

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

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.

S I. N o.	Received from Ministry/Department	Letters No. with Date	Brief Subject	Date of Trainin g/ Course s	Las t d ate of rec eiv ing of No mi nat ion s
1.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Recei pt No. 208473 9/2026	Two Days Workshop on "Handling RTI Matters (H-RTI M-07)" to be conducted in ISTM	23 Mar 2026 to 24 Mar 2026	13 Mar 2026
2.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Recei pt No. 208331 1/2026	Two days Offline Workshop on "Handling Social Media and Information Retrieval (HSMIR-06)" for Section Officers and Assistant Section Officers or officers of equivalent	27 Apr 2026 to 28 Apr 2026	10 Apr 2026
3.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Recei pt No. 208474 4/2026	Three Days Workshop on Financial Management in Government (WFM-15) in ISTM	11 May 2026 to 13 May 2026	27 Apr 2026

4.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 2084742/2026	One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE	13 Apr 2026	30 Mar 2026
5.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 2078206/2026	Work Life Balance & Anger Management by ISTM	04 May 2026 to 05 May 2026	10 Apr 2026
6.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 2093142/2026	Workshop on Emerging Technology and Dashboard by ISTM	18 May 2026 to 19 May 2026	05 May 2026
7.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 2077126/2026	Workshop on Introduction to Artificial Intelligence (AI-1) (Offline Mode)	13 Apr 2026 to 14 Apr 2026	06 Apr 2026

This is for your kind information please.

Yours faithfully

Digitally signed by
Manoj

Encl: As above.

Date: 10-03-2026
SECTION OFFICER (CDN)
14:04:23

Copy for information to:-

1. PS to 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/ 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.