAND BANDHU HOSPITAL
24	AMBEDKAR NAGAR HOSPITAL
25	BURARI HOSPITAL
26	INDIRA GANDHI HOSPITAL
27	UNIVERSITY COLLEGE OF MEDICAL SCIENCE
28	SOCIAL WELFARE DEPARTMENT
29	DIRECTORATE OF HEALTH SERVICES
30	DIRECTORATE OF WOMEN & CHILD DEVELOPMENT
31	DIRECTORATE OF SC/ST

TRAINING ON 18.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	OFFICE OF THE COMMISSIONER (DISABILITIES)
2	EMPLOYEMENT DEPARTMENT
3	LABOUR DEPARTMENT
4	DIVISIONAL COMMISSIONER'S OFFICE
5	DEPUTY COMMISSIONER'S OFFICE (CENTRAL)
6	DEPUTY COMMISSIONER'S OFFICE (NEW DELHI)
7	DEPUTY COMMISSIONER'S OFFICE (SOUTH)
8	DEPUTY COMMISSIONER'S OFFICE (SW)
9	DEPUTY COMMISSIONER'S OFFICE (EAST)
10	DEPUTY COMMISSIONER'S OFFICE (WEST)
11	DEPUTY COMMISSIONER'S OFFICE (NE)
12	DEPUTY COMMISSIONER'S OFFICE (NW)
13	DEPUTY COMMISSIONER'S OFFICE (NORTH)
14	DEPUTY COMMISSIONER'S OFFICE (SHADARA)
15	DEPUTY COMMISSIONER'S OFFICE (SOUTH EAST)
16	DIRECTORATE OF CIVIL DEFENCE & HOME GUARD
17	URBAN DEVELOPMENT DEPARTMENT
18	INDIRA GANDHI HOSPITAL
19	GENERAL ADMINISTRATION DEPARTMENT
20	ELECTION OFFICE
21	PUBLIC WORKS DEPARTMENT
22	STATE ELECTION COMMISSION
23	DIRECTORATE OF PLANNING AND EVALUATION
24	ECONOMINCS & STATISTICS
25	INFORMATION TECHNOLOGY DEPARTMENT
26	FOOD & CIVIL SUPPLIES & CONSUMERS AFFAIRS

TRAINING ON 19.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	WEIGHT & MEASURES DEPARTMENT
2	AGRICULTURE MARKETING DEPARTMENT
3	DEVELOPMENT DEPARTMENT
4	COOPERATIVE DEPARTMENT
5	IRRIGATION & FLOOD CONTROL DEPARTMENT
6	ENVIRONMENT DEPARTMENT
7	FOREST DEPARTMENT
8	LAND & BUILDING DEPARTMENT
9	HOUSING LOAN DEPARTMENT
10	POWER DEPARTMENT
11	TRANSPORT DEPARTMENT
12	INDUSTRIES DEPARTMENT
13	TOURISM DEPARTMENT
14	SERVICES DEPARTMENT
15	DIRECTORATE OF TRAINING
16	ADMINISTRATIVE REFORMS DEPARTMENT
17	LOKAYUKTA
18	PUBLIC GRIEVANCE COMMISSION
19	POLICE COMPLAINT AUTHORITY
20	DIRECTORATE OF VIGILANCE
21	INFORMATION & PUBLICITY
22	DSSSB
23	LANGUAGE DEPARTMENT
24	DEPARTMENT OF ARCHAEOLOGY
25	DELHI ARCHIVES
26	DELHI FIRE SERVICE
27	FORENSIC SCIENCE LABORATORY

Fwd: Seminar on Right to Information by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 11 Nov 2025 5:24:03 PM +0530

To "AR DEPARTMENT"<arupdate@nic.in>,"Secretary Services"
<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Tue, 11 Nov 2025 17:15:55 +0530

Subject: Seminar on Right to Information 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 : Seminar on Right to Information

Course Code : S-RTI-24

Date : 29 Dec 2025 to 29 Dec 2025

Mode : Online

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

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067