

**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/ Course s	Last date of receiving of No min atio ns
1.	SVP NATIONAL POLICE ACADEMY ,HYDERABAD	e-Receipt No. 187669 5/2025	A 5 DAYS COURSE ON "O SINT & SOCIAL MEDIA A NALYSIS" IS SCHEDULED TO BE HELD AT THE SVP NA TIONAL POLICE ACADEM Y ,HYDERABAD	05th Jan 2026 to 09th JAN, 20 26	22nd D ec 2 025
2.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 187847 4/2025	Level - A - DAKSHTA by I STM	12 Jan 2 026 to 1 6 Jan 20 26	23rd D ec 2 025
3.	National Institute of Secretariat Training & Development Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India	e-Receipt No. 188490 5,1882 732/20 25	Call for Nominations - Ex ecutive Development & Onsite Capacity Building Programmes	22 Dec 2025 to 24 Mar 2026	Not Men tion ed
4.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 187909 0/2025	Programme on Pensions & Other Retirement Ben efits by ISTM	27 Jan 2 026 to 2 9 Jan 20 26	15 J an 2 026

5.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 1879090/2025	Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12)	03rd, December 2025	23rd Nov 2025
6.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 1886679/2025	Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by IST M	09 Feb 2026 to 11 Feb 2026	23 Jan 2026

This is for your kind information please.

Yours faithfully

Encl: As above.

Digitally signed by  
Padam Singh  
Date: 01-12-2025  
SECRETARY 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.