

## Fwd: Management of Training by ISTM

**Shri Dharmendra** <csdelhi@nic.in >

Wed, 13 Aug 2025 1:52:06 PM +0530

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

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**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Wednesday, August 13, 2025 11:57:44 AM

**Subject:** Management of Training by ISTM



Sir/Madam,

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

Course Name : Management of Training

Course Code : MOT

Date : 15 Sep 2025 to 19 Sep 2025

Mode : Offline

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

Regards

Namita Malik

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

**Fwd: Workshop on Cyber Security by ISTM**

**Shri Dharmendra** <csdelhi@nic.in>

Tue, 19 Aug 2025 12:05:33 PM +0530

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

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**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** "csoffice cg" <[csoffice.cg@gov.in](mailto:csoffice.cg@gov.in)>

**Sent:** Tuesday, August 19, 2025 9:41:34 AM

**Subject:** Workshop on Cyber Security by ISTM



Sir/Madam,

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

Course Name : Workshop on Cyber Security

Course Code : W-CS-10

Date : 22 Sep 2025 to 23 Sep 2025

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

**Fwd: Big Data Analytics in Government - Basic by ISTM**

**Shri Dharmendra** <csdelhi@nic.in >

Tue, 19 Aug 2025 12:05:40 PM +0530

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

---

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** "csoffice cg" <[csoffice.cg@gov.in](mailto:csoffice.cg@gov.in)>

**Sent:** Tuesday, August 19, 2025 9:43:01 AM

**Subject:** Big Data Analytics in Government - Basic by ISTM



Sir/Madam,

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

Course Name : Big Data Analytics in Government - Basic

Course Code : BDAB-09

Date : 27 Oct 2025 to 29 Oct 2025

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

## Fwd: Handling Parliamentary Matters by ISTM

**Shri Dharmendra** <csdelhi@nic.in>

Thu, 14 Aug 2025 4:31:37 PM +0530

To "ACS GAD"<sgad@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

---

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Thursday, August 14, 2025 3:40:49 PM

**Subject:** Handling Parliamentary Matters by ISTM



Sir/Madam,

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

Course Name : Handling Parliamentary Matters

Course Code : HPM-10

Date : 03 Nov 2025 to 04 Nov 2025

Mode : Offline

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

Regards

Puneet Kumar Sharma

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

## Fwd: Workshop on OMF & DGQI by ISTM

**Shri Dharmendra** <csdelhi@nic.in >

Wed, 20 Aug 2025 1:25:49 PM +0530

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

---

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Wednesday, August 20, 2025 12:27:21 PM

**Subject:** Workshop on OMF & DGQI by ISTM



Sir/Madam,

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

Course Name : Workshop on OMF & DGQI

Course Code : WOFGM&DGQI-04

Date : 17 Nov 2025 to 17 Nov 2025

Mode : Online

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

Regards

Puneet Kumar Sharma

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

## Fwd: Workshop on OMF & DGQI by ISTM

**Shri Dharmendra** <csdelhi@nic.in>

Wed, 20 Aug 2025 1:25:49 PM +0530

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

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**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Wednesday, August 20, 2025 12:27:21 PM

**Subject:** Workshop on OMF & DGQI by ISTM



Sir/Madam,

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

Course Name : Workshop on OMF & DGQI

Course Code : WOFGM&DGQI-04

Date : 17 Nov 2025 to 17 Nov 2025

Mode : Online

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

Regards

Puneet Kumar Sharma

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

## Fwd: National Level Workshop(s) cum Training on Natural Farming – 23rd August 2025

**Shri Dharmendra** <csdelhi@nic.in>

Mon, 11 Aug 2025 7:19:16 PM +0530

To "Sh Anil Kumar Singh" <secservices@nic.in>,"ceifcd" <ceifcd@gmail.com>

---

**From:** "Dr Neelam" <[neelam.patel@gov.in](mailto:neelam.patel@gov.in)>

**To:** "Shri Dharmendra" <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

**Sent:** Monday, August 11, 2025 7:14:21 PM

**Subject:** National Level Workshop(s) cum Training on Natural Farming – 23rd August 2025

Respected Sir,

I am directed to forward a DO letter No. 1807/Sr.Adv(Agri)/2025 dated 11.08.2025 from Dr. Neelam Patel, Senior Adviser (Agri-Tech), NITI Aayog, for your kind perusal and necessary action please.

