

324

Fwd: One Day Workshop on Personal Finance Management & Income Tax (WITAX-16) in ONLINE MODE on 25.08.2025 – regarding.



Shri Dharmendra <csdelhi@nic.in>

Tue, 24 Jun 2025 1:16:58 PM +0530

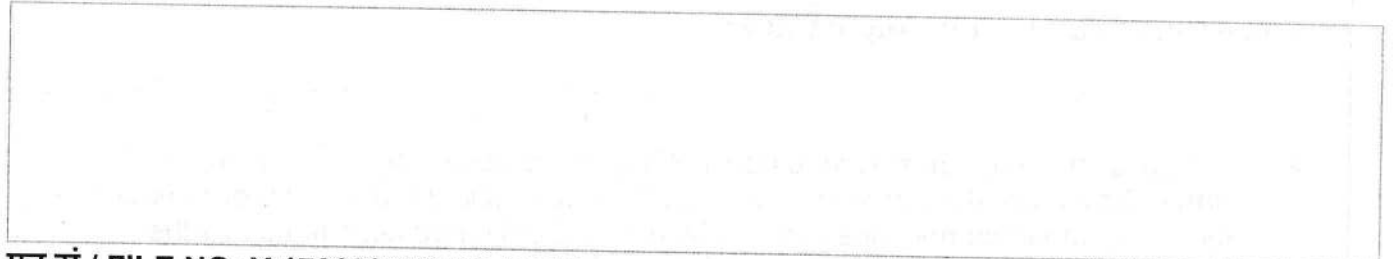
To "Sh Anil Kumar Singh"<secservices@nic.in>

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

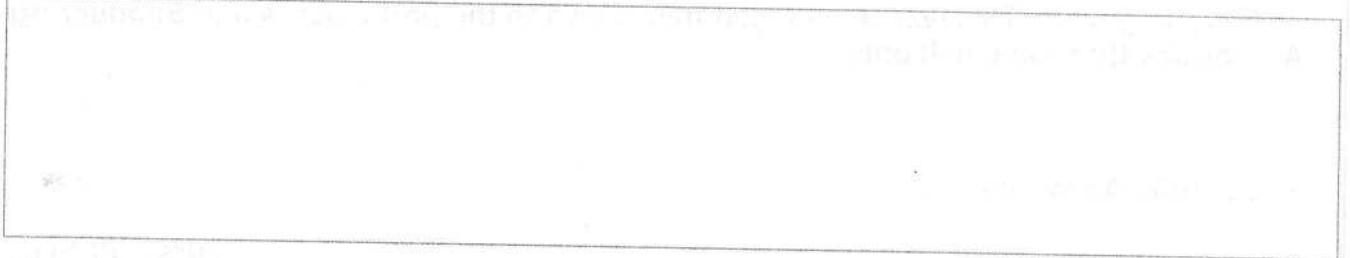
To: jsns@ddpmod.gov.in

Sent: Tuesday, June 24, 2025 12:40:35 PM

Subject: One Day Workshop on Personal Finance Management & Income Tax (WITAX-16) in ONLINE MODE on 25.08.2025 – regarding.



फा.सं / FILE NO: Y-17022/03/2025-ISTM



दिनांक / Date: 29.05.2025

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Sentra Dattap
23/6/25

Sh. Brij
24/6
CO (CON)

Sp. Secy (Sec)
25.6.25
DS-1 (S)
mllb

31/C Subject: **One Day Workshop on Personal Finance Management & Income Tax (WITAX-16) in ONLINE MODE on 25.08.2025 – regarding.**

Madam/ Sir,

I am directed to say that a one day Workshop on Personal Finance Management and Income Tax (WITAX-16) will be conducted in **ONLINE MODE** on 25.08.2025. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

2. Nomination form for the course may be filled online at ISTM website

https://www.istm.gov.in/home/online_nomination_form. **It may please be noted that is mandatory to fill up nomination form online.** However, the nominees must ensure that his/her nominations is 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 officials should be nominated who can attend this programme physically 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 training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **14th August, 2025**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. 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).** This will also be communicated to the participants and Sponsoring Authorities through email only.

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)

Deputy Director & Course Coordinator

Email ID: vkbhargava.84@gov.in

Tele No. : 011-26737516

39/c

ANNEXTURE

COURSE INFORMATION SHEET

CODE : WITAX-16

TITLE : Workshop on Personal Finance Management & Income Tax

DURATION : One Day (25.08.2025)

TIME : 9:00 AM to 5:30 PM

COURSE CAPACITY : 30

OBJECTIVES : At the end of the training course, the participants will be able to:

- i) Define Personal Finance.
- ii) Differentiate between Personal Finance and Public Finance.
- iii) Describe the various ways of Financial Planning.
- iv) Explain the provisions of Income Tax.

METHODOLOGY : ONLINE MODE

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 Coordinator so as to reach him/her before 14.08.2025.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

A course fee of Rs. 2,000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. **Capitation fee is required to be paid through Online Payment Mode as per details given below.**

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Course Fee - ISTM

And share the copy of payment receipt on email vkbhargava.84@gov.in. in latest by 14.08.2025.

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 Mobile No.8076072465. Family members of the participants are NOT allowed to stay in the hostel with the participants.

 **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: 28/c

Course Name : Workshop on Income Tax

Course Code : WITAX-16

Date : 25 Aug 2025 to 25 Aug 2025

Mode : Online

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

Regards

Vipin Kumar Bhargava

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

