

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002

F.10(577)/Coord./Misc. Trg./2025/081801848/1186-90

Date:- 03-06-25

To

All ACS/Pr. Secretaries/Secretaries/HODs,
Govt. of NCT of Delhi..

Sub: Uploading of Misc. Training Circular/Misc. Correspondence.

Sir/Madam,

I am directed to upload the following training letter/Misc. Correspondence/office memorandums received from various Ministries/Departments for vide circulations at their end.

Sl. No.	Ministry/Department	Letter No./Date	Subject	Date of Training	Last date of receiving Nominations
1.	Indira Gandhi National Forest Academy, Ministry of Environment, Forest & Climate Change, GoI	Dy. No. CS/25/9356 dated 08.05.2025	IGOT course on 'Concept and Practices of Social Entrepreneurship.	--	--
2.	National Institute of Secretariat Training & Development, Ghaziabad, U.P	Dy. No. GAD/2025/18425 dated 08.05.2025	Executive Development Program-Call for Nominations.	Various dates between July, 2025 to August, 2025	--
3.	NPC, New Delhi.	Dy. No. CS/25/9779 dated 14.05.2025	Residential Training Programme on "Project Management & Financial Management" at Leh, Ladakh.	23th to 27 th June, 2025	09 th June, 2025
4.	Ministry of Personnel, Public Grievances & Pension, Department of Personnel and Training, Training Division, DoPT, New Delhi.	Dy. No. 9808 dated 15.05.2025	Long Term Domestic Training Programme on "Public Policy and Sustainable Leadership (PPSL)" and "Public Human Resources Management (PHRM)" at XLRI Xavier School of Management, Jamshedpur 2025-26.	28 th July, 2025	25 th June, 2025

5.	Centre of Excellence in Disaster Management, Guru Govind Singh Indraprastha University, Delhi.	Dy. No. 9951 dated 16.05.2025	Nomination of Officers & Officials for MBA (Disaster Management) Weekend Program with Sponsorship	--	--
6.	Institute of Secretariat Training and Management (ISTM), Deptt. Of Personal and Training, New Delhi.	Dy. No. 9805 dated 15.05.2025	Training regarding Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place in ISTM.	09 th to 10 th June, 2025	--
7.	Institute of Secretariat Training and Management (ISTM), Deptt. Of Personal and Training, New Delhi.	Dy. No. 9956 dated 16.05.2025	Training regarding Gender Sensitization by ISTM	09 th to 10 th June, 2025	--
8.	Institute of Secretariat Training and Management (ISTM), Deptt. Of Personal and Training, New Delhi.	Dy. No. 9957 dated 16.05.2025	Training regarding Mentoring skills by ISTM	21 th to 23 th July, 2025	--

This is for your kind information please.

Yours faithfully



SECTION OFFICER(CDN)/L.O

End: As above.

F.10(577)/Coord./Misc. Trg./2025/081801848/1186-90

Date:- 03-06-25

Copy for information to:-

1. PS to Pr. Secretary (Services), Govt. of NCT of Delhi.
2. PA to Special Secretary (Services), Govt. of NCT of Delhi.
3. PA to Dy. Secretary-I/II/III Services Department, Govt. of NCT of Delhi.
4. Dealing Assistant(CDN), Services Department, GNCTD with the request to upload this letter on the website of Services Department.



SECTION OFFICER(CDN)/L.O

Fwd: Mentoring skills by ISTM

61/c

Shri Dharmendra <csdelhi@nic.in>

Wed, 14 May 2025 5:31:45 PM +0530

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



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

To: csdelhi@nic.in

Sent: Wednesday, May 14, 2025 4:47:05 PM

Subject: Mentoring skills by ISTM

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 : Mentoring skills

Course Code : MENTORING

Date : 21 Jul 2025 to 23 Jul 2025

Mode : Offline

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

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

SS (serv. II)
M
16/5
DG-III (S)
6
19.5.25
OK
20/5
SO (CDN)
Sh. Singh

Regards

O/o The Chief Secretary, Delhi

60/c

Shri Dharmendra <csdelhi@nic.in>

Wed, 14 May 2025 5:31:31 PM +0530

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



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

To: csdelhi@nic.in

Sent: Wednesday, May 14, 2025 4:44:48 PM

Subject: Gender Sensitization by ISTM

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 : Gender Sensitization

Course Code : GS-16&GS-17-Merged

Date : ~~09 Jun 2025~~ to 10 Jun 2025

Mode : Offline

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

Regards

Anjali Rana

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

16/5/25
SS (Sec) I
16/5
DS-III
19.5.25
OL
20/5
SO (CDN)
Sh. Bij

Shri Dharmendra <csdelhi@nic.in>

Tue, 13 May 2025 1:21:06 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Sh Navin Kumar Choudhary IAS"<sgad@nic.in>



From: "Manish Sinha" <memberf-dot@nic.in>

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

Cc: "Shri Dharmendra" <csdelhi@nic.in>

Sent: Tuesday, May 13, 2025 12:34:14 PM

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

Madam,

Please check your emailing list. Similar bulk emails are being received. It appears that this email id has been added to 'CC' of your emailing list. Please see.

Regards

Office of Member Finance,
Department of Telecommunications



Manish Sinha
SS (Secv.) I

16/5/25
19.5.25
SO (CDM)
19.5.25
9/12

DS-III (S)

----- On Tue, 13 May 2025 12:22:50 +0530 **Institute of Secretariat Training and Management (ISTM)** <istm@nic.in> wrote ---

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-26
Date :	09 Jun 2025 to 10 Jun 2025
Mode :	Offline

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

Regards

Priyanka Dhull

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,
New Delhi - 110067

58/C

--
Regards
O/o The Chief Secretary, Delhi



Centre of Excellence in Disaster Management
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A State University established by the Government of NCT of Delhi"
Sector-16C, Dwarka, New Delhi-110078, INDIA, Website : www.ipu.ac.in
Off. : 011-25302782, 83, Mob. : 9810479919
E-mail : director.cdms@ipu.ac.in, amarjeet_ip@yahoo.com



Prof. Amarjeet Kaur
Director

GGSIPU /CEDM / 2025/670

Dated : 09/05/2025

Subject: Nomination of officers & officials for MBA (Disaster Management) Weekend Program with Sponsorship

Dear Sir,

The Centre of Excellence in Disaster Management (CEDM) has been running MBA (Disaster Management) Weekend Program since 2005 under the aegis of Guru Gobind Singh Indraprastha University (GGSIPU). I'm writing with a request to propose nomination of Officers & officials by you for MBA (Disaster Management) Weekend Program at University's Centre of Excellence in Disaster Management (CEDM). Our program, running since 2005, equips officers with effective disaster management skills. CEDM has a proven track record of training batches from various organizations, including Government Officials with sponsorship by their departments. We've also trained 600 volunteers under the Aapda Mitra Scheme, enhancing community resilience to disasters.