With warm regards,

Pradeep Rawal  
PPS to Sr. Adviser (Agri-Tech)  
NITI Aayog  
Tel: 011 23096613

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Regards  
O/o The Chief Secretary, Delhi

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### 1 Attachment(s)

20250811191948.pdf

62.3 KB

**NEELAM PATEL**  
**SENIOR ADVISOR**  
 Tel : 011-23096613  
 E-mail : neelam.patel@gov.in



भारत सरकार  
 नीति आयोग, संसद मार्ग,  
 नई दिल्ली-110 001  
 Government of India  
 NATIONAL INSTITUTION FOR TRANSFORMING INDIA  
 NITI Aayog, Parliament Street,  
 New Delhi-110 001

No. 1108/Sr. Adv(Agri-Tech)/2025

August 11, 2025

Respected Sir,

I would like to inform you that NITI Aayog, in collaboration with the Ministry of Agriculture & Farmers Welfare, proposes to organize a Training-cum-Workshop on **Natural Farming** on **23<sup>rd</sup> August 2025** at the ICAR Convention Centre, National Agricultural Science Complex (NASC), ICAR, DPS Marg, New Delhi.

2. The workshop will be chaired by the Hon'ble Prime Minister of India. It will bring together senior officers from the Central and State Governments, representatives of key national institutions, policy stakeholders, and around 1,500 progressive farmers from across the country. The event will serve as a vital platform to share innovations and experiences in the domain of natural farming.

3. In this regard, we request your kind support in the following works:

- i) Uninterrupted water supply to the designated areas
- ii) Cleaning of sewage/drainage clearance in the vicinity
- iii) Maintenance of the approach roads leading to the main venue

4. Your timely intervention and assistance in these matters will play a vital role in ensuring the success of the event.

Thank you for your kind support and cooperation.

With warm regards,

Yours sincerely,

(Dr. Neelam Patel)

Shri Dharmendra  
 Chief Secretary  
 Government of NCT of Delhi  
 I.P. Estate, N. Delhi – 110002



## Fwd: National Level Workshop(s) cum Training on Natural Farming – 23rd August 2025

**Shri Dharmendra** <csdelhi@nic.in>

Sun, 17 Aug 2025 1:13:04 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"ceifcd"<ceifcd@gmail.com>

---

**From:** "Dr Neelam" <[neelam.patel@gov.in](mailto:neelam.patel@gov.in)>

**To:** "Shri Dharmendra" <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

**Sent:** Saturday, August 16, 2025 8:10:12 PM

**Subject:** Re: National Level Workshop(s) cum Training on Natural Farming – 23rd August 2025

Respected Sir,

Kindly refer to the trailing mail.

I am directed to inform you that the Training Programme-cum-Workshop on Natural Farming, to be held on 23rd Aug 2025 is **postponed for next month**.

The new date will be intimated soon.

With warm regards,

Pradeep Rawal  
PPS to Senior Adviser (Agri-Tech)  
NITI Aayog  
Sansad Marg, New Delhi-110001  
Tel.No. 23096613

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---- On Mon, 11 Aug 2025 19:14:21 +0530 **DR. NEELAM PATEL** <[neelam.patel@gov.in](mailto:neelam.patel@gov.in)> wrote ---

Respected Sir,

I am directed to forward a DO letter No. 1807/Sr.Adv(Agri)/2025 dated 11.08.2025 from Dr. Neelam Patel, Senior Adviser (Agri-Tech), NITI Aayog, for your kind perusal and necessary action please.

