

**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.

Sl. No.	Received from Ministry/Department	Letters No. with Date	Brief Subject	Date of Training/Courses	Last date of receiving of Nominations
1.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067.	e-Receipt No. 1694694/2025	185th Cash and Accounts (C&A - 185th) Course to be conducted in ISTM	Online: 3rd Nov 2025 to 07 Nov 2025 In person: 10 Nov, 2025 to 02 Jan 2026	10th Oct 2025
	Indian Institute of Corporate Affairs	e-Receipt	Four Day Capacity Building Program - "Advanced course on Procurement (Policy and Procedure based o	19-22	12th A

2.	rajeshiica1@gmail.com Through CS, Delhi	No. 1695936/2025	n GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts	, Aug, 2025	Aug 2025
3.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067.	e-Receipt No. 1705421(1)/2025	Five days Level-A-DAKSHT A training programme to be conducted in ISTM	08th to 12th Sep 2025	25th Aug 2025
4.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067.	e-Receipt No. 1705446(1)/2025	Two days Training Programme on "Supply Chain Management" (SCM-02) in OFFLINE MODE	27 Oct-28, Oct, 2025	10th Oct 2025
5.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067.	e-Receipt No. 1705499(1)/2025	Management of Training by ISTM	15-19 September, 2025	30 Aug 2025
6.	The Bharat Scouts and Guides, National HQ. info@bsgindia.org Through CS, Delhi	e-Receipt No. 1704962(1)/2025	Nomination of Dynamic Youth Leaders (Age 26-35) for the BIMSTEC Young Leaders Summit 2025 - Guwahati, Assam	09-12 September, 2025	20th Aug 2025
7.	International Institute of Projects & Program Management in association with SCOPE Through CM Delhi	e-Receipt No. 1704920(1)/2025	Project Management Workshop on Totality of Project Management (TPM) in association with SCOPE, an apex body of PSUs	06-08 October, 2025	Not Mentioned
8.	Technical Division, PNGRB" e-technical@pngrb.gov.in	e-Receipt No.	Two-Day National Conference on "Excellence in Safe	Mid Sept 2	20th Aug

	Through CS, Delhi	1702082(1)/2025	ty in Road Transportation”	025	, 2025
9.	NITI Aayog, Parliament Street, New Delhi-110001, Through CS, Delhi	e-Receipt No. 1702009(1)/2025	National Level Workshop(s) cum Training on Natural Farming	23, Aug, 2025	Not Mentioned
10	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067.	e-Receipt No. 1708497(1)/2025	Handling Parliamentary Matters by ISTM	03, Nov to 04 Nov 2025.	10 Oct 2025
11	International Institute of Projects & Program Management in association with SCOPE Through CM Delhi	e-Receipt No. 1707907(1)/2025	Project Management Workshop in association with SCOPE, an apex body of PSUs	06-08, Oct, 2025	Not Mentioned
12	NITI Aayog, Parliament Street, New Delhi-110001, Through CS, Delhi	e-Receipt No. 1709604(1)/2025	National Level Workshop(s) cum Training on Natural Farming	Tentatively sept 2025	Not Mentioned
13.	Technical Division, Petroleum and Natural Gas Regulatory Board Through CS Delhi	e-Receipt No. 1702082/2025	Two-Day National Conference on “Excellence in Safety in Road Transportation	Mid Sept 2025	20th Aug 2025
14.	International Institute of Projects & Program Management in association with SCOPE Through CM Delhi	e-Receipt No. 1704920/2025	Project Management Workshop in association with SCOPE, an apex body of PSUs	06-08, Oct, 2025	Not Mentioned

