

SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
{<http://services.delhigovt.nic.in>}

F.10(24)/2014/Coord/081257399/1089-1095

Dated: 09/03/2020

To

All HODs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi and
Autonomous Bodies of Delhi

Sir/Madam

I am directed to upload herewith Training Circulars received from Ministry/Departments/Other Autonomous Organization for information and necessary action.

S.No.	Departments	Letter No. & Date	Subject
1.	DoPT, Govt. of India	12040/03/2020-FTC/IR dated 12/02/2020	Knowledge co-creation Program on Flood Disaster Risk Reduction to be held in Japan from 30/09/2020 to 17/09/2021
2	National Productivity Council	AIP/TRG/IE/PM/2019-20/01 dated 31/01/2020	Advance course on Project Management (PMP Certification Compliant and ICT driven) to be held during 23/03/2020 to 27/03/2020 at Port Blair
3	Institute of Secretariat Training & Management, DoPT, GOI	Y-19011/4/2020-ISTM dated 21/02/2020	Peripatetic Training (PT) Programmes for Financial Year 2020-21

Yours faithfully



(PAWAN KUMAR PARASHAR)
SECTION OFFICER (COORD.)

F.10(24)/2014/Coord/081257399/1089-1095

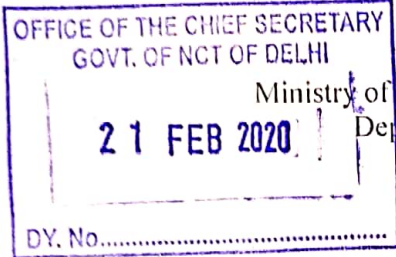
Dated: 09/03/2020

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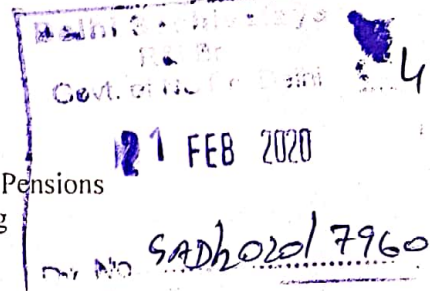
1. PA to. Secretary (Services)/PA to Special Secretary-I/II, Govt. of NCT of Delhi.
2. DS-I/II/III/IV
3. Coordination Branch, Services Department to upload the letter on the website of the Services Department.



(PAWAN KUMAR PARASHAR)
SECTION OFFICER (COORD.)



F.No.12040/03/2020-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]



Block-4, Old JNU Campus, New Delhi-110067
Dated: 12.02.2020

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Flood Disaster Risk Reduction" to be held in Japan from 30.09.2020 to 17.09.2021 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline -23.03.2020**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Flood Disaster Risk Reduction" to be held in Japan from 30.09.2020 to 17.09.2021 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

3. The applying organizations are expected to nominate technical officials, engineers or researchers with at least 3 years of experience in the field of river management or flood disasters in governmental organizations; must be a university graduate with engineering; have competent command over spoken and written English; must be in good health (both physically and mentally); be between 25 and 42 years old as of 01.10.2020. More information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- Whether attended any foreign training program in the past? If so, the duration/details thereof;
- Whether cleared from vigilance angle;
- Age;
- Whether working in North East State/J&K;
- A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **23.03.2020**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.

8. This issues with the approval of the competent authority.



(Manoj Gupta)

Under Secretary to the Government of India
Tele no: 26165682

To

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhawan, New Delhi.
- c) Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi.
- d) Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, New Delhi.
- e) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001.
- f) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- g) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- h) NIC with request to post the circular along with the JICA's circular on this Department's website.

தேசிய உற்பத்தித்திறன் குழு

राष्ट्रीय उत्पादकता परिषद

NATIONAL PRODUCTIVITY COUNCIL

Department of Industrial Policy & Promotion (DIPP)
Ministry of Commerce & Industry, Government of India

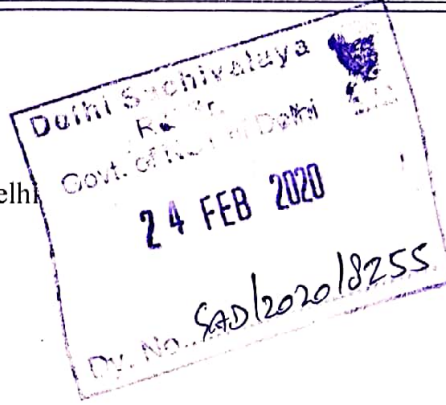


डा.अम्बेडकर उत्पादकता संस्थान
6, अविन डायरी रोड, अम्बतूर इन्डस्ट्रियल एस्टेट (नार्थ)
अम्बतूर, चन्नई - 600 050.
Dr. AMBEDKAR INSTITUTE OF PRODUCTIVITY
6, AAVIN DAIRY ROAD, AMBATTUR INDUSTRIAL ESTATE (NORTH)
AMBATTUR, CHENNAI - 600 050

AIP/TRG/IE/PM/2019-20/01

31.01.2020

Chief Secretary
Govt of N C T of Delhi
Secretariat
New Delhi
New Delhi



Dear Sir/Madam,

Sub : Advanced Course on Project Management (PMP Certification Compliant and ICT driven)

Project management is the art of managing the project and its deliverables with a view to produce finished products or service on time and on budget. Unless there is a structured and scientific approach to the practice of project management, project managers would not be able to overcome the myriad challenges of a project. Hence, a disciplined project management process is important to any project.

