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**Fwd: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-08&09 Merged) to be conducted in ISTM from 01.09.2025 to 02.09.2025.**



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

Mon, 30 Jun 2025 10:21:37 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Joint Director Planning"<jdplg@nic.in>,"  
Dr. Ashish Chandra Verma"<psfin@nic.in>

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

**To:** jsns@ddpmod.gov.in

**Sent:** Monday, June 30, 2025 9:57:36 AM

**Subject:** Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-08&09 Merged) to be conducted in ISTM from 01.09.2025 to 02.09.2025.

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दिनांक / Date: 29.05.2025

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

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All State Governments/All Union Territories

38/c The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

**Subject: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-08&09 Merged) to be conducted in ISTM from 01.09.2025 to 02.09.2025.**

Madam/Sir,

The Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-08&09 Merged) to be conducted in ISTM from 01.09.2025 to 02.09.2025. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure.

2. Nomination form for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations are cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.
3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations, the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **18<sup>th</sup> August 2025**.
4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) and will also be communicated to the participants and Sponsoring Authorities through email.**

**Encl: Annexure**

Yours faithfully

371C

-Sd-

(Shailesh Kumar Soni)

Deputy Director & Course Coordinator

E-mail: [sk.soni@gov.in](mailto:sk.soni@gov.in)

Tel: 011-26737520

ANNEXURE

**COURSE INFORMATION SHEET**

**Code** : EFC/SFC-08&09 (Merged)

**Title** : Preparation of Expenditure Finance Committee/Standing Finance Committee

**Duration** : 02 Days (01<sup>st</sup> to 02<sup>nd</sup> September, 2025)

**Time** : 09:00 AM to 5:30 PM

**Mode** : Offline Mode

**Objective of the Programme:** To equip the participants with the knowledge of drafting of EFC/SFC/PIB/DIB proposals.

**Eligibility Conditions:**

The programme is meant for the officers of the level of Under Secretary, Section Officer & Assistant Section Officers in the Central Secretariat and PS/PA of CSSS. Officers of State Govt./ UTs with comparable status may also apply.

**Methodology:**



Group discussions, group activities, case studies, and other methods of training sessions. Sharing best practices across different organizations.

**Course Capacity:** The maximum number of participants that can be admitted to the Course is 35 - 40.

**Nominations for the Course:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach him/her before **18<sup>th</sup> August 2025**.

**Acceptance of Nomination:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.

**Course Fee:**

- (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
- (ii) A course fee of Rs. 2000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Capitation fee is required to be paid through Online Payment Mode as per details given below.**

**Website – [Bharatkosh.gov.in](http://Bharatkosh.gov.in)**

**Ministry – Personnel. P.G & P**

**Course Fee - ISTM**

And share the copy of payment receipt on email [sk.soni@gov.in](mailto:sk.soni@gov.in) after confirmation of nomination from ISTM.

**Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No. 011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants

 ISTM

Sir/Madam,

35/c

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 Preparation of Expenditure Finance Committee/Standing Finance Committee  
Course Code : EFC/SFC-08&09-Marged  
Date : 01 Sep 2025 to 02 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

Shailesh Kumar Soni

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