We request nominating the eligible officers/ officials from your department along with sponsoring their fees (Rs. 100050/- per annum) for the 2 Years MBA (Disaster Management) Weekend Program. The Hon'ble Vice Chancellor of the University has also made a request to the Hon'ble Chief Secretary vide D.O. letter (Copy enclosed). Eligible officers/ officials should have a Bachelor's degree with 50% marks and one year of experience. This initiative will benefit as follows:

- 1. Capacity Building with Enhanced disaster management capabilities:** The program equips officers with advanced knowledge and skills to build a skilled and knowledgeable workforce. These officers can inform policy decisions with expertise, leading to more effective disaster management strategies and plans.
- 2. Better coordination and collaboration:** The program fosters networking opportunities among officers from various departments and agencies, promoting inter-agency coordination and collaboration, enhancing the government's ability to respond to disasters and emergencies.
- 3. Career advancement and retention:** Sponsoring education can boost officer morale, motivation, and job satisfaction, potentially leading to improved retention and career advancement.

The link of brochure with more details about the program is <http://www.ipu.ac.in/Pubinfo2025/adm25brPG310125.pdf>. The bar code of the link is also attached for reference. For any further clarification, the department & interested officers may feel free to contact Director, Centre of Excellence in Disaster Management (CEDM) at Mobile No. 9810479919.



With regards,

[Handwritten signature]
sp. secy (S-D)

To,

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
The Principal Secretary
Department of Services
7th Level, B-Wing & 5th Level, A-Wing, I.P. Estate,
New Delhi - 110002

[Handwritten signature]
Scanned Signatures
(Prof. Amarjeet Kaur)

Prof. (Dr.) Mahesh Verma

M.A.S, MBA, PhD, DSc (hc), FDSRCS(Eng),
FDSRCS (Edin), FDS RCPSC (Glas)

Vice Chancellor

- Padma Shree Awardee
- Dr. B.C. Roy Awardee
- National Science & Technology Awardee



IPU

**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**
NEW DELHI

गुरु गोबिंद सिंह इंद्रप्रस्थ विश्वविद्यालय

सेक्टर - १६ सी, द्वारका, नई दिल्ली - ११००७८

Guru Gobind Singh Indraprastha University

Sector - 16 C, Dwarka, New Delhi - 110078

Tel. : +91-11-25302104, 25302105

Fax : +91-11-28035243

E-mail : vc@ipu.ac.in, drvernamahesh@gmail.com

Web. : www.ipu.ac.in

GGSIU/VCO/2025/10051

May 7, 2025

Respected Sir,

Guru Gobind Singh Indraprastha University is one of the leading State Universities established by Govt. of NCT of Delhi in 1998 by GGSIP Act of 1998 to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education.

The University's Centre of Excellence in Disaster Management (CEDM) has been running **MBA (Disaster Management) Weekend Program** imparting teaching and learning to enhance understanding in managing the disasters and emergencies like situations.

This programme primarily aims at capacity building to enhance disaster management capabilities, to create better coordination and collaboration among different stakeholders, to enthuse career advancement apart to strengthen the Government institutions to ably respond and support the Government in disaster and emergencies.

This disaster training programme of University essentially involves in supporting the society to make it more resilient and vigilant during disaster and emergencies.

The eligibility criteria for admission to MBA (Disaster Management) Weekend Programme is that the applicant be a holder of Bachelor's Degree with minimum 50% marks and one-year experience. The fee structure shall be as per the University norms.

I shall be grateful, if suitable officers of the Government of NCT of Delhi are nominated and sponsored by the different Departments of the Government for admission in the aforesaid programme of the University for the academic session 2025-26.

Kind Regards

Prof. (Dr.) Mahesh Verma

Shri Dharmendra, IAS

The Chief Secretary, Delhi

Govt. of NCT of Delhi

3rd Floor, Delhi Secretariat, I.P. Estate,

New Delhi - 110 002

9c

f J: Long Term Domestic Training Programme on "Public Policy and Sustainable Leadership" (PPSL) and "Public Human Resources Management" (PHRM) at XLRI Xavier School of Management, Jamshedpur - 2025-26.

Shri Dharmendra <csdelhi@nic.in>

Tue, 13 May 2025 12:58:35 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Nandini Paliwal"<pstechedu@nic.in>,"Director(HE)"<dirhiedu@nic.in>,"dtehedu"<dtehedu@gmail.com>



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

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-goa@nic.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, csguj@gujarat.gov.in, "Prabodh Saxena" <cs-hp@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, branchtrg@gmail.com, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, chiefsecy@kerala.gov.in, "Anurag Jain" <cs@mp.nic.in>, chiefsecy@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cs-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csra@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, admn-chandigarh@nic.in, "Administrator DNH DD" <administrator-dd-dnh@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Praful Patel" <lk-admin@nic.in>, "Dr Sharat Chauhan, I.A.S, Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Tanu Shree" <directordhli@caomod.nic.in>

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

Sent: Tuesday, May 13, 2025 12:32:07 PM

Subject: Long Term Domestic Training Programme on "Public Policy and Sustainable Leadership" (PPSL) and "Public Human Resources Management" (PHRM) at XLRI Xavier School of Management, Jamshedpur - 2025-26.

Respected Ma'am/Sir,

Kindly find the attachments.

