

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

To,

All the 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. No. | Received from Ministry/Department | Letter s No. with Date | Brief Subject | Date of Train ing/ Courses | La st da te of re cei vin g o f No mi na tio ns |
|--------|--|---|--|--|---|
| 1. | Government of India Ministry of Finance Department of Economic Affairs (BPC&T Section) | e-Rece ipt No. 16904 20(1)/ 2025 | Enhancement of Training Management in Vocational training Institutions | Onlin e: 10t h Nov 2025 In per son: 24 No v, 2025 to 13 Dec 2 025 | 09t h S ep 20 25 |
| 2. | Institute of Secretariat Training and Management (ISTM), Departme nt of Personnel and Training (DoP& T), GoI, JNU Campus, New Delhi-11 0067. | e-Rece ipt No. 16897 15(1)/ 2025 | Workshop on Cyber Securi ty by ISTM | 22-23 , Septe mber, 2025 | No t Me nti on ed |
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| 3. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1684519(1)/2025 | Two days Offline Workshop on Handling Social Media and Information Retrieval (HSMIR-05) for Section Officers and Assistant Section Officers or officers of equivalent ranks | 10th to 11th Nov 2025 | 30th Oct 2025 |
| 4. | Princeton Academy | e-Receipt No. 1673877/2025 | Stores Management & Inventory Control | 30 July-08, Aug, 2025 | Not Mentioned |
| 5. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1681119/2025 | Right to Information - Public Information Officers by ISTM | 08-09, September, 2025 | Not Mentioned |
| 6. | IC (Europe Section, DPIIT, Vanijya Bhawan | e-Receipt No. 1676671/2025 | Workshop on Promoting Chapter 7 of the E FTA-India Trade and Economic Partnership Agreement (TEPA) | Revised date in due course | Not Mentioned |
| 7. | IIHS, Bangalore City Campus | e-Receipt No. 1676818/2025 | 5 day in-service residential Capacity Building Programme on 'Perspectives on Urban Finance' at IIHS Bangalore City Campus | 08-12, September, 2025 | 01st Sept 2025. |
| 8. | DOPT, Training Division | e-Receipt No. 1688207(1)/2025 | Long Term Domestic Training Programme "Senior Leadership Programme by IIM | 09 Nov, 2025 | 20th Oct, 2025 |
| 9. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1681119(1)/2025 | Right to Information - Public Information Officers by ISTM | 08-09, Sept, 2025 | Not Mentioned |
| 10. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110 | e-Receipt No. 1681108(1)/2025 | Workshop on e-Procurement & GeM by ISTM | 29, September to 1 Oct | Not Mentioned |

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| 11. | Director (Economic Services) and Program Coordinator, NPC New Delhi-110003 | e-Receipt No. 1678173/2025 | NPC Residential Training Program on "Procurement Management & Financial Management" Gangtok, Sikkim | 08-12 Sept, 2025 | 25th Aug 2025 |
| 12. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt no. 1679528/2025 | Workshop on Cyber Security by ISTM | 22-23 Sept, 2025 | Not Mentioned |
| 13. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1679612/2025 | Data Analytics using MS-Excel by ISTM | 18th-19th Aug, 2025 | Not Mentioned |
| 14. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1679586/2025 | Handling RTI Matters by ISTM | 27-28 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. 1681108/2025 | Workshop on e-Procurement & GeM by ISTM | 29, Sept to 01 Oct, 2025 | Not Mentioned |
| 16. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1680512/2025 | Workshop on Emerging Technology and Dashboard by ISTM | 25-26 Aug, 2025 | Not Mentioned |
| 17. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1684548(1)/2025 | Workshop on effective Presentation Skills by ISTM | 25-26 Aug, 2025 | Not Mentioned |
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| 18 | Bilateral Cooperation Division, Department of Economic Affairs, Ministry of Finance, GoI, Delhi, received through CS Delhi | e-Receipt No. 1687585(1)/2025 | Online and In-person Knowledge Co-Creation Program on "Solid Waste Management in Partnership with Private Sector and Civil Society" | 10 Nov to 17 Dec 2025 | September 2025 |
| 19. | National Productivity Council (Under Ministry of Commerce & Industry, GOI, Lodhi Road) through CS Delhi | e-Receipt No. 1684486(1)/2025 | Residential Training Programme on "LEAP: Leadership Efficiency and Productivity | 08-12th Sept, 2025 | 28th Aug 2025 |
| 20. | Indian Institute of Corporate Affairs, GOI through CS Delhi | e-Receipt No. 1687563(1)/2025 | Four Day Capacity Building Program - "Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts | 19-22 Aug 2025 | -- |
| 21. | Team MDI-NFCG Conference Conveners through CS Delhi | e-Receipt No. 1687063(1)/2025 | Call for Papers: MDI-NFCG Conference on Corporate Governance | 11-13 Dec, 2025 | 10th Nov 2025 |
| 22. | Institute of Good Governance, Indraprastha Building, Barakhamba Road, New Delhi through CS Delhi | e-Receipt No. 1687196(1)/2025 | Workshop on the Right to Information Act, 2005 | 26-27 Sept, 2025 | -- |
| 23. | LTDP Training Division, DOPT through CS Delhi | e-Receipt No. 1687104(1)/2025 | Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow | 09, Nov, 2025 | 20 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. 1689715/2025 | Workshop on Cyber Security by ISTM | 22-23 Sept, 2025 | -- |
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| 25. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110 067. | e-Receipt No. 1689560/2025 | Big Data Analytics in Government - Basic by ISTM | 27-29th Oct, 2025 | -- |
| 26. | Institute of Good Governance, Indraprastha Building, Barakhamba Road through CS Delhi | e-Receipt No. 1687196/2025 | Workshop on the Right to Information Act, 2005 | 26-27, Sept, 2025 | -- |
| 27. | National Foundation for Corporate Governance (NFCG) and the School of Management of Financial Institution, MDI Gurgaon. | e-Receipt No. 1687063/2025 | Call for Papers: MDI-NFCG Conference on Corporate Governance | 11-13, Dec, 2025 | 10th Nov 2025 |
| 28. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110 067. | e-Receipt No. 1684519/2025 | Two days Offline Workshop on Handling Social Media and Information Retrieval (HSMIR-05) for Section Officers and Assistant Section Officers or officers of equivalent ranks | 10-11th November, 2025 | 30th Oct 2025 |
| 29 | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110 067. | e-Receipt No. 1684548/2025 | Workshop on effective Presentation Skills by ISTM | 25-26th Aug 2025 | Not mentioned |
| 30 | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110 067. | e-Receipt No. 1694694(1)/2025 | 185th Cash and Accounts (C&A - 185th) Course to be conducted in ISTM | 03 Nov 2025 to 02 Jan 2026 | 10 Oct 2025 |
| 31 | Indian Institute of Corporate Affairs through CS Delhi | e-Receipt No. 1687563/2025 | Four Day Capacity Building Program - "Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts | 19-22 Aug 2025 | -- |

This is for your kind information please.

Yours faithfully,
Digitally signed by
Harish Sharma
Date: 14-08-2025
15:00:04

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)