

**Fwd: Two Days Workshop on Gender Sensitization (GS-19) to be conducted from 27 Oct 2025 -To- 28 Oct 2025.**

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

Thu, 03 Jul 2025 2:56:37 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:** Thursday, July 3, 2025 2:53:21 PM

**Subject:** Two Days Workshop on Gender Sensitization (GS-19) to be conducted from 27 Oct 2025 -To- 28 Oct 2025.

फा.सं / FILE NO:Y-18014/5/2025-ISTM

दिनांक / Date: 03.07.2025

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

*Santhosh Dahiya*  
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03/7/25  
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Sh. Baij  
Sp. Secy (Secy)  
07/07/25  
6  
7.5.25

11/9/c  
Subject: Two Days Workshop on **Gender Sensitization (GS-19)** to be conducted from **27 Oct 2025 -To- 28 Oct 2025**.

Sir/Madam,

I am directed to say that a two days' Workshop "**Gender Sensitization**" will be conducted at this Institute from **27 Oct 2025 -to- 28 Oct 2025 (2 Days)**. The objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure**.

2. Nomination form for the training course / workshop may be filled online at [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). It is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email .

3. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** 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 **26<sup>th</sup> September, 2025**.

4. Only such officers, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination will be uploaded in ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) one month prior to commencement of the course and no separate communication by post would be issued.

**Enclosure: Annexure**

**Yours faithfully,**

**-Sd-**

**(Priyanka Dhull)**

**Deputy Director & Course Coordinator**

**Email ID:- priyanka.dhull26@gov.in**

**Tel:- 011-26737503**

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## ANNEXURE

### COURSE INFORMATION SHEET

**Code** : **GS-19**

**Title** : Gender Sensitization

**Duration** : 2 Days (From 27 Oct 2025 - to - 28 Oct 2025)

**Course Contents** : To sensitize the Group A/B Officers of CSS and PS/PA of CSSS about the Gender related issues.

**Objective of the Course:** Gender & Development Analysis, Major Initiatives-Legal & Rule Provisions, Gender Roles, Domestic Violence, Environment at Workplace and Gender Budgeting.

**Methodology** : We propose to adopt a totally participative approach and the methodology would include: Case studies, Film, Storytelling, Individual & Group work besides discussion in plenary.

**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 comparable status in the Central Govt. Offices/State Govts., Autonomous Bodies, Public Sector Undertakings etc. are also eligible.

**Course Capacity:** The maximum number of participants that can be admitted to the course is Thirty (30).

**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 **26<sup>th</sup> September, 2025**



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**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:**

A course fee of **Rs. 2000/- (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 [Priyanka.dhull26@gov.in](mailto:Priyanka.dhull26@gov.in) latest by 26<sup>th</sup> September, 2025.

**Accommodation:** ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis and subject to availability. Only course participants will be permitted to stay in the hostel (**The family members of the participants are NOT permitted to stay at the hostel**). Participants are requested to apply online for hostel facility only after acceptance of their nomination.



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-19

Date : 27 Oct 2025 to 28 Oct 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

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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

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Regards

O/o The Chief Secretary, Delhi



Fwd: Workshop for Liaison Officers (SC/ST) by ISTM



Shri Dharmendra <csdelhi@nic.in>

Fri, 04 Jul 2025 10:00:48 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: Friday, July 4, 2025 9:25:22 AM

Subject: Workshop for Liaison Officers (SC/ST) by ISTM

Workshop for Liaison Officers (SC/ST) ( WLO-SC/ST-28)

फा.सं / FILE NO: Y-14027/1/2025-ISTM

दिनांक / Date: 16.04.2025

To

Secy. to the Govt. of India (All Ministries / Departments)

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

Handwritten signatures and dates: 4/7, Sampath Kumar 15 09/7/25, SH. Bhat, SO (ADN), 7.7.25, 6/7/25, 6/7/25.



114/C Subject: **2 DAYS OFFLINE** Training Course / Workshop on **Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-28) (BLENDED MODE)\*** to be conducted from **28<sup>th</sup> to 29<sup>th</sup> July, 2025** in **ISTM PREMISES**.

Sir/Madam,

I am directed to say that a training course / workshop "**OFFLINE Workshop for Liaison Officers (SC/ST)**" for Officers dealing with the Reservation will be conducted in **physical mode** at this Institute from **28<sup>th</sup> July to 29<sup>th</sup> July, 2025 (2 Days)** IN **\*BLENDED MODE**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. \* This training programme on **Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-28)** will be conducted in a **Blended Mode**. This implies that *the participants may consume the e-content available on i.GoT portal relating to Reservation in Service and Role of Liaison Officer* before joining the training programme at ISTM at their own convenient time. The link for the e-content is as given below which can be completed by Trainees at their own time before physically joining the training programme in ISTM on Monday the 28<sup>th</sup> July 2025 :-

i. **Reservation Policy - Reservation in Service** By Institute of Secretariat Training and Management 2h 55m

[https://portal.igotkarmayogi.gov.in/app/toc/do\\_11389137288551628815/overview](https://portal.igotkarmayogi.gov.in/app/toc/do_11389137288551628815/overview) -

ii. **Role of Liaison Officer in Reservation** By Institute of Secretariat Training and Management 45m

[https://portal.igotkarmayogi.gov.in/app/toc/do\\_1138119815824998401202/overview](https://portal.igotkarmayogi.gov.in/app/toc/do_1138119815824998401202/overview)

Details of the Programme and eligibility requirements are given at Annexure-I. All Ministries/Department of Government of India/PSUs/ and Autonomous Institutions are requested to nominate suitable Officers to attend the programme. **The nominees may be advised to fill up the nomination forms online at <https://www.istm.gov.in/> and specifically [https://www.istm.gov.in/home/online\\_form\\_details](https://www.istm.gov.in/home/online_form_details) . It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations is 01.07.2025. In nomination form participants may ensure they indicate their personal Mobile numbers and email IDs as all communication will be made on email IDs and their whatsapp mobile numbers indicated by them.**

3. **Name of selected candidates will be published in the website of ISTM at url [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance)** and individual communication of acceptance will be issued by email on email address indicated by Trainees . Those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend training physically from 9:00 AM to 5:30 PM in ISTM.