With Regards,

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

Regards

O/o The Chief Secretary, Delhi

2 Attachment(s)

Signed Circular of 1st PPSL at ...
583.7 KB

signed circular of 1st PHRM at ...
585 KB

Handwritten signatures and initials: "Mis/rlus", "SS (sent)", "DS-III (s)", "16/5", "19.5.25", "so (CDN)", "19/5/25", "pr. bij".

54/C

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: 13th May, 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 "Public Policy and Sustainable Leadership" (PPSL) - by XLRI Xavier School of Management, Jamshedpur – 2025-26.

Sir/Madam,

It is hereby informed that **XLRI Xavier School of Management, Jamshedpur** in collaboration with this Department is offering a Long Term Domestic Programme on "Public Policy and Sustainable Leadership" (PPSL) from **July 28th, 2025**. PPSL is designed as a 1-year hybrid programme and shall be carried out at XLRI Campus.

Course pedagogy:

2. The PPSL has been conceptualized as an officer friendly, domestic training programme on Public Policy and Sustainable Leadership without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. **The program shall consist of six modules, each of 30 hours duration**, to be delivered via a hybrid model with two domestic residencies involving intensive classroom sessions, distance and e- learning modules, and multiple online preparatory and follow up sessions. Drawing upon the more than 25 years of experience of XLRI in delivering hybrid programs, the PPSL program will use the latest technological tools to bridge the distance without compromising on the program delivery.

3. The programme structure is as under:

- **The Duration of PPSL is one year.**

- Of the total 180 hours of classroom teaching, 150 hours **will be held online** and the rest on campus (XLRI Jamshedpur and/or XLRI Jhajar NCR).
- Online Classes will be held on Sundays, with typical class hours from 10 AM to 1 PM. On some Sundays, there might be an extra session from 2 PM to 3:30 PM.
- All the online sessions will be synchronous, live and interactive.
- Every module will feature guest speakers from relevant subjects.
- There will be an exam at the end of each module. Participants who successfully complete all the six modules, all the exams at the end of each module, and a capstone project will be given a program completing certificate during the graduation ceremony to be held at the end of the program.
- Each participant will be required to work on a capstone project on Public Policy under the guidance of one of the faculty members involved in the program. The output of the project will preferably be in terms of policy insights (working paper) but can be in other forms based on the mutual consent of the faculty advisor.
- The Graduation ceremony will be held on the campus of XLRI Jamshedpur.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

5. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Dr. Kalyan Bhaskar, Program Director, Public Policy and Sustainable Leadership (PPSL), XLRI Jamshedpur- 831001 via email on ppsl@xlri.ac.in and kalyanb@xlri.ac.in and websites of DoP&T, Training Division's website <http://dopttrg.nic.in/>

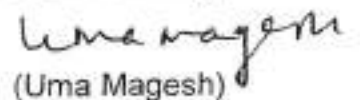
6. There will be an exam at the end of each module. Participants (nominated officers) who successfully complete a) all the six modules, b) all the exams at the end of each module, and c) a capstone project, will be given a program completing certificate during the graduation ceremony to be held after the end of the program in XLRI Jamshedpur. Each participant (nominated officer) will be required to work on a capstone project on public policy under the guidance of one of the faculty members involved in the program. The output of the project will preferably be in terms of policy insights (working paper) but can be in other forms based on the mutual consent of the faculty advisor. The public policy issue can be identified in consultation with the respective ministries and departments to which the participants are attached to.

7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before June 15th, 2025. Nominations received after this date will not be considered. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by XLRI. The discussion will be on a virtual platform and the date and time will be intimated to the officers by XLRI. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and XLRI via email to ppsl@xlri.ac.in and xlead_office@xlri.ac.in. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

8. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,



(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706310

Copy to:

S/C

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, New Delhi
13. Dr. Kalyan Bhaskar, Program Director, Public Policy and Sustainable Leadership (PPSL) Program, at XLRI Jamshedpur – 831001 with request to consider applications received on or before June 15th, 2025.
14. Shri Clarence Toppo, Corporate Program Department, International Centre, XLRI, C.H. Area (East), Jamshedpur – 831001.
15. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.

Uma Magesh

(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706310

1st One-year Programme in Public Policy and Sustainable Leadership (PPSL) at XLRI-Xavier School of Management – Jamshedpur/ Jhajjar (Delhi NCR)

The 1st One-year Programme in Public Policy and Sustainable Leadership (PPSL) at XLRI-Xavier School of Management – Jamshedpur/ Jhajjar (Delhi NCR) will commence from July 28th 2025. Unlike the other existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the PPSL has been conceptualized as an officer friendly domestic training programme on Public Policy and Sustainable Leadership without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The program shall consist of six modules, each of 30 hours duration, to be delivered via a hybrid model with two domestic residencies involving intensive classroom sessions, distance and e- learning modules, and multiple online preparatory and follow up sessions. Drawing upon the more than 25 years of experience of XLRI in delivering hybrid programs, the PPSL program will use the latest technological tools to bridge the distance without compromising on the program delivery.

There will be an exam at the end of each module. Participants (nominated officers) who successfully complete a) all the six modules, b) all the exams at the end of each module, and c) a capstone project, will be given a program completing certificate during the graduation ceremony to be held after the end of the program in XLRI Jamshedpur. Each participant (nominated officer) will be required to work on a capstone project on public policy under the guidance of one of the faculty members involved in the program. The output of the project will preferably be in terms of policy insights (working paper) but can be in other forms based on the mutual consent of the faculty advisor. The public policy issue can be identified in consultation with the respective ministries and departments to which the participants are attached to.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least five years remaining service after completion of the programme.
Earlier	The officers should not have undergone a training Programme of 12-

Training	weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.
----------	--

u/c

3. Course Fees:

(a) The course fee for the programme is **Rs. 2.50 Lakh** (Rupee Two Lakh Fifty Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of Course materials, Access to XLRI's on-campus and virtual library resources, Faculty costs- travel & honorarium, Participant accommodation (campus Boarding and lodging), IT & infrastructure support during the duration of the program. Networking lunch and/or dinner held during the programme. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc.]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The Program fee [Rs. 2.50 Lakhs (Rs. Two Lakhs and Fifty Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the program or/and in any case within 30 days of commencement of program.

