

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

F.10(578)/Coord./Misc. Trg./2025/081802078/1518

Date:- 09/07/2025

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 Training of	Last date of receiving Nominations
1.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13358 dated 23.06.2025	Handling RTI Matters by ISTM	14 th to 15 th July, 2025	--
2.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No.13342 dated 23.06.2025	Management of Training by ISTM	15 th to 19 th September, 2025	--
3.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13490 dated 24.06.2025	e-Record Management by ISTM	04 th to 04 th August, 2025	--
4.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13480 dated 24.06.2025	Big Data Analytics in Government-Basic by ISTM	27 th to 29 th October, 2025	--
5.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13478 dated 24.06.2025	Workshop on Cyber Security	22 th to 23 th September, 2025	--

6.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13470 dated 24.06.2025	One day workshop on Personal Finance Management & Income Tax in online mode	25.08.2025	--
7.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13876 dated 30.06.2025	Mentoring skills by ISTM	21th to 23th July, 2025	--
8.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14017 dated 01.07.2025	Responsible use of AI in workplace by ISTM	04 th to 05 th August, 2025	--
9.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 13911 dated 30.06.2025	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM	01th to 02th, September, 2025	--

This is for your kind information please.

Yours faithfully

SECTION OFFICER(CDN)

Encl: As above.

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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)