

**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>I.<br>No. | Received from<br>Ministry/Department                                                                                                                      | Letters<br>No. with<br>Date          | Brief<br>Subject                                                                                                                      | Date of<br>Trainin<br>g/<br>Course<br>s | Last<br>date<br>of<br>recei<br>ving<br>of<br>Nomi<br>natio<br>ns |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------|
| 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>194122<br>6/2025 | Three Days Workshop on "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTMM | 09 Mar 2026 to 11 Mar 2026              | 23rd February, 2026                                              |
| 2.             | Chandan Singh<br>Under Secretary to the Govt. of India<br>Mitigation Division<br>National Disaster Management Authority                                   | e-Receipt<br>No.<br>194285<br>8/2025 | Nomination for Training Programme Building Resilience AS RS-GIS based Practical Course on Earthquake Risk Mitigation                  | 05 Jan 2026 to 09 Jan 2026              | Not mentioned                                                    |
| 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>197311<br>9/2025 | Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM                                                                               | 02 Feb 2026 to 05 Feb 2026              | 05 Jan 2026                                                      |
| 4.             | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.                  | e-Receipt<br>No.<br>195145<br>0/2025 | Budget Formulation - Utilization and Expenditure Management by ISTM                                                                   | 02 Feb 2026 to 03 Feb 2026              | 19 Jan 2026                                                      |
| 5.             | International Cooperation Cell<br>Department of Higher Education<br>Ministry of Education<br>204-C, Shastri Bhavan, New Delhi<br>Email: iccell.edu@nic.in | e-Receipt<br>No.<br>196370<br>3/2025 | Online Information Session on potential opportunities under Erasmus + program                                                         | Jan month                               | Not mentioned                                                    |
|                | Jitender Bhatti<br>Deputy Director (Peripatetic Training)                                                                                                 | e-Receipt                            |                                                                                                                                       |                                         |                                                                  |

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| 6. | Institute of Secretariat Training and Management<br>Administrative Block, Old JNU Campus<br>New Delhi<br>Phone: +91 11 26732069 | No.<br>198254<br>4/2025 | ISTM - Peripatetic Training Programmes for Year 2<br>026-2027 | In due Course | 28 Feb 2026 |
|----|---------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------|---------------|-------------|

This is for your kind information please.

Yours faithfully

Digitally signed by  
Manoj

Date: 14-01-2026

Encl: As above.

SECTION OFFICER (CDN)  
14-01-26

Copy for information to:-

1. PS to ACS (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.