



secservices < secservices@nic.in >

Fwd: Administrative Vigilance - Role of IO/PO by ISTM**Shri Rajeev Verma < csdelhi@nic.in >**

Thu, 10 Sep 2026 11:25:27 AM +0530

To "Nandini Paliwal"<secservices@nic.in>

===== Forwarded message =====

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Thu, 10 Sep 2026 11:14:54 +0530

Subject: Administrative Vigilance - Role of IO/PO by ISTM

===== Forwarded message =====



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Administrative Vigilance - Role of IO/PO

Course Code : AV3-23

Date : 07 Dec 2026 to 10 Dec 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



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secservices < secservices@nic.in >

Fwd: Workshop on Income Tax by ISTM**Shri Rajeev Verma < csdelhi@nic.in >**

Thu, 10 Sep 2026 11:35:26 AM +0530

To "Nandini Paliwal"<secservices@nic.in>,"SANTOSH D. VAIDYA"<psfin@nic.in>

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From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Thu, 10 Sep 2026 11:26:05 +0530

Subject: Workshop on Income Tax by ISTM

===== Forwarded message =====



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Income Tax

Course Code : WITAX-21

Date : 30 Nov 2026 to 30 Nov 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

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Shri Rajeev Verma < csdelhi@nic.in >

Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills for Enhancing Organizational Performance" at Goa during 23rd-27th November 2026

S Singh < ab.group@npcindia.gov.in >

Tue, 15 Sep 2026 5:30:08 PM +0530

To "kdsharma850"<kdsharma850@gmail.com>,"principal"
 <principal@rajdhani.du.ac.in>,"maitreyi1967"<maitreyi1967@yahoo.co.in>,"csdelhi"
 <csdelhi@nic.in>,"sudarshandipsar"<sudarshandipsar@gmail.com>,"ssfdelhi"
 <ssf.delhi@gmail.com>,"cdevelop"<cdevelop@nic.in>,"pubggia"
 <pubggia@gmail.com>,"dpmueast"<dpmueast@gmail.com>,"dpmunorth"
 <dpmunorth@gmail.com>,"apioderc"<apioderc@gmail.com>,"ddte"
 <ddte@derc.gov.in>,"ddte2"<ddte2@derc.gov.in>,"ddteco"
 <ddteco@derc.gov.in>,"jdpse"<jdpse@derc.gov.in>,"jdengg"
 <jdengg@derc.gov.in>,"ddtd2"<ddtd2@derc.gov.in>,"ddtd1"
 <ddtd1@derc.gov.in>,"agrimarketingwb"
 <agrimarketing.wb@gmail.com>,"atonuchatterjee"
 <atonu.chatterjee@gmail.com>,"wbbiotech"<wbbiotech@gmail.com>,"registrarcd"
 <registrarcd@gmail.com>,"ajitkmandal"<ajitk.mandal@gov.in>,"osdssdca"
 <osdssdca@gmail.com>,"aadevpl"<aa.devpl@gmail.com>

15/9/26
 Secy (Ser)
 4.16/19
 -

Ref. No.: T2627ABG03
 Dated: 06-08-2026

Dear Sir/Madam,

We are pleased to inform you that National Productivity Council (NPC), HQ, New Delhi is organizing a Residential Training Programme on **"Improving Leadership, Managerial and Administrative Skills for Enhancing Organizational Performance"** during 23rd -27th November 2026 at Goa, with check-in on 23rd November 2026 (AN) and check-out on 27th November 2026 (FN).

In today's dynamic and competitive work environment, organizations require effective leaders, managers and administrators to achieve sustained performance and meet organizational

objectives. The rapidly changing business environment and rising stakeholder expectations further necessitate the adoption of modern management techniques and practices. This programme is designed to strengthen the leadership, managerial and administrative competencies of middle and senior-level officers, enabling them to take effective decisions, address emerging challenges and enhance overall organizational performance.

The programme is intended for middle and senior-level officers/managers from Ministries and Government Departments, PSUs, Educational Institutions, Private Sector Organizations, Banks and Financial Institutions, NBFCs, Cooperative Organizations, Corporations, Autonomous Bodies, Labour Unions/Associations, Societies and other organizations. The programme will help participants strengthen their managerial capabilities, address organizational challenges, make effective decisions and contribute to improved organizational performance.

You are requested to nominate suitable officers/employees from your organization to participate in this programme. The programme is residential in nature and the programme fee is inclusive of board and lodging. As the number of seats is limited, nominations will be accepted on a first-come, first-served basis. A brochure containing detailed information about the programme, including course coverage, programme fee and other relevant details, is enclosed for your kind reference.

The last date for receiving nominations is 18th November 2026. Click on link for more information:

We look forward to receiving nominations from your esteemed organization and to the active participation of your officers in this programme.

Thanking you,

Yours faithfully,

(S. P. Singh)

Group Head & Director ABG



राष्ट्रीय उत्पादकता परिषद्
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110 003

NATIONAL PRODUCTIVITY COUNCIL
Department for Promotion of Industry and Internal Trade
(Under Ministry of Commerce & Industry, Govt. of India)
Utpadakta Bhavan, 5-6, Institutional Area,
Lodhi Road, New Delhi - 110 003

विकसित भारत
अभियान
1947 TO 2047

Ref. No.: T2627ABG03
Dated: 06-08-2026

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OFFICE AT: Bengaluru • Bhubaneshwar • Chandigarh • Chennai • Delhi • Gandhinagar • Guwahati • Hyderabad • Jaipur • Kanpur • Kolkata • Mumbai • Patna