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Diary No. 08-07-25
Date 08-07-25
144/

Fwd: Three Days Workshop on Financial Management in Government (WFM-13) in ISTM from 04.08.2025 to 06.08.2025 – regarding.

Shri Dharmendra <csdelhi@nic.in>

Mon, 07 Jul 2025 11:55:18 AM +0530

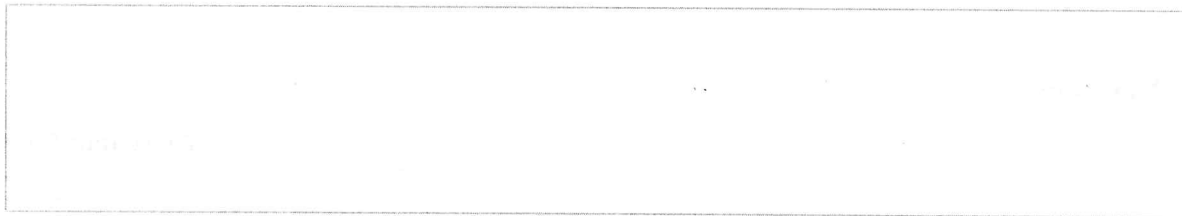
To "Sh Anil Kumar Singh"<secservices@nic.in>

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

To: jsns@ddpmod.gov.in

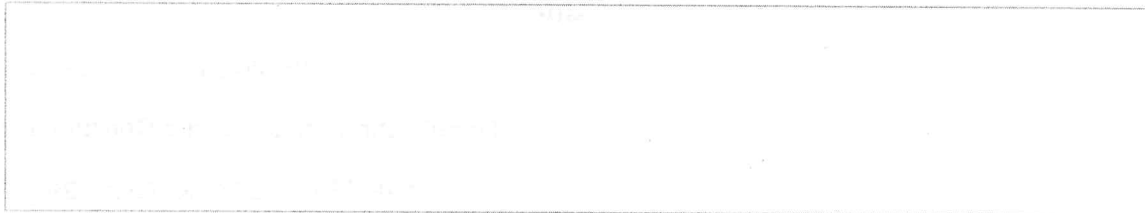
Sent: Monday, July 7, 2025 10:44:51 AM

Subject: Three Days Workshop on Financial Management in Government (WFM-13) in ISTM from 04.08.2025 to 06.08.2025 – regarding.



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FILE NO: Y-17030/01/2025-ISTM



दिनांक / Date: 06.05.2025

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

Subject: Three Days Workshop on Financial Management in Government (WFM-13) in ISTM from 04.08.2025 to 06.08.2025 – regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on Financial Management in Government (WFM-13) will be conducted in ISTM from 04.08.2025 to 06.08.2025. Details of the objectives of programme, its

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content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

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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 **25th July, 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: ykbhargava.84@gov.in

Tele No. : 011-26737516

ANNEXTURE

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COURSE INFORMATION SHEET

CODE : WFM-13

TITLE : Workshop on Financial Management in Government

DURATION : Three Days (04.08.2025 to 06.08.2025)

TIME : 9:00 AM to 5:30 PM

COURSE CAPACITY : 32 - 35

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

- i) define Budget and other key terms.
- ii) describe expenditure management.
- iii) list steps to maintain Government Accounts.
- iv) Operate/make use of PFMS portal.

METHODOLOGY : Offline Mode at ISTM

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 25th July, 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. 3000/- (Rupees Three 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 ykbhargava.84@gov.in. in latest by 25th July 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:

Course Name : Workshop on Financial Management in Government

Course Code : WFM-13

Date : 04 Aug 2025 to 06 Aug 2025

Mode : Offline

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

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Regards

O/o The Chief Secretary, Delhi