4. Programme structure

a. **Duration:** The Duration of the PPSL Programme is one year.

b. **Programme Design:**

- Of the total 180 hours of classroom teaching, 150 hours will be held online and the rest on campus (XLRI Jamshedpur and XLRI Jhajjar- Delhi NCR). There may be additional hours of engagement including the online interactions and remedial sessions (if required).
- The online sessions will typically be conducted on Sundays, with tentative class hours from 10 AM to 1 PM. On some occasions, there might be additional sessions conducted in the second half of the day. All the online sessions will be live and interactive. Participants may be provided with

- c. **Programme Modules:** There will be six modules, each of 30 hours in the program. The modules will focus on a) fundamentals of public policy, b) public finance and management, c) public policy instruments, d) data analysis for public policy, e) public policy and business strategy, and f) sustainable leadership. Topics to be covered in these modules include origins, theories, and models of public policy, public policy processes and institutions, fiscal federalism, typologies of policy instruments, policy evaluation, overview of qualitative and quantitative research methods, data analysis and interpretation for public policy, public policy - corporate policy interface, non-market strategies, public private partnerships, technology as an aid for public policy, styles of leadership, managing diversity and equity, and leadership for public policy.

Within these modules, there will be multiple sessions using different pedagogical approaches including, but not limited to, case studies, role plays, lectures, simulations, experiential learning, and audio-visual aids.

In case any participant is unable to attend or complete a module, the program offers the flexibility to complete that module with the next batch. The modalities for the same will be decided in mutual consultation between the participant, the concerned ministry or the department the participant is attached to, DoPT, and XLRI.

- **Capstone Project:** Each student will work on a capstone project under the guidance of a faculty advisor. The output of the project can be in terms of a policy insights (working paper) or any other format mutually deemed fit by the participant, the faculty advisor, and/or the concerned ministry or department to which the participant is attached to.
- There may be guest lectures, workshops, and field trips during the residencies to provide diverse perspective for the participants
- XLRI's programs emphasize high academic rigour and "no exception" policy. The participant must complete all modules and obtain a passing grade in each of the modules and overall, to be eligible to graduate from the program.

- A participant missing out on any module, component or a significant part thereof will have to complete the program with the next batch seeking a leave of absence after mandatorily attending the first term.
- The graduation ceremony will be held in the middle of 2026 at XLRI Jamshedpur.

5. **Programme Schedule (Tentative)**

Residency	Start Date	End Date	Module/Location
First Online Interaction (Preparatory)	July 13, 2025	-	Online
Residency 1	July 28, 2025	July 29, 2025	Jamshedpur
Second Online Interaction (Follow-up)	November 12, 2025		Online
Residency 2	December 1, 2025	December 2, 2025	Jhajjar (Delhi NCR)
Third Online Interaction (Follow-up)	February 8, 2026	-	Online
Graduation Ceremony	Mid-2026	-	Jamshedpur

6. **Hostel Facilities**

XLRI will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange a boarding facility, which is included in the course fee.

7. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

8. **Selection procedure and forwarding of nominations**

- The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.
- Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme',

'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic Programme. 46K

- (iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

9. **Forwarding of nominations**

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by sending an email to ppsl@xlri.ac.in or xlead@xlri.ac.in or by logging on to DoP&T, Training Division's website <http://dopttrg.nic.in/xlri.html>. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **June 15th, 2025**.
- (iii) Nominations received after the due date will not be considered.
- (iv) In order to save time, the officers are permitted to send an Advance Copy of the application to Dr. Kalyan Bhaskar, Programme Director, Public Policy and Sustainable Leadership (PPSL) Programme, XLRI Jamshedpur – 831001 via email on ppsl@xlri.ac.in and kalyanb@xlri.ac.in.
- (v) The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by XLRI. The discussion will be on a virtual platform and the date and time will be intimated to the officers by XLRI. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

45K

10. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".

XLRI LEADERSHIP EDUCATION AND DEVELOPMENT (XLEAD)
 XLRI,
 C.H. Area (East), Jamshedpur - 831001
 Phone No – 0657-665-3338/3329/3330

Website: www.xlri.ac.in

Department of Personnel & Training
 (DoPT), Government of India
 Block- IV, 3rd Floor, Old JNU Campus
 New Mehrauli Road,
 New Delhi- 110067
 Phone No: 011-26706310,
 Fax No: 011-26106314,
 Website: <http://dopttrg.gov.in/>

Application Form

1st Batch of Public Policy and Sustainable Leadership (PPSL) Program

Key Program Dates

Commencement: 28th July 2025

Last Date for Receiving Application: 15th June 2025

FOR GOVERNMENT SPONSORED CANDIDATES

Please fill in all details in BLOCK/ CAPITAL LETTERS ONLY

1. PERSONAL DETAILS

Title:

First Name:

Middle Name:

Last Name:

Gender: Male/Female/Third Gender

Date of Birth (DD/MM/YY):

Date of Superannuation (DD/MM/YY):

Age (in years) as on 1st July 2025:

Email (Official):

Email (Personal):

Mobile:

Religion:

Caste category:

General/OBC/SC/ST

Department/Ministry:

Designation:

Equivalent rank in Government of India:

Level in Pay Matrix as per 7th CPC/Grade Pay with Pay Band:

Service cadre with year of allotment:

Length of service in Group-A:

Are you presently on deputation to Government of India: Yes/No

If yes, please provide details (from which cadre, state and date, date of completion of tenure etc.):

Current Communication Address (along with telephone details):

City:

Pin:

State:

2. ACADEMIC RECORD

Highest academic qualification:

Doctorate/Post-Graduate/Graduate/Others

Highest degree obtained:

University/Institution:	
Year of joining the program: Year of completing the program:	Grade/Division/CGPA/Percentage:
Other degrees/diplomas obtained (Degree/Diploma 1):	
University/Institution:	
Year of joining the program: Year of completing the program:	Grade/Division/CGPA/Percentage:
Other degrees/diplomas obtained (Degree/Diploma 2):	
University/Institution:	
Year of joining the program: Year of completing the program:	Grade/Division/CGPA/Percentage:
Intermediate (Class XII) Board:	Year of completion: Grade/Division/CGPA/Percentage:
Matriculation (Class X) Board:	Year of completion: Grade/Division/CGPA/Percentage:
Details of any other academic diploma or certifications awarded:	

B/C

3. WORK EXPERIENCE DETAILS						
Sr. No.	Post Held	Department/ Organization	Tenure		Pay Scale	Nature of Responsibility
			From	To		
1						
2						
3						
4						
5						
6						
7						

4. DETAILS OF TRAINING PROGRAMS* ATTENDED (In India or Abroad)					
*: Minimum duration of the program must be two weeks					
Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions					
Sr. No.	Name of Training Program	Name of the Institution	Venue of the Training Program	Year	Duration (in days)
1					
2					
3					

4					
5					
6					
7					

471c

Additional Information

- 1) Kindly indicate the reasons for your interest in the program. Kindly keep your response brief.

