

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 of Trainin g/ Course s	Last d ate of receiv ing of Nomi natio ns
1.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 18642 51/202 5	Training Programme for CV Os/VOs by ISTM	16 Mar 2 026 to 2 0 Mar 2 026	05th Mar 2 025
2.	Indian Institute of Corporate Affairs (Under MSME, Govt. of India)	e-Receipt No. 18618 65/202 5	Four Day Capacity Building Program on "Procurement, Strategic So urcing, Cost Optimization & Contract management" at Udaipur, Rajasthan	25 Nov - 28 Nov, 20 25	18th N ov 202 5
3.	National Institute of Disaster Management Rohini Campus, Delhi - 110042	e-Receipt No. 18663 16/202 5	Invitation for nominations f or Training Programme on "Community Based Disaster Risk Management (CBDRM)	1st Dec to 5th D ec 2025	28th N ov 202 5
4.	Indian Institute of Corporate Affairs (Under MSME, Govt. of India)	e-Receipt No. 18663 41/202 5	Call for Nominations - Three Day Capacity Building Prog ram on "Navigating Procurement vi a Government e-Marketpla ce (GeM), Strategic Contrac ts in Procurement"	22nd De c to 24t h Dec 2 025	first c ome fi rst ser ve bas is
5.	Mukesh Kumar, ASO (LTDP), Training Division, DoPT, New Delhi 110067	e-Receipt No. 18691 49/202 5	Long Term Domestic Traini ng Programme "Senior Lea dership Programme" (SLP) - by Indian Institute of Mana gement, Lucknow	29th Ma r 2025	18th Mar 2 025

6.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 1874880,1872141/2025	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM	30th Mar 2026 to 31st Mar 2026	20th Mar 2025
7.	Finance Department, (Administration Division) GNCTD	e-Receipt No. 1869149/2025	Conduct of "GeM Awareness Week" imparting Training Programme by GeM	13th Nov 2025 to 19th Nov, 2025	Not mentioned
8.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 1873443/2025	Seminar on Right to Information by ISTM	29 Dec 2025 to 29 Dec 2025	22nd Dec 2025

This is for your kind information please.

Yours faithfully
Digitally signed by
Harish Sharma
Date: 18-11-2025

Encl: As above.

SECTION OFFICER (CDN)
17-53-15

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.