This programme is designed to give participants a deeper understanding of project management through trainers who have established project management systems in government, defense R&D and private sector.

With the recently launched **Make In India** programme and **smart cities** projects and the growing number of **egovernance** initiatives, we are currently witnessing an increase in adoption of global best practices in project management.

National Productivity Council after giving considerable thought on the challenges faced by programme / project managers has designed a five day unique and exclusive training programme **"Advanced course on Project Management"**. This course thoroughly covers all aspects of project management as required for PMP certification with a special focus on advanced techniques for managing large and complex projects.

The course has been designed on a highly interactive mode. This programme is ideally suitable for Heads of Departments/ organisations sponsoring projects, project planners, Heads of projects, Government officers approving projects, project monitors & evaluators and project professionals in software companies.

Moreover, the course makes Professionals with required qualifications eligible to appear for PMI's PMP certification exam. The detailed brochure is attached. We look forward to get nominations from your organization for this programme which is scheduled during 23rd to 27th March 2020 at Port Blair.

Thanking you

Yours Sincerely,

(D. Sreenivasulu)
Head - AIP

Encl.: As above

Phone : 044-2624 5629 E-Mail : npcaipchn@gmail.com Website : www.npcindia.gov.in
Head Quarters : UTPADAKTA BHAVAN, LODI ROAD, NEW DELHI - 110 003.
Office at : Bangalore, Bhopal, Bhubaneswar, Kolkata, Chandigarh, Chennai, Gandhi Nagar,
Guwahati, Hyderabad, Jaipur, Kanpur, Mumbai, Patna

INTRODUCTION

A Project is a temporary endeavor undertaken to create unique product, service or result. All projects have a definite beginning and end and their success is measured with respect to attainment of their defined objectives. Projects are of different types and vary in their type, technology, complexity and pace.

Handling large and complex programmes / projects and completing them within scope, time and budget require special skills as well as the knowledge of advanced tools and techniques.

This programme is aimed at imparting skills that cover performance domain of initiating, planning, executing, monitoring and controlling and closing of simple as well as complex projects. The course will cover all the domains and tasks as per the new PMI guidelines. Participants would be provided a certificate showing completion of 36 contact hours to fulfill the requirements for applying for appearing in Project Management Professional (PMP) exam conducted by the Project Management Institute (PMI).

COVERAGE

- Performance domains
 - Initiating (8 tasks)
 - Planning (13 tasks)
 - Executing (7 tasks)
 - Monitoring and controlling (7 tasks)
 - Closing of projects (7 tasks)
- Cross cutting knowledge and skills for all the domains and Key Performance Indicators
- Critical Chain Project Management (CCPM)
- Goal Oriented Project Planning
- Influencing and motivating project teams

FACILITATORS

Shri B. Girish, Sr. Deputy Director, NPC has established project management systems in large government organizations, defense R&D labs and private sector organizations. He has been trained on ZOPP (a tool for managing large projects / programmes) by GIZ, Germany and has a faculty with Asian Productivity Organization (APO).

Shri Sudhanshu Singh, PMP, Consultant with over 15 years of experience in implementing e-governance projects. Formerly Project Manager for State Service Delivery Gateway (SSDG), Govt. of Maharashtra and Head of State e-governance Mission Team, Govt. of Punjab.

PARTICIPATION FEE

Residential :

The course fees is Rs70,000 (Rupees Seventy thousand only) plus service tax (@18% per participant. The fee covers participation charges, accommodation, course material, all meal expenses and site visits which are part of the program schedule. Charges for spouse, children, etc. shall be borne by participants at actual and shall be directly paid to the hotel. Any other extra charges, apart from those covered by the participant fee shall be borne by the participants.

Non-Residential :

The course fee is Rs.45,000/- (Rupees forty five thousand only) plus service tax @18% per participant. The fee covers Participation charges, course material, Working lunch & Working tea/ coffee, Site visits as per programme schedule

PAYMENT MODES

Through DD

Drawn in favour of "National Productivity Council", New Delhi
NPC's PAN : AAATN0402F

Through Electronic Fund Transfer

INDIAN OVERSEAS BANK
70, Golf Link, New Delhi – 110 003
SB A/c No. : 026501000009207
MICR Code : 110020007
IFSC Code : IOBA0000265
GSTIN NO: -33AAATN0402F1ZD

CHECK IN & CHECK OUT TIMINGS

Check in : 12:00 Noon 23rd Mar, 2020

Check out : 12:00 Noon 28th Mar, 2020

Registration of participants at programme venue:

04:00 PM, 23rd March, 2020

NOMINATIONS MAY BE SENT along with participant contact details (mobile no., email) to:

The Head

Dr. Ambedkar Institute of Productivity
National Productivity Council
6, Aavin Dairy Road, Ambattur Industrial Estate (North)
Ambattur, Chennai – 600 050
Phone: 044 – 26254904.

