

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 for necessary action at their end.

I. No.	Received from Ministry/Department	Letters No. with Date	Brief Subject	Date of Training/ Course s	Last date of receiving of No min ations
1.	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No. 1918255/2025, 1925736/2025	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM	15 Dec 2025 to 16 Dec 2025	16th Nov 2025
2.	National Academy of Human Resource Development (NAHRD) A-456, Defence Colony, New Delhi- 110024	e-Receipt No. 1920478/2025	Workshop on Work Life Balance & Leadership Development by NAHRD at Amritsar	22 Feb 2026 to 25 Feb 2026	09 Feb 2026
3.	Princeton Academy Shalimar Morya Park, Andheri, Mumbai	e-Receipt No. 1920462/2025	AI tools for HR & Admin	11 Dec 2025 to 19 Dec 2025	Not mentioned
4.	National Academy of Human Resource Development (NAHRD) A-456, Defence Colony, New Delhi- 110024	e-Receipt No. 1917807/2025	Workshop on Advance Excel & Data Analytics by NAHRD at Amritsar	22 Feb 2026 to 25 Feb 2026	09 Feb 2026
	Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DOPT), GOI, JNU Campus, New Delhi-110067.	e-Receipt No.	Training Course on MS-O	27 Jan 2026 to 2	26 Dec

5.	Training (DOPT), GOI, JNU Campus, New Delhi -110067.	1918250/2025	Office Suite (MS-OS-11)	8 Jan 2026	2025
6.	Central Detective Training Institute, BPRD, GoI, MHA, Chandigarh	e-Receipt No. 1913038/2025	Postponement of ONLINE mode course on 'Cyber Awareness' to be conducted by CDTI, Chandigarh	28 Jan 2026 to 30 Jan 2026	Not Mentioned

This is for your kind information please.

Yours faithfully

Digitally signed by
Harish Sharma
Date: 31-12-2025
12:11:47

Encl: As above.

SECTION OFFICER (CDN)

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.