With warm regards,

Pradeep Rawal

PPS to Sr. Adviser (Agri-Tech)  
NITI Aayog  
Tel: 011 23096613

--

Regards  
O/o The Chief Secretary, Delhi

**Fwd: Workshop for Liaison Officers (SC/ST) by ISTM**

**Shri Dharmendra** <csdelhi@nic.in>

Mon, 18 Aug 2025 3:40:04 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"scstsecretary"<scstsecretary@gmail.com>

---

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Monday, August 18, 2025 3:24:39 PM

**Subject:** Workshop for Liaison Officers (SC/ST) by ISTM



Sir/Madam,

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

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-32

Date : 24 Nov 2025 to 25 Nov 2025

Mode : Offline

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

Regards

Gunjan Gandhi

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards  
O/o The Chief Secretary, Delhi

**Fwd: Workshop for Liaison Officers (SC/ST) by ISTM****Shri Dharmendra** <csdelhi@nic.in>

Mon, 18 Aug 2025 3:40:04 PM +0530

To "Sh Anil Kumar Singh"&lt;secservices@nic.in&gt;,"scstsecretary"&lt;scstsecretary@gmail.com&gt;

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)**Sent:** Monday, August 18, 2025 3:24:39 PM**Subject:** Workshop for Liaison Officers (SC/ST) by ISTM

Sir/Madam,

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

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-32

Date : 24 Nov 2025 to 25 Nov 2025

Mode : Offline

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

Regards

Gunjan Gandhi

Joint Director

Institute of Secretariat Training &amp; Management

Department of Personnel and Training (DoP&amp;T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards  
O/o The Chief Secretary, Delhi

Email

14 AUG 2025  
CS/25/18064

Shri Dharmendra

**I.I.M.U.N's Leadership Tour - The Delhi Edition**

**From :** dharaagarwal iimun <dharaagarwal.iimun@gmail.com> Thu, Aug 14, 2025 07:45 PM  
**Subject :** I.I.M.U.N's Leadership Tour - The Delhi Edition  
**To :** Shri Dharmendra <csdelhi@nic.in>  
**Cc :** yatharthbh iimun <yatharthbh.iimun@gmail.com>

To,  
 Mr Dharmendra,  
 Chief Secretary of Delhi,  
 Role Model to Young India

M 14.8.25  
 1878 So to CS

Dear Sir,

I hope this message finds you well.

Pr Secy (Services)

I write to you on behalf of the 26,000+ students who have been part of I.I.M.U.N.'s journey over the last **14 years**, working across **220 cities in India and 35 countries globally** to promote the idea of India. Our organization, guided by an esteemed Advisory Board including luminaries like **Deepak Parekh, Nadir Godrej, Ajay Piramal, Shashi Tharoor, A.R. Rahman, P.T. Usha**, and others, is dedicated to inspiring over 50 million teenagers through our annual concourses, dialogues, and seminars.

Recognizing the significant gap between academic learning and the practical challenges students face once they enter their careers, we have initiated a series of tours aimed at bridging this divide. The Delhi Leadership Tour, is a key part of this effort. Following the success of the past four tours, we are thrilled to extend this invitation for our fifth leadership tour designed to offer students first hand exposure to industry insights and leadership lessons from accomplished professionals like yourself.

**Occasion:** I.I.M.U.N's Leadership Tour – The Delhi Edition

**Concept Note:** We invite you to engage with 20 selected students from across India, sharing your insights on "Leadership lessons from your life and for leaders of tomorrow."

**Method of interaction:** In-person session at your Delhi residence/office. The format can be a talk followed by a moderated Q&A session or just the latter.

**Date of interaction:** At a date and time convenient to you between **14th - 17th October 2025**

**Duration:** 45 minutes

**Previous Guests at I.I.M.U.N:** 32 Heads of Nations, UN Secretary Generals, Nobel Laureates, and Cinema Icons, among 30,000+ others.

In the last two tours, we had the privilege of hosting interactions with Former CJI Ranjan Gogoi, Kapil Sibal, Hardeep Singh Puri, Om Birla, Chief of Armed Forces & more. You can find a glimpse of our previous tour [here](#).

In an age where the pursuit of instant gratification often overshadows enduring values, your life and leadership stand as a beacon of inspiration. We would be immensely grateful if you could spare some time to inspire and engage with the future leaders of our nation.

**Website:** <https://new.iimun.in/>

**Social Media:** <https://www.instagram.com/iimunoofficial/>

Warmest Regards,  
 Dhara.