Your response:

- 2) If you have identified any public policy area or topic, with the approval of your concerned Ministry/Department/Government etc., for the capstone project component of the program, kindly provide details.

Your response:

- 3) Briefly describe your salient job responsibilities and key achievements at your workplace.

Your response:

- 4) If you wish to provide any other relevant information, kindly do so.
Your response:

Instructions:

- 1) The application form is to be sent through the Cadre Controlling Authority (CCA). Please ensure that the form is routed through the CCA so as to reach DoPT (Training Division) latest by 15th June 2025.
- 2) The application envelope should be superscripted as "Application Form for Public Policy and Sustainable Leadership Program".
- 3) However, the participant may kindly send the advance copy of the filled-in application form directly a) via email to ppsl@xlri.ac.in and xlead_office@xlri.ac.in, or b) via post to Shri Clarence Toppo, Corporate Program Department, International Centre, XLRI, C.H. Area (East), Jamshedpur- 831001.

Declaration:

I certify that the information given in this application form is true and correct to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection into the program.

Date: _____

Signature: _____

PART - B
(For the use of the Cadre Controlling Authority only)

40/C

Name of Applicant: _____

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Ye s		N o	

2. Is there any standing adverse entry against the officer? (put √)	Yes		No	
If YES, please give details:				

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes		No	

4. Whether cadre clearance has been obtained? (put √)	Yes		No	
(For officers, who would be completing their deputation tenures prior to joining the PPSL? In such cases, clearance of the State Government/Parent department has to be obtained)				
Has the candidate been offered a central deputation also?	Yes		No	
If selected, will the candidate be released for the Programme?	Yes		No	

39/C

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Ministry/Department)			
Contact Person			
Designation			
Address			PIN
Telephone No.			
Fax No.			
E-mail ID			

Place:

(Signature of the

Date:

Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

38/C

Format of Bond to be executed by a Government Servant before proceeding for 1st Public Policy and Sustainable Leadership (PPSL) of XLRI Xavier School of Management, Jamshedpur

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my PPSL programme by XLRI Jamshedpur i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by XLRI Jamshedpur together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____, am being deputed for PPSL programme by XLRI Jamshedpur.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the PPSL programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2025.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnesses: 1. _____

2. _____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory) [Office Seal Compulsory]

NPC Residential Training Programme on "Project Management & Financial Management" {June 23-27, 2025 at Leh, Ladakh}

From : Rajesh Sund <rajesh.sund@npcindia.gov.in> Wed, May 14, 2025 10:55 AM
Subject : NPC Residential Training Programme on "Project Management & Financial Management" {June 23-27, 2025 at Leh, Ladakh} 1 attachment
To : Shri Dharmendra <csdelhi@nic.in>

T2526ESG02
14th May 2025

Sub: NPC Residential Training Programme on "Project Management & Financial Management" {June 23-27, 2025 at Leh, Ladakh}

Sir/Madam,

National Productivity Council (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 Programme on "Project Management & Financial Management" during June 23-27, 2025 at Leh, Ladakh.

Project Management is a professional discipline with a body of knowledge and a specific set of skills and competencies. Financial Management is the process of planning, organizing, controlling and monitoring resources. These are vital activities in any organization to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contributing to transparency as well as accountability.

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, Cooperatives, 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 fee is Rs. 65,000/- for Residential Participants and Rs. 50,000/- for Non-Residential Participants. GST 18% per participant is applicable on Participation fees.

We are sure that your organization would find the Training Programme immensely useful. We request you to take advantage of this opportunity and nominate officials to participate in the Residential Training Programme.

Please confirm the participations latest by **June 09th, 2025**. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours Sincerely,

(राजेश सण्ड/Rajesh Sund)

36/c
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

BRIEF ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To impart concepts on Project Management and Financial Management to the Participants.
- To familiarize with Project Finances and decisions regarding estimating and overall Project Cost Management
- To provide insight into Project Planning, Implementation, Physical and Financial Management
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse Challenges.

2. BROAD PROGRAMME COVERAGE

- Concept of Project Management
- Participatory Project Planning
- Project Management Team, Roles and Responsibilities
- Approaches to Financial Management
- Tools and techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

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 & Officials from various functions of Central & State Government Departments, PSUs, Academic Institutions, Co-operatives, Corporations, MNCs, Labour Unions/Associations, Boards, Financial Institutions & 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 Experts & other Renowned and Experienced Trainers from the respective field.

6. PROGRAMME FEE & VENUE

Programme Code	T2526ESG02
Programme Fees	For Residential Participants-- Rs. 65,000 (Rupees Sixty-Five Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.

	For Non-Residential Participants-- Rs. 50,000 (Rupees Fifty 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.
Program Schedule	Leh, Ladakh (June 23-27, 2025) Programme starts on 23- 06-2025 at 1430 hrs. Programme closes on 26- 06-2025 at 1800 hrs. Check in for Residential Participants: 23- 06-2025 (AN) Check out for Residential Participants: 27- 06-2025 (FN)
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,000 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant. Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	

35K

7. PAYMENT DETAILS

Programme fee 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"> • ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • The payment details should be intimated accordingly along with UTR number. • Programme Fees per Participant plus GST to be paid in advance. • NPC'S PAN No: AAATN0402F. • NPC'S GSTIN: 07AAATN0402F1Z8 	

8. HOW TO APPLY

➤ Nominations may be sent to the following address:

Shri Rajesh Sund
Director (ES), NPC
Ph.91-11-24607303/8799784715/9868844272
Email: rajesh.sund@npcindia.gov.in

➤ **Last date for Receiving of Nominations: 09-06-2025**

Please fill the following details of Nominated Participants

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

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

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.

