

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	Letter s No. with D ate	Brief Subject	Date o f Trainin g/ Cours es	La st dat e o f 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-Rece ipt No. 21754 39/202 6	One Day (ONLINE) Workshop on "e-Record Management (e-RM-27	27 July 2026	17 July , 202 6.
2.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Rece ipt No. 21787 66/202 6	Training Programme for CVOs/VOs by ISTM	06 Jul 2 026 to 10 Jul 2 026	08 Jun e 2 026
3.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Rece ipt No. 21728 55/202 6	Workshop on Communication Skills by ISTM	17 Aug 2026 to 18 Aug 2026	31 July , 202 6.
4.	National Productivity Council 5-6 Institutional Area, Lodhi Road, New Delhi - 110003	e-Rece ipt No. 21984 93/202	Residential Training Programme on "Advanced Course on Right to Information Act,	15 June 2026 to 19 June	05 Jun e 2

		6	2005 and Modern Office Management	2026	026
5.	Delhi State Institute of Secretariat Training & Development, Pratap Nagar, Mayapuri Vihar Phase-1 New Delhi	e-Receipt No. 2185040/2026	Knowledge Co-Creation Programme (International Study Tour)-Various Training mentioned in letter	06 July 2026 to 23 Jan 2027	Not mentioned
6.	Delhi State Institute of Secretariat Training & Development, Pratap Nagar, Mayapuri Vihar Phase-1 New Delhi	e-Receipt No. 2185005/2026	Executive Development Programme-Variou Training mentioned in letter	25 May 2026 to 23 June 2026	Not mentioned

This issues with the approval of Competent Authority.

This is for your kind information please.

Yours faithfully

Digitally signed by

Praveen Kadian

Date: 28-04-2026

13:26:57

SECTION OFFICER (CDN)

Encl: As above.

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/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.