

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 l. No.	Received from Ministry/Department	Letters No. with Date	Brief Subject	Date of Training / Courses	Last date of receiving of No min atio ns
1.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 176075 6/2025	Workshop on Cyber Security by ISTM	01st Dec, 2025 to 2nd Dec 2025	25th Nov 2025
2.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 176126 9/2025	ToT on e-Content Development by ISTM	08 Dec 2025 to 09 Dec 2025	21st Nov 2025
3.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 176125 0(1)/2025	Big Data Analytics in Government - Basic by ISTM	22 Dec 2025 to 24 Dec 2025	28th Nov 2025
4.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 176638 8(1)/2025	Capacity Building of the Head of the Office in Administrative, Vigilance and Financial Matters by ISTM	13 Oct 2025 to 15 Oct 2025	03rd Oct 2025
		e-Receipt			

5.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	pt No. 1768497(2)/2025	Two Days Workshop on Data Analytics using MS-Excel by ISTM	15 Dec 2025 to 16 Dec 2025	28th Nov 2025
6.	Deepak Kumar Bist Joint Director Institute of Secretariat Training & Management Department of Personnel and Training (DoPT) JNU Campus (OLD), Olof Palme Marg, New Delhi - 110067	e-Receipt No. 1770256(1)/2025	Workshop on Financial Management in Government	01 Dec 2025 to 03 Dec 2025	21st Nov 2025

This is for your kind information please.

Yours faithfully
Digitally signed by
Harish Sharma
Date: 24-09-2025
18:02:32

Encl: As above.

SECTION OFFICER (CDN)

Copy for information to:-

1. PS to Pr. 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/III 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.

SECTION OFFICER(CDN)