33/6

Forthcoming Residential Training Programs

PROGRAMME	DATES	VENUE
Stress Management and Strategic Financial Planning for Organizational Excellence	July 21-25, 2025	Leh, Ladakh
Procurement Management and Financial Management	Sept 08-12, 2025	Gangtok, Sikkim
Effective Office Administration and Financial Management	Oct 13-17, 2025	Gangtok, Sikkim
Stress Management and Strategic Financial Planning for Organizational Excellence	Nov 17-21, 2025	Port Blair, A & N
Project Management and Financial Management	Dec 15-19, 2025	Gangtok, Sikkim



National Institute Of Secretariat Training & Development

(Established by Labour Department, Govt. of NCT of Delhi)

(An ISO 9001:2015 institute)

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120- 2682110, +91-120-2682111, Fax No:-+91-120-2682109

E-Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in

32/c

Ref No:- EDP /SHA/63-63-969

New Delhi, Dated 03rd May, 2025

08 MAY 2025

To,

By Registered Speed Post

The Chief Secretary of Delhi
3rd Delhi Secretariat, IP Estate,
New Delhi, Delhi 110002

08 MAY 2025
GAD/RAI Branch
Govt. of NCT of Delhi
18475

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Established by Labour Department, Govt. of NCT of Delhi), serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee INR Per Participant (GST Exempted)	
				Residential (Twine Sharing) (Rs)	Residential (Single Sharing) (Rs)
1.	Leadership & Managerial Skills, Management & Business Administration	14 th & 15 th July, 2025	Srinagar (J&K)	46,600.00 (INR)	86,900.00 (INR)
2.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14 th & 15 th July, 2025	Srinagar (J&K)	46,600.00 (INR)	86,900.00 (INR)
3.	"Public Procurement, E - Procurement, Govt. E- Marketplace (GeM), PFMS & GST " Under Capacity Building program	14 th & 15 th July, 2025	Srinagar (J&K)	46,600.00 (INR)	86,900.00 (INR)
4.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	14 th & 15 th July, 2025	Srinagar (J&K)	46,600.00 (INR)	86,900.00 (INR)

5.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14th & 15th July, 2025	Srinagar (J&K)	46,600.00 (INR)	86,900.00 (INR)
6.	Government e-Market place (Portal), Procurement from, GeM, e-tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	28th & 29th July, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
7.	Leadership & Team Building	28th & 29th July, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
8.	Emotional Intelligence for Effective Leadership & Work Life Balance	28th & 29th July, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
9.	Public Procurement and Contracts management	28th & 29th July, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
10.	Systematic Problem Solving, Conflict resolution and change Management	28th & 29th July, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
11.	Negotiation & Conflict Resolution Strategies	28th & 29th July, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
12.	Professional Work & Personal Life Balance for High Productivity in Organization	11th & 12th August, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
13.	Environment, Social and Governance (ESG)- Way to Sustainability	11th & 12th August, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
14.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	11th & 12th August, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
15.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	11th & 12th August, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	11th & 12th August, 2025	Ooty (Tamil Nadu)	46,600.00 (INR)	86,900.00 (INR)
17.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	25th & 26th August, 2025	Cochin (Kerala)	46,600.00 (INR)	86,900.00 (INR)
18.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	25th & 26th August, 2025	Cochin (Kerala)	46,600.00 (INR)	86,900.00 (INR)
19.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	25th & 26th August, 2025	Cochin (Kerala)	46,600.00 (INR)	86,900.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,
For National Institute Of Secretariat Training & Development



Email

Shri Dharmendra

iGOT course on 'Concept and Practices of Social Entrepreneurship'

39/c

From : ignfacbu@gmail.com

Thu, May 08, 2025 03:54 PM

Subject : iGOT course on 'Concept and Practices of Social Entrepreneurship'

2 attachments

To : Manish Kumar Gupta <cs-arunachal@nic.in>, Dr. Ravi Kota <cs-assam@nic.in>, Chief Secretary, Bihar <cs-bihar@nic.in>, Chief Secretary Office Chhattisgarh <cs-office.cg@gov.in>, Dr. V Candavelou IAS <cs-goa@nic.in>, cs@guj@gujarat.gov.in, cs-haryana@nic.in, Prabodh Saxena <cs-hp@nic.in>, Alka Tiwari <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Dr. A Jayathilak IAS <chiefsecy@kerala.gov.in>, Anurag Jain <cs@mp.nic.in>, cs@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cso-meg <Cso-meg@nic.in>, cs-mizoram <Cs-mizoram@nic.in>, Jan e Alam, Chief Secretary Nagaland <csngl@nic.in>, Shri Manoj Ahuja <csori@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, csraj@rajasthan.gov.in, Shri Ravindra Telang, IAS <Cs-skm@hub.nic.in>, cs@tn.gov.in, CS Telangana <Cs@telangana.gov.in>, cs-tripura <Cs-tripura@nic.in>, CHIEF SECRETARY OFFICE GOVT OF UP <csup@nic.in>, Cs-uttranchal@nic.in, Westbengal@nic.in, Dr. Chandra Bhushan Kumar IAS <cs-andaman@nic.in>, admn-chandigarh@nic.in, devcom-d@nic.in, Shri Amit Singla <advisor-dnh-dd@daman.nic.in>, Shri Dharmendra <csdelhi@nic.in>, cs-pondicherry@nic.in, cs-jandk <Cs-jandk@nic.in>

Cc : Director IGNFA <director@ignfa.gov.in>, addi-director@gov.in, mukul trivedi <mukul.trivedi@rediffmail.com>, Sarita Kumari IFS <sarita@ifs.nic.in>, kunal angrish <kunal.angrish@gmail.com>, Gajendra Prakash Narwane <ms273@ifs.nic.in>

To

Chief Secretary
Government of India

Madam/Sir,

Greetings from the Indira Gandhi National Forest Academy!

IGNFA has developed a course on 'Concepts and Practices of Social Entrepreneurship'. The course is designed to develop an understanding and orientation among public servants and private individuals for building a culture of social entrepreneurship in the country.

