

**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 l. 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. 185249 9/2025	Two Days Workshop on "Budget Formulation-Utilization and Expenditure Management (BF U&EM-03)" to be conducted in IST M	02 Feb 2026 to 03 Feb 2026	19th Jan 2025
2.	Anil Kumar Chourasia, ASO, BPC&T Section Bilateral Cooperation Division Department of Economic Affairs Ministry of Finance	e-Receipt No. 185050 9/2025	In-person Singapore Cooperation Programme on "Fostering the Digital Economy through AI and Data Governance"	02 Feb 2026 to 06 Feb 2026	16th Nov 2025
3.	Life Transformation Academy	e-Receipt No. 186066 1/2025	Workshop-Ethics, POSH, RTI-Goa @ Courtyard by Marriott	17th Nov 2025 to 19th Nov 2025	First come first serve
	Hanuman Prasad Nishad Assistant Director		Development of		

4.	Institute of Secretariat Training & Management Department of Personnel and Training (DoP &T) JNU Campus (OLD), Old of Palme Marg, New Delhi - 110067	e-Receipt No. 185939 6/2025	Attitude Knowledge & Skill for Holistic Transformation in Administration by ISTM	19 Jan 2026 to 23 Jan 2026	16th Jan 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. 185638 3/2025	Design of Training by ISTM	12 Jan 2026 to 16 Jan 2026	12th Dec 2025
6.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOP T), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 185639 8/2025	Recognized Trainers Development Programme-Design of Training by ISTM	12 Jan 2026 to 31 Jan 2026	20th Dec 2025

This is for your kind information please.

Yours faithfully

Digitally signed by  
Harish Sharma  
Date: 13-11-2025  
13:24:10

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.