15	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067.	e-Receipt No.1705421/2025	Five days Level-A-DAKSHTA training programme to be conducted in ISTM	06-08, Oct, 2025	25th Aug 2025
16	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067	e-Receipt No. 1705446/2025	Two days Training Programme on "Supply Chain Management" (SCM-02) in OFFLINE MODE	27 Oct-28, Oct, 2025	10th Oct 2025
17	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067	e-Receipt No. 1712824,1712824(1)/2025	Two days Workshop on Effective Presentation Skills (WEPS-12) in OFFLINE MODE	17th Nov to 18th Nov	03rd Nov, 2025
18	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067	e-Receipt No. 1712868,1712868(1)/2025	Workshop for Liaison Officers (SC/ST) by ISTM	24 Nov 2025 to 25 Nov 2025	19 Nov 2025
19	Indian Institute of Remote Sensing GIT DL Office < gitdloffice@iirs.gov.in >	e-Receipt No. 1714923,1714923(1)/2025	IIRS-ISRO: Participation in Course on Remote Sensing -Decision Maker's course	06 Oct-10, Oct, 2025	25th Sept 2025
20	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067	e-Receipt No. 1705499/2025	Management of Training by ISTM	15 Sep 2025 to 19 Sep 2025	30.08.2025

21	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1712883/2025	Workshop on Cyber Security by ISTM	22 Sep 2025 to 23 Sep 2025	19 Sept 2025
22	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1712560(1)/2025	Big Data Analytics in Government - Basic by ISTM	27 Oct 2025 to 29 Oct 2025	26 Sept 2025
23	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1708497/2025	Handling Parliamentary Matters by ISTM	03 Nov 2025 to 04 Nov 2025	10 Oct 2025
24	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1715270(1), 1715270 /2025	Workshop on OMF & DGQI by ISTM	17 Nov 2025 to 17 Nov 2025	24 Oct 2025
25	Dr Neelam" <neelam.patel@gov.in> NITI Aayog Sansad Marg, New Delhi-110001  Through CS, Delhi	e-Receipt No. 1715270(1), 1709604 /2025	National Level Workshop(s) cum Training on Natural Farming	Postponed to Sept 2025	-
26	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1712839(1), 1712839 /2025	Workshop for Liaison Officers (SC/ST) by ISTM	24 Nov 2025 to 25 Nov 2025	19 Nov 2025

27	I.I.M.U.N	e-Receipt No. 1713935 /2025	I.I.M.U.N's Leadership Tour-The Delhi Edition	14 Oct 2025 to 17 Oct 2025	Not Mentioned
28	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1717259(1) /2025	Evaluation of Training (EoT) by ISTM	10 Nov 2025 to 14 Nov 2025	10 Oct 2025
29	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi -110067	e-Receipt No. 1717479(1) /2025	MS-Excel by ISTM	22 Dec 2025 to 23 Dec 2025	21 Nov 2025
30	Director (Economic Services) and Program Coordinator, NPC New Delhi-110003	e-Receipt No. 1715781/2025	NPC Residential Training Program on "Effective Office Administration & Financial Management	13 Oct 2025 to 17 Oct 2025	30th Sept, 2025
31	NATIONAL PRODUCTIVITY COUNCIL (Under Ministry of Commerce & Industry, Government of India)  Through CM Delhi	e-Receipt No. 1713765(1)/2025	Advanced Course on Leadership Excellence & Productivity Management, Mussoorie	15th to 19th Sept 2025	First come first serve
32	International Institute of Projects & Program Management in association with SCOPE  Through CS Delhi	e-Receipt No. 1707907/2025	Project Management Workshop in association with SCOPE, an apex body of PSUs	06-08, Oct, 2025	Not Mentioned
33	BPC&T Section Bilateral Cooperation Division, Department of Economic Affairs Ministry of Finance	e-Receipt No. 1717289(1)/2025	In-person Knowledge Co-Creation Program for Young Leaders on "Disaster Risk Reduction and Community De	3rd Dec to 19th Dec, 2025	7th Oct 2025

	Through CS Delhi		velopment C in Japan	2025	
3 4	Indian Institute for Human Settlements , Bengaluru Through CS Delhi	e-Receipt No. 17 17366(1)/2025	Inviting Nominations for 5 day in-service residential Capacity Building Programme on 'Perspectives on Urban Finance' at IIHS Bangalore City Campus	8th to 12th September 2025	1st Sept, 2025

This is for your kind information please.

Yours faithfully

Digitally signed by  
Harish Sharma

Encl: As above.

Date: 28-08-2025  
SECTION OFFICER(CDN)  
14:38:58

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)