You are requested to promote the course among Officers and Staff of your ministry through capacity building action plan under Mission Karmayogi. A Promotional Brochure for the course is enclosed along with a copy of the letter.

We sincerely appreciate your cooperation in this regard.

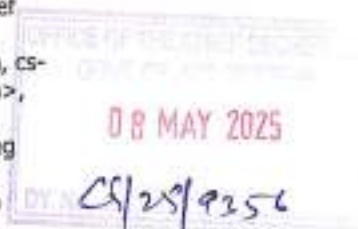
Regards,

Capacity Building Unit
Indira Gandhi National Forest Academy, Dehradun



— Letter Social Entrepreneurship Chief Secretary GOI.pdf
412 KB

— Brochure on 'Concepts and Practices of Social Entrepreneurship'.pdf
24 MB



1/8
Majlis
SS (senior) I
DS-PT (G) 9/5
6/13.5.25
07/14/5/2025
SO (CDN)
Sh. Brij

29/C

इन्दिरा गांधी राष्ट्रीय वन अकादमी
Indira Gandhi National Forest Academy



भारत सरकार
पर्यावरण वन और जलवायु परिवर्तन मंत्रालय
Government of India
Ministry of Environment, Forest & Climate Change

Date 08/05/2025

To,

Chief Secretary
Government of India

Madam/Sir,

Subject: iGOT course on 'Concepts and Practices of Social Entrepreneurship'.

Greetings from the Indira Gandhi National Forest Academy!

You are aware that more than 95% of spending on addressing sustainable development goal targets is funded through public resources in India. We understand that a large number of motivated persons and private entities not only possess the capacity to initiate projects of high social impact but are also willing to participate in this process. It is then only worthwhile to free up any sums of public funding by employing private resources.

The potential of private entities for undertaking activities with social impact goals is amply demonstrated by the sheer number of registered non-government organizations in the country, which is about 1.75 lakh per the NITI Aayog report. It is only appropriate, therefore, that the funding and expertise available outside of government is harnessed for the purpose of sustainable development and livelihood strengthening.

With the advent of the Social Stock Exchange in the country, the structural mechanism for crowdsourcing experts, investors and investment to undertake social impact-oriented projects has become more feasible. To enable this, public servants have a critical role as facilitators and enablers. However, they remain unaware of the principles and potential of Social Entrepreneurship. As the first step, therefore, there is a need to develop awareness and orientation for social entrepreneurship among public servants.

To address this gap, the IGNFA has developed a course on 'Concepts and Practices of Social Entrepreneurship', authored by Ms. Jyotsna Sitling, Member, Advisory Committee to SEBI on Social Stock Exchange. The course is designed to help public servants understand the dual social and market functions of Social Enterprises and how the Government can create an enabling ecosystem.

This subject is **highly relevant for officers at all levels—junior, middle, and senior**—offering deep insights into the concept of Social Entrepreneurship and practical pathways for collaborating with Social Enterprises to create large-scale social impact. The course is uploaded on the iGOT Mission Karmayogi GOI platform. You are requested to promote the course among **Officers and Staff** of your ministry through capacity building action plan under Mission Karmayogi. A **Promotional Brochure** for the Course is also enclosed.

Your support in promoting and integrating this course into capacity building programs will help equip public servants with a highly potent approach to meet the SDG target more efficiently.

I sincerely appreciate your time and consideration.

Regards,

Raj Kumar Bajpai
(Raj Kumar Bajpai IFS)
Additional Director

Attached: As above

पता: नई फॉरेस्ट देहरादून-248006
P.O. New Forest, Dehradun-248006

दूरभाष: 0135&2757316
Phone: 0135-2754647

फैक्स: 0135&2757314
e-mail: director@ignfa.gov.in
Website: http://www.ignfa.gov.in



Opportunity for Public Servants to develop right skills to be Change Makers through iGOT Karmayogi Course on "Concepts & Practices of Social Entrepreneurship"

Course duration: 55 minutes

This Course provides an understanding on concepts and practices of Social Entrepreneurship and the role of the Government in promoting the ecosystem for Social Enterprise.

Why this Course?

Despite progress made, our country's SDG challenges are ever-increasing. It is increasingly taxing the Government economically and in-turn burdening the Taxpayers. It is time, private financing and private expertise step up and play a catalytic role in bridging the funding & expertise gap. This is possible when Social Enterprises join hand with the Government to play this catalytic role But most of the Public Servants are unaware of the concepts and practices of Social Entrepreneurship.

For whom it is targetted and why this targetting?

Being a new subject, it is aimed at Junior, Mid and Senior-level Public Servants who aspires to address country's SDG challenges innovatively by leveraging the supportive ecosystem for Social Enterprises or want to work herself in a Social Enterprise mode to create SDG impact. The Course provides a deep understanding of this subject providing useful insights into its complexities, and discover clear pathways to engage meaningfully with the self and with Social Enterprises to drive positive change.

What is the learning outcome? Or, what is the benefit of this learning?

The Course will make Public Servants aware about Social Enterprise with illustrations from 'For Profit' and 'Not For Profit' Social Enterprise entities, their opportunities and challenges, and the way Government can work with them to build right ecosystem. Most importantly, the learners will get insights on planning and design considerations, community & stakeholder engagements, financing & resource mobilization strategies, and sustainability & scalability aspects of social and environmental projects handled with Social Enterprise concepts. This has been explained through contextually different well established examples & case studies on Social Enterprises from within and outside the Government.

The aspiring Public Servants who want to become 'Champions of Change' should not miss this opportunity to learn. **Course link: iGOT platform**

<https://portal.igotkarmayogi.gov.in/app/globalsearch?>

[q=Concepts%20and%20practices%20of%20Social%20Entrepreneurship](https://portal.igotkarmayogi.gov.in/app/globalsearch?q=Concepts%20and%20practices%20of%20Social%20Entrepreneurship)

ABOUT THE AUTHOR



Jyotsna Sitling, Member Advisory Committee to SEBI on Social Stock Exchange is former Indian Forest Service officer. She has served in various capacities in social and Environmental sector, including in Govt. of India as Joint Secretary in the Ministry of Skill Development and Entrepreneurship from 2014 -19. Ms. Sitling is IIM Bangalore alumnus and is recipient of Prime Minister's Award for Excellence in Public Administration 2006-07 for her outstanding contribution to Public Service. She has worked extensively in scouting, supporting and nurturing entrepreneurship at the bottom of the pyramid and has remained in the board of MUDRA from 2016-19. Presently, she is working to build time-tested Government-led Social Enterprise in the country. This Course is one of her efforts.