Dhara Agarwal  
 Secretariat Member

India's International Movement To Unite Nations  
Contact: +918309803415

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**Fwd: Evaluation of Training (EoT) by ISTM**

**Shri Dharmendra** <csdelhi@nic.in >

Wed, 20 Aug 2025 5:55:47 PM +0530

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

---

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Wednesday, August 20, 2025 12:05:56 PM

**Subject:** Evaluation of Training (EoT) by ISTM



Sir/Madam,

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

Course Name : Evaluation of Training (EoT)

Course Code : EoT

Date : 10 Nov 2025 to 14 Nov 2025

Mode : Offline

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

Regards

Namita Malik

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

## Fwd: MS-Excel by ISTM

**Shri Dharmendra** <csdelhi@nic.in >

Thu, 21 Aug 2025 10:05:26 AM +0530

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

---

**From:** "Institute of Secretariat Training and Management (ISTM)" <[istm@nic.in](mailto:istm@nic.in)>

**To:** "csoffice cg" <[csoffice.cg@gov.in](mailto:csoffice.cg@gov.in)>

**Sent:** Thursday, August 21, 2025 9:22:01 AM

**Subject:** MS-Excel by ISTM



Sir/Madam,

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

Course Name : MS-Excel

Course Code : MS-Ex-21

Date : 22 Dec 2025 to 23 Dec 2025

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

**Fwd: NPC Residential Training Program on “Effective Office Administration & Financial Management” Oct 13-17, 2025 (Gangtok, Sikkim)- Request for Nominations**

**Shri Dharmendra** <csdelhi@nic.in>

Wed, 20 Aug 2025 3:01:08 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Commissioner of Industries"  
<comind@nic.in>

**From:** "rajesh sund" <[rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)>

**To:** "Shri Dharmendra" <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

**Sent:** Wednesday, August 20, 2025 2:21:25 PM

**Subject:** NPC Residential Training Program on “Effective Office Administration & Financial Management” Oct 13-17, 2025 (Gangtok, Sikkim)- Request for Nominations

**T2526ESG05**

**20<sup>th</sup> August 2025**

**Sub: NPC Residential Training Program on “Effective Office Administration & Financial Management”**

**Oct 13-17, 2025 (Gangtok, Sikkim)- Request for Nominations**

**Sir/Madam,**

Effective Office Administration and Financial Management are essential for any organization to maintain accountability, transparency and service excellence. Keeping in view of the requirements of today's organizations, National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on “**Effective Office Administration & Financial Management**” during **Oct 13-17, 2025 (Gangtok, Sikkim)** to impart skills and techniques on the subject.

*The Residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), RAMP (Raising and Accelerating MSME Performance) & MNCs etc., for improving their Administrative and Financial Capabilities.*

**Participation fees are Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participants. GST @18% per Participant is applicable on Participation fees.**

*We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Executives/Officials to participate in the Residential Training Program.*

**Please confirm the participations latest by Sept 30<sup>th</sup>, 2025. Please feel free to contact us in case of any further clarifications or queries.**

*Thank you and looking forward to receiving nominations.*

**Yours sincerely,**

(राजेश सण्ड /Rajesh Sund)  
निर्देशक (इकनोमिक सर्विसेज) /Director (Economic Services)  
और/and कार्यक्रम संचालक/Program Coordinator  
राष्ट्रिय उत्पादकता परिषद/ National Productivity Council  
नई दिल्ली - ११०००३/ New Delhi - 110003  
दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५  
Phone -011-24607303/8799784715  
Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)

## **ABOUT TRAINING PROGRAM**

### **1. LEARNING OBJECTIVES**

- To provide an understanding on the concept of Effective Office Administration and Financial Management.
- To help the participants to develop skills for Teamwork and Effective Communication.
- To understand various aspects of Financial Management.
- To provide the participants with an opportunity to share their experiences and to understand different managerial styles.

### **2. BROAD PROGRAMME COVERAGE**

- Basic concepts on Effective Office Administration
- Leadership and Communication Skills
- Trends and Challenges in Office Management
- Organisational Communication and Team Performance
- Financial Decision Making & Valuation Techniques
- Tools and Techniques of Financial Risk Management

### 3. METHODOLOGY

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

### 4. PARTICIPANTS' PROFILE

Officers and Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Associations, Boards, Financial Institutions, NBFC & Autonomous Organizations etc. The Programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

### 5. FACULTY

The faculty for the training programme will comprise of Senior NPC Expert & other Renowned and Experienced Trainer from the respective field.

