

**GOVT. OF NCT OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 5<sup>th</sup> 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<br>l.<br>No. | Received from<br>Ministry/Department                                                                                                     | Letters<br>No. with<br>Date          | Brief<br>Subject                                                                                              | Date of<br>Training/<br>Courses | Last<br>date of<br>receiving<br>of<br>No<br>min<br>ations |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------|
| 1.             | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067. | e-Receipt<br>No.<br>183916<br>9/2025 | MS-Office Suite by ISTM                                                                                       | 27 Jan 2026 to 28 Jan 2026      | 26th Dec 2025                                             |
| 2.             | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067. | e-Receipt<br>No.<br>183916<br>6/2025 | e-Record Management by ISTM                                                                                   | 06 Jan 2026                     | 22th Dec 2025                                             |
| 3.             | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067. | e-Receipt<br>No.<br>184100<br>7/2025 | Three Days Workshop on e-Procurement & GeM (WEP&GeM-05) in ISTM                                               | 27 Jan 2026 to 29 Jan 2026      | 12th Jan 2026                                             |
| 4.             | Director<br>Central Detective Training Institute, Bureau of Police Research & Development, MHA Chandigarh                                | e-Receipt<br>No.<br>183180<br>5/2025 | JO- Invitation of nominations for ONLINE mode course on 'Cyber Awareness' to be conducted by CDTI, Chandigarh | 02 Dec 2025 to 04 Dec 2025      | Not Mentioned                                             |
|                | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067. | e-Receipt                            | Prevention, Prohibition and Redressal of Sexual Harassment                                                    | 05 Jan 2026                     | 12th Jan 2026                                             |

|    |                                                                                                                                          |                            |                                                                                                                                       |                            |               |
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| 5. | ement (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.                                            | No. 1838453/2025           | arassment of Women at Work Place by ISTM                                                                                              | 026 to 06 Jan 2026         | d D ec 2025   |
| 6. | (Gita Sharma)<br>Training Assistant,<br>National Institute of Disaster Management, Ministry of Home Affairs, Govt. of India, New Delhi   | e-Receipt No. 1845538/2025 | Inviting the nominations for "8th Comprehensive Course on Disaster Risk Management", scheduled to be held from, at NIDM Campus, Delhi | 17th to 28th Nov 2025      | 05th Nov 2025 |
| 7. | (S.P.Singh)<br>Group Head & Director<br>AB Group-HQ Delhi<br>National Productivity Council                                               | e-Receipt No. 1847368/2025 | Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern HR Practices" at Goa                   | 22nd-26th Dec, 2025        | 15th Dec 2025 |
| 8. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067. | e-Receipt No. 1845478/2025 | Training Programme for CVOs/VOs by ISTM                                                                                               | 29 Dec 2025 to 02 Jan 2026 | 28th Nov 2025 |

This is for your kind information please.

Yours faithfully

Digitally signed by  
Harish Sharma

Date: 12-11-2025

SECTION OFFICER (CDN)

Encl: As above.

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.