27/12



सार्वजनिक (Public) सेवकों को परिवर्तनकारी बनने के लिए उचित कौशल हासिल करने का अवसर

“सामाजिक उद्यमिता के सिद्धांत और अभ्यास”

iGOT कर्मयोगी कोर्स के माध्यम से

कोर्स अवधि: 55 मिनट

यह कोर्स सामाजिक उद्यमिता के सिद्धांतों और अभ्यासों पर समझ प्रदान करता है, और सामाजिक उद्यमों के लिए पारिस्थितिकी तंत्र को बढ़ावा देने में सरकार की भूमिका को उजागर करता है।

यह कोर्स क्यों करें?

देश प्रगति करने के बाद भी, हमारे देश की सतत विकास लक्ष्यों (SDG) से संबंधित चुनौतियाँ लगातार बढ़ रही हैं। यह सरकार के आर्थिकी पर भारी दबाव डाल रहा है और करदाताओं के लिए बोझ बनते जा रहे हैं। अब समय आ गया है कि निजी वित्तपोषण और निजी विशेषज्ञता इस अंतर को पाटने में सहायक बनें। यह तब संभव है जब सामाजिक उद्यम सरकार के साथ मिलकर एक उत्प्रेरक भूमिका निभाए, या फिर सरकारी संस्था स्वयं एक सामाजिक उद्यम के रूप में कार्य करे। परंतु, अधिकांश सार्वजनिक सेवक सामाजिक उद्यमिता के सिद्धांतों और अभ्यासों से अनभिज्ञ हैं।

कोर्स किनके लिए लक्षित है और क्यों उनके लिए लक्षित है?

एक नया विषय होने के नाते, यह कोर्स जूनियर, मिड और वरिष्ठ स्तर के सार्वजनिक सेवकों के लिए है, जो देश की सतत विकास लक्ष्यों (SDG) की चुनौतियों को नवाचार के माध्यम से हल करना चाहते हैं। इस कोर्स का उद्देश्य सामाजिक उद्यमों के लिए एक सहायक पारिस्थितिकी तंत्र तैयार करना है, ताकि वे उनके साथ मिलकर, या स्वयं एक सामाजिक उद्यम के रूप में कार्य कर SDG पर सुप्रभाव डाल सकें। यह कोर्स इस विषय की गहन समझ प्रदान करता है, इसकी जटिलताओं को स्पष्ट करता है, और सार्वजनिक सेवकों को आत्मविश्लेषण के साथ-साथ सामाजिक उद्यमों के साथ प्रभावशाली तरीके से जुड़ने के मार्ग दिखाता है।

कोर्स के सीख का क्या परिणाम है? या नि, इस सीख से क्या लाभ मिलेगा?

यह कोर्स सार्वजनिक सेवकों को सामाजिक उद्यम के सामाजिक और बाजारी कार्यों एवं तंत्रों के बारे में 'For Profit' और 'Not For Profit' उद्यमों के उदाहरण के साथ जागरूक करेगा। इसमें सामाजिक उद्यम के अवसरों और चुनौतियों के साथ-साथ यह भी बताया जाएगा कि सरकार कैसे उनके साथ मिलकर सही पारिस्थितिकी तंत्र का निर्माण कर सकती है। सबसे महत्वपूर्ण बात यह है कि यह कोर्स सामाजिक उद्यम के तर्ज पर लागू सामाजिक एवं पर्यावरणीय योजनाओं का आयोजन व डिज़ाइन, सामुदायिक और हितधारक सहभागिता के पहलुओं, वित्त और संसाधन जुटाने की रणनीतियों, चिरन्तरता एवम् मापनीयता के असरदार तंत्रों एवम् आयामों पर अंतर्दृष्टि प्रदान करेगा। इसके लिए सरकार के भीतर और बाहर के सामाजिक उद्यमों पर आधारित विभिन्न उदाहरणों और केस स्टडीज का उपयोग किया गया है।

जो सार्वजनिक सेवक 'परिवर्तन के चैंपियन' बनना चाहते हैं, वे इस शानदार सीखने के अवसर ना खोएँ।

कोर्स लिंक: iGOT प्लेटफार्म

<https://portal.igotkarmayogi.gov.in/app/globalsearch?>

[q=Concepts%20and%20practices%20of%20Social%20Entrepreneurship](https://portal.igotkarmayogi.gov.in/app/globalsearch?q=Concepts%20and%20practices%20of%20Social%20Entrepreneurship)

लेखक के बारे में



ज्योत्सना सितलिंग, सीजी (SEBI) की सोशल स्टॉक एक्सचेंज (Social Stock Exchange) पर सलाहकार समिति की सदस्य और पूर्व भारतीय वन सेवा अधिकारी हैं। उन्होंने सामाजिक और पर्यावरणीय क्षेत्र में सरकार में विभिन्न पदों पर कार्य किया है, जिसमें भारत सरकार के कौशल विकास और उद्यमिता मंत्रालय में 2014-19 तक संपूर्ण सचिव के रूप में कार्य करना शामिल है। वह IIM बैंगलूर की पूर्व छात्रा हैं और 2006-07 में सार्वजनिक सेवा में उत्कृष्ट योगदान के लिए प्रधानमंत्री उत्कृष्टता पुरस्कार प्राप्त कर चुकी हैं। उन्होंने निम्न स्तर पर उद्यमिता को प्रोत्साहित करने और बढ़ावा देने में व्यापक कार्य किया है और 2015-19 के दौरान MUORA के बोर्ड में रही हैं। वर्तमान में, यह देश में सामाजिक उद्यमों के लिए प्रभावशाली पारिस्थितिकी तंत्र के विकास पर कार्य कर रही हैं।

27/12