### 6. PROGRAMME FEE & SCHEDULE

<b>Programme Code</b>	<b>T2526ESG05</b>
<b>Programme Fees</b>	<p><b>For Residential Participants-- Rs. 70,000</b> (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p><b>For Non-Residential Participants-- Rs. 55,000</b> (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.</p>
<b>Program Schedule</b>	<p><b>Oct 13-17, 2025 (Gangtok, Sikkim)</b></p> <p><b>Programme starts on 13-10-2025 at 1530 hrs.</b></p> <p><b>Programme closes on 16-10-2025 at 1800 hrs.</b></p> <p>Check in for Residential Participants: <b>13-10-2025 (AN)</b></p> <p>Check out for Residential Participants: <b>17-10-2025 (FN)</b></p>
<p>For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,500 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant.</p> <p><b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b></p>	

### 7. PAYMENT DETAILS

Programme fees inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none"> <li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li> <li>• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.</li> <li>• Programme Fees per Participant plus GST to be paid in advance.</li> <li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</li> </ul>

### 8. HOW TO APPLY

Please fill the following details of Nominated <sup>29</sup>Participants and send to:

**Email:** [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

**Details of Nominating Authority:**

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

*Also provide **GST No. of Organization/Institution** along with DD/Cheque or details of UTR No. towards Participation fees including GST @18%*

Signature

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Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):





Tick, if Organization is GST

Exempted

OR if Organization is Not GST Exempted**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

*As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

- I/We hereby declare that we meet all the conditions stipulated in the a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

**DECLARATION**

I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**9. GENERAL INSTRUCTIONS**

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.

- ❖ Attendance is mandatory for all participants.
  - ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
  - ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
  - ❖ NPC shall offer a 5% discount on participation fees to organizations sponsoring more than 10 participants in any program.
- **Nominations may be sent to the following address:**

**Shri Rajesh Sund**  
**Director (Economic Services), NPC**  
**Faculty & Programme Coordinator**  
**Ph.91-11-24607303/8799784715**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

-

➤ **Last date for Receiving of Nominations: 30-09-2025**

## FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

<b>Stress Management and Strategic Financial Planning for Organizational Excellence</b>	<b>Nov 17-21, 2025</b>	<b>Port Blair, A &amp; N</b>
<b>Project Management and Financial Management</b>	<b>Dec 15-19, 2025</b>	<b>Gangtok, Sikkim</b>
<b>Effective Office Administration and Financial Management</b>	<b>Jan 19-23, 2026</b>	<b>Port Blair, A &amp; N</b>
<b>Procurement Management and Financial Management</b>	<b>Feb 23-27, 2026</b>	<b>Port Blair, A &amp; N</b>
<b>Conflict Resolution and Strategic Financial Management</b>	<b>Mar 23-27, 2026</b>	<b>Gangtok, Sikkim</b>

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Regards  
 O/o The Chief Secretary, Delhi

**1 Attachment(s)**

image003.emz

895 Bytes

**Fwd: Advanced Course on Leadership Excellence & Productivity Management from 15th to 19th Sept 2025 at Mussoorie.**

**CM DELHI** <cmdelhi@nic.in>

Tue, 19 Aug 2025 1:16:49 PM +0530

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

Cc "vikasmeena"<vikas.meena@npcindia.gov.in>

Sir/Madam,

This email received at CM's official email ID is being forwarded for your kind perusal and appropriate further necessary action.

Regards,  
Office of the Chief Minister, Delhi

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

From: <[vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)>

To: <[cmdelhi@nic.in](mailto:cmdelhi@nic.in)>

Date: Tue, 19 Aug 2025 11:34:13 +0530

Subject: Advanced Course on Leadership Excellence & Productivity Management from 15th to 19th Sept 2025 at Mussoorie.

