

**GOVT. OF NCT OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING**  
**I.P. ESTATE, NEW DELHI-110002**

F.10(577)/Coord./Misc. Trg./2025/081801848/1626

Date:-21/07/2025

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.

Sl. No.	Ministry/Department	Letter No./Date	Subject	Date of Training	Last date of receiving Nominations
1.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14544 dated 04.07.2025	Workshop for Liaison Officer (SC/ST) in ISTM	28 <sup>th</sup> to 29 <sup>th</sup> July, 2025	--
2.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14608 dated 07.07.2025	Two days workshop on Gender Sensitization in ISTM	27 <sup>th</sup> to 28 <sup>th</sup> October, 2025	--
3.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14609 dated 07.07.2025	One day Workshop on Proactive Disclosure of information under RTI Act & Third Party Audit in ISTM	15.09.2025	--
4.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14610 dated 07.07.2025	Design of Training in ISTM	21 <sup>th</sup> to 25 <sup>th</sup> July, 2025	--
5.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14798 dated 08.07.2025	Responsible use of AI in Workplace in ISTM	29 <sup>th</sup> to 30 <sup>th</sup> September, 2025	--
6.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14794 dated 08.07.2025	Two days workshop on Internal & National Security in ISTM	13 <sup>th</sup> to 14 <sup>th</sup> October, 2025	--
7.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14793 dated 08.07.2025	Material & Inventory Management in ISTM	29 <sup>th</sup> to 30 <sup>th</sup> September, 2025.	--
8.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14763 dated 08.07.2025	Three Days Workshop on Financial Management in Government in ISTM	04 <sup>th</sup> to 06 <sup>th</sup> August, 2025	--



9.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14807 dated 08.07.2025	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place in ISTM	06 <sup>th</sup> to 07 <sup>th</sup> October, 2025.	--
10.	National Institute of Secretariat Training & Development, Ghaziabad, U.P	Dy. No. 14294 dated 02.07.2025	Executive Development Program-Call for Nominations.	Various dates between July, 2025 to October, 2025	--
11.	Institute of Secretariat Training and Management (ISTM), Deptt. of Personal and Training, JNU Campus, New Delhi.	Dy. No. 14879 dated 08.07.2025	Seminar on Right to Information by ISTM	06 <sup>th</sup> to 06 <sup>th</sup> October, 2025.	--
12.	Indian Institute of Remote Sensing, 4 Kalidas Road, Dehradun, UK	Dy. No. GAD/2025/29178 dated 08.07.2025	Request for Training /nomination of Senior Officer for the course on Remote Sensing-An Overview for Decision Makers.	06 <sup>th</sup> to 10 <sup>th</sup> October, 2025	--

This is for your kind information please.

Yours faithfully

*[Signature]*  
21/07/2025

SECTION OFFICER(CDN)

Encl: As above.

Date:- 21/07/2025

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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.

*[Signature]*  
21/07/2025

SECTION OFFICER(CDN)