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs. 2,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector



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Undertakings. It can be paid by Bank draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi or through **Bharatkosh.gov.in** as per details- para – 8 of Annex-I after confirmation of selection is received. Before, getting confirmation of selection, fees should not be paid.

5. The acceptance of nomination letter will be uploaded in ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) and no separate communication by post would be issued.

**Enclosure: Annexure - I**

Yours faithfully,

-sd/-

**(Naresh Bhardwaj)**

Joint Director & Course Coordinator

E-mail: [naresh.bhardwaj@nic.in](mailto:naresh.bhardwaj@nic.in)

**Tel: 011-26737606**

**IN CASE OF ANY CLARIFICATIONS OR ISSUES PLEASE FEEL TO CONTACT MS. MEENA AT WATSAPP MOBILE NUMBER 9891607351.**

### **Annexure-I**

#### **Course Information Sheet**

1. Title : **Workshop on Liaison Officers (OFFLINE Blended mode)**
2. Duration : **2 Days OFFLINE PHYSICAL MODE ( 28<sup>th</sup> to 29<sup>th</sup> July, 2025)**
3. The aim of the course is to –
  - i. To sensitize the Liaison Officers with their role, duties, responsibilities and powers;
  - ii. To impart the knowledge and skills for implementation of instructions relating to reservation for SCs/STs/OBCs/PwDs/EWS in their respective Ministries/Departments/ Organizations with special emphasis on maintenance of reservation rosters;

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iii. To have competencies for taking charge of Reservation Cell in their respective Ministries/Departments/Organizations;

iv. Other functions as deemed necessary for discharging their role as Liaison Officers;

#### 4. Course Content

i. Constitutional provisions relating to reservation in service, definition of reserved categories- SC/ST/OBC/EWS;

ii. Scope and applicability of reservation orders;

iii. Provisions relating to verification of claims of SCs, STs, OBCs and EWS;

iv. Reservation in Direct Recruitment and Promotion Cases;

v. Instructions regarding maintenance of post based rosters;

vi. Horizontal Reservation – Reservation for PwBD;

vii. Role and functions of Liaison Officers and monitoring agencies;

#### 5. Methodology

i. Lecture/PPTs/Handouts/Reading Material

ii. Discussions

iii. Group Discussions

iv. Case Studies, Q & A/ Doubt clearing sessions

v. Practical Exercises

vi. Consumption of e-content from iGOT

#### 6. Nominations for the Course:

The course is designed for 'Liaison Officers' and their Officials dealing with matters of reservation in services for SCs/STs/OBCs/EWS/PWD/EWS working in Central/State Government, Autonomous Bodies, Public Undertaking etc.

#### 7. Acceptance of Nomination:

Officer whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. Acceptance of nomination of candidates by ISTM will also be conveyed in their email/through SMS.

The Sponsoring Authority/Participants are advised to check the Website of ISTM regularly i.e. <https://www.istm.gov.in/>

and specifically [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance)

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## 8. Course Fee and Other Expenses:

- i. There is no Course fee for the officer of Central Govt./ State Govt./UT Administration and its attached /Subordinate officers.

**OTHERS: - (i) Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be displayed on the Website of ISTM. Emails will be sent at the email indicated by the trainees at the time of registration. The trainees may carefully indicate their email IDs and mobile number as the communication will be done on email IDs and WhatsApp number indicated by them.**

**(ii) A Course fee of Rs. 2000/- is payable in respect of nominees from Autonomous Institutes /PSUs.**

The Course fee is required to be paid through online mode as follows:

**Procedure of Bharatkosh.gov.in**

**Website - Bharatkosh.gov.in**

**Ministry - Personnel, P.G. & P**

**Purpose - Course fee in ISTM**

***Deposit amount*** through online mode and forward the receipt to ISTM **after getting confirmation of selection or at time of proceeding for training.** Fees is not to be paid without confirmation of selection. In case of dropout, fees shall not be refunded.

## 9. Hostel Accommodation

For the outstation participants the Institute has modest hostel facilities on "first-come-first-serve" basis at Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi. Family members of the participants are **NOT** allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Consultant Hostel at the address given below :-

**Shri Kanta Pr. Dasmana**

**Consultant & Hotel Caretaker**

Institute of Secretariat Training and Management,

Department of Personnel and Training,

Hostel Block No.1, Old JNU Campus,

Olof Palme Marg, New Delhi – 110 067

110/c Tel: (011) – 26737717

M. No- 8901393802

**10. IN CASE OF ANY CLARIFICATIONS OR ISSUES PLEASE FEEL TO CONTACT MS. MEENA AT WATSAPP MOBILE NUMBER 9891607351.**

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Regards  
O/o The Chief Secretary, Delhi