

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 Train ing/ Co ur ses	Last da te of receivi ng of Nomin ations
1.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 182721 8/2025	Two Days Workshop on National Training Policy (NTP-01) in ISTM	21 Jan 20 26 to 22 Jan 20 26	05th Ja n 2025
2.	Chaitanya K S Deputy Director National Water Academy Central Water Commission, Pune	e-Receipt No. 182468 3/2025	Online Training Program on 'Introduction to RS & GIS using QGIS'	03 Nov to 1 4 Nov 20 25	31st Oc t 2025
3.	Anil Kumar Chourasia, ASO, BPC&T Section Bilateral Cooperation Division Department of Economic Affairs Ministry of Finance	e-Receipt No. 182465 7/2025	In-person Singapore Cooperation Programme on "Digital Health Informatics and Healthcare Logistics"	26 Jan to 30 Jan 20 26	21st No v 2025
4.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 182682	Workshop on Office Procedure & Noting & Drafting by ISTM	10 Nov 20 25 to 12	10th Oc t 2025

	i-110067.	4/2025		No v 20 25	
5.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi i-110067.	e-Receipt No. 1830837/2025	Workshop on Office Procedure & Noting & Drafting by ISTM	05 Jan 2026 to 07th Jan 2026	07th Dec 2025
6.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi i-110067.	e-Receipt No. 1829263/2025	Evaluation of Training (EoT) by ISTM	10 Nov 2025 to 14 Nov 2025	24th Oct 2025
7.	National Productivity Council (Under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India)	e-Receipt No. 1820323/2025	NPC training program on " Digital Transformation through eGovernance & ICT	22 Dec 2026 to 26th Dec 2026	First come first serve basis

This is for your kind information please.

Yours faithfully

Digitally signed by
Harish Sharma

Date: 03-11-2025

SECTION OFFICER (CDN)

15:20:06

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.