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



NATIONAL PRODUCTIVITY COUNCIL

**NATIONAL PRODUCTIVITY COUNCIL**

(Under Ministry of Commerce & Industry, Government of India)

[www.npcindia.gov.in](http://www.npcindia.gov.in)

No: IE/GN/T12/T2526GNR01/1

**Dear Sir/Madam,**

NPC is pleased to announce its Residential Training Programs on NPC training program on **"Advanced Course on Leadership Excellence & Productivity Management"** from **15th to 19th Sept 2025 at Mussoorie.**

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

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

The Programme fees of ₹ 65,000 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the program, course material kit and professional charges, etc., or ₹ 55,000 /- + 18% GST for non-residential participants is inclusive of lunch, course material kit, and professional charges.

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

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

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

Thanking you,

Yours Sincerely,



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

#### Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD)

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

- Limited seats available on a first-come first-served basis.

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

<https://forms.gle/qvwwwR3w9GPEGPY78>

or

You can also describe training requirements of your organization by emailing us on [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)

Contact: +91-8866943946

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



<https://whatsapp.com/channel/0029Vb2gd1kLo4hbTOzQ000>

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



**APPLICATION FORM FOR NOMINATIONS**

**Send a copy of this filled form to our Email [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)**

Title of Programme: \_\_\_\_\_

Programme Duration: \_\_\_\_\_ Venue/ Location: \_\_\_\_\_

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

**Details of Nominated Participants:**

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

**Details of Nominating Authority:**

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



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

Sr. No.	Title of Programme	Date	All Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non-Residential)
1	Preventive Vigilance & Disciplinary Proceedings	25-29 August, 2025	All Levels	Goa	Rs. 70000/-	Rs. 55000/-
2	Advanced Course on Leadership Excellence & Productivity Management	15-19 September, 2025	All Levels	Mussoorie	Rs. 65000/-	Rs. 55000/-
3	Managerial Leadership & Team Building	13-17 October, 2025	All Levels	Jaisalmer	Rs. 65000/-	Rs. 55000/-
4	Training Program on "Environmental, Social and Governance"	10-14 November, 2025	All Levels	Sri Vijaya Puram (Port Blair)	Rs. 70000/-	Rs. 55000/-
5	Retirement Empowerment Training: Impactful Readiness for Employees - Uplifting Programme (RETIRE-UP)	17-21 November, 2025	All Levels	Varanasi	Rs. 65000/-	Rs. 55000/-
6	Digital Transformation through eGovernance & ICT	22-26 December, 2025	All Levels	Goa	Rs. 70000/-	Rs. 55000/-
7	Systematic Problem Solving, Conflict resolution and change Management	19-23 January, 2026	All Levels	Puducherry	Rs. 65000/-	Rs. 55000/-
8	Personal & Organisational Cyber Security Essentials	23-27 February, 2026	All Levels	Shimla	Rs. 65000/-	Rs. 55000/-
9	Worklife Balance & Stress Management	19-23 March, 2026	All Levels	Puducherry	Rs. 70000/-	Rs. 55000/-

**Regional Directorate – Gandhinagar, E-5, GIDC, Electronics Estate, Sector-26, Gujarat – 382028,**  
[vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)  
**Contact: +91-8866943946**

12 AUG 2025

CS/75/17810

Email

Shri Dharmendra

Project Management Workshop in association with SCOPE, an apex body of PSUs

From : chairman@i2p2m.com  
Subject : Project Management Workshop in association with SCOPE, an apex body of PSUs  
To : Shri Dharmendra <csdelhi@nic.in>

Tue, Aug 12, 2025 05:10 PM  
2 attachments

**i2P2M**

International Institute of  
Projects & Program Management  
(a section 8 not for profit  
company)

In association with  
**Standing Conference of Public Enterprises (SCOPE)**  
- an apex body of public sector enterprises (PSEs)

**Sixth National Three days Workshop on  
TOTALITY OF PROJECT MANAGEMENT (TPM)**

Leading to the Certificate In Project Management (CIPM), an ISO/IEC 17024:2012 accredited

**TPM is in line with the recommendation of NITI Aayog's Task Force Report on  
Project & Program Management for project management curriculum**

**6-7-8 October 2025 (Mon-Tue-Wed)**

**Tagore Chamber, SCOPE Convention Centre, Lodhi Road, New Delhi**

August 12, 2025

Dear Shri Dharmendra

We are enclosing a letter from our Chairman, Shri Adesh Jain, regarding our upcoming **3-day national workshop on Totality of Project Management (TPM) in association with SCOPE**, along with the workshop brochure. This is a major initiative taken by i2P2M and SCOPE in building project management competencies necessary to arrest time and cost overruns thus contributing to the growth of the economy of the Indian States.

**The syllabus of the Project Management workshop organised in association with SCOPE is in line with the NITI Aayog's recommended project management syllabus being the only one globally.**

This workshop leads to the internationally recognised **Certificate In Project Management (CIPM)**, an **ISO 17024:2012 accredited and the only one in India.**

**We look forward to 10 to 12 officers from various departments from your State as we offer 2 complimentary nominations for every 4 participants nominated from your State/Department.**

Together we will create a project oriented Indian States

With best regards.

Achla Asthana

PM Competency Development Centre

+91-9999684621 / 23

International Institute of Projects & Program Management (i2P2M) | Email: [chairman@i2p2m.com](mailto:chairman@i2p2m.com), Web: [www.i2p2m.com](http://www.i2p2m.com)

Tel: +0120- 2420463, M: +91 9810322048, Office M: +91 9999684621

CIN: U80302UP2008NPL189948

12/8/25  
R. Secy. (ser)  
13/8

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 **Shri Dharmendra.pdf**  
286 KB

 **Brochure i2P2M-SCOPE Workshop.pdf**  
2 MB

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**Adesh Jain**

**Chairman, i2P2M & Founder  
World Project Management Forum**

B.Sc. B.E. (IISc), M.Engg (Canada)  
Often referred to as Bhishma Pitamah of  
Project Management



"I am very excited about your vision of  
WPMF, Adesh ! (Andy Kaufman, USA)"

**Sixth National**

**Three days Workshop on**

**TOTALITY OF PROJECT MANAGEMENT (TPM)**

including the ISO/IEC 17024:2012 accredited Certificate In Project Management (CIPM) exam

**6-7-8 October 2025 (Mon-Tue-Wed)**

Tagore Chamber, SCOPE Convention Centre, Lodhi Road, New Delhi

Shri Dharmendra  
Chief Secretary  
Government of NCT Delhi  
New Delhi

August 12, 2025

Dear Shri Dharmendra

Project management is emerging as the backbone of the growth of the State economy.

The time and cost overruns impact the delayed benefits to stakeholders.

A must for the State Government and PSUs officers to participate.

**International Institute of Projects and Program Management (i2P2M) in association with the Standing Conference of Public Enterprises (SCOPE)**, an apex body of the Public sector Enterprises is organising the **Sixth National** three-day workshop on 'Totality of Project Management (TPM)' from 6<sup>th</sup> to 8<sup>th</sup> October 2025 at SCOPE Complex, New Delhi (Brochure is enclosed). In the last five national workshops, we have received an overwhelming response. Last year, we had 87 professionals including from Indian States in the last, 5<sup>th</sup> i2P2M-SCOPE workshop.

**TPM program is the only one globally that is in line with NITI Aayog's recommended project management syllabus suited to Indian States and Government including PSUs.** Employees from 650+ organisations across 25 countries have gone through the TPM program and acquired the 'Certificate In Project Management (CIPM)' credential. **NTPC tops the list with 2750+ CIPM credential holders.**

i2P2M administers the CIPM exam which is the only Indian company with ISO 17024:2012 accreditation in project management for CIPM by NABCB of Quality Council of India, an autonomous body set up by the Ministry of Commerce and Industry.

We look forward to your State taking full advantage of this unique 3-day workshop by **having 10 to 12 officers from different departments** engaged in projects in planning, financing and execution including those projects funded by Agencies like ADB, JICA and the World Bank. It is a unique opportunity and must be fully taken advantage of.

Only together we will build project oriented Indian States.

Adesh Jain

2<sup>nd</sup> Floor, A - 48, Sector 5, Noida - 201301 (U.P), Email: chairman@i2p2m.com

Mobile: +91 9810322048, Office Tel. (+91-120) 2420463, Office Cell : +91 9999684623, CIN No.: U80302UP2008NPL189948