E-mails: preethi.dkumar@npcindia.gov.in, b.girish@npcindia.gov.in

PROGRAMME CO-ORDINATOR

Smt. Preethi Dineshkumar, Assistant Director, Mob. No. - 98408 52070

PAYMENT MODES

LAST DATE FOR REGISTRATION : 13th March 2020

DISCOUNT

10% discount for nominations received on or before 6th March 2020 along with the course fee.

5% discount on participation fee for three or more nominations from the same organization.

Both the discounts can be combined only if nominations are sent along with the course fee.

Advanced Course

In Project Management

(Covers more than 35 contact hours required by Project Management Institute for PMP certification and ICT driven)

at

Sea Princess Beach Resort
Port Blair

23rd - 27th March, 2020



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)
6, Aavin Dairy Road, Ambattur Industrial Estate (North),

Ambattur, Chennai - 600 050

Visit us: www.npcindia.gov.in

Email

csdelhi@nic.in

PT Programme for the financial year 2020-2021

465/c

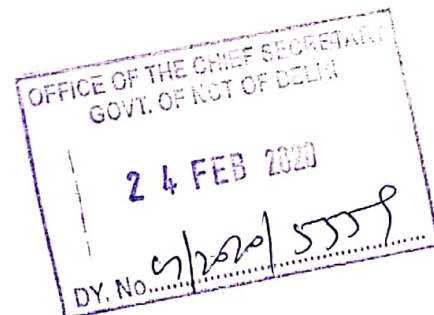
From : R. Gayathri, Deputy Secretary, DOPT
<r.gayathri@nic.in>

Mon, Feb 24, 2020 02:40 PM

1 attachment

Subject : PT Programme for the financial year 2020-2021

To : Chief Secretary, Punjab <cs@punjabmail.gov.in>, csraj@rajasthan.gov.in, Prakash <cs-skm@hub.nic.in>, cs@tn.gov.in, Chief Secretary <cs@telangana.gov.in>, cstripura@gmail.com, CHIEF SECRETARY GoUP <csup@nic.in>, chief secretary <cs-uttaranchal@nic.in>, chiefsec@wb.gov.in, Chief Secretary Andamans <cs-andaman@nic.in>, Shri Vijay Kumar Dev <csdelhi@nic.in>, Farooq Khan <lk-admin@nic.in>, cs-ap <cs@ap.gov.in>, cs-arunachal@nic.in, cs-assam <cs-assam@nic.in>, Chief Secretary Bihar <cs-bihar@nic.in>, Chief Secretary Office <csoffice.cg@gov.in>, Chief Secretary <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, Keshni Anand Arora <cs@hry.nic.in>, Shri Anil Kumar Khachi <cs-hp@nic.in>, cs-jandk <cs-jandk@nic.in>, Dr D K Tiwari <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Chief Secretary, Government of Kerala <chiefsecy@kerala.gov.in>, cs <cs@mp.nic.in>, cs@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cso-meg <cso-meg@nic.in>, cs-mizoram <cs-mizoram@nic.in>, Chief Secretary Nagaland <csnagl@nic.in>, Chief Secretary Odisha <csori@nic.in>, cs-ori@nic.in, Chief Secretary CS, Puducherry <cs.pon@nic.in>, cs pondicherry <cs.pondicherry@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, cs-tripura <cs-tripura@nic.in>, chiefsecyuk@gmail.com, cs-westbengal <cs-westbengal@nic.in>



24.2.20

Secy (Ser)

Dear Madam/Sir

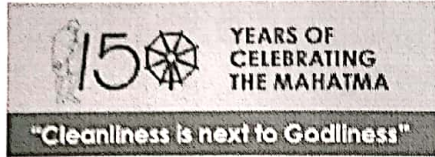
Kindly find attached the letter dated 21st February 2020 on the above subject for information and for furnishing the requisite details.

With regards,

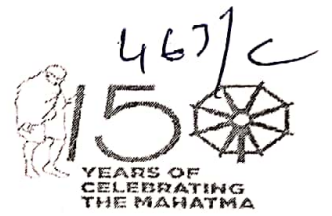
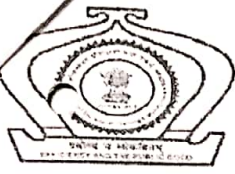
R. Gayathri,
Deputy Secretary,
Institute of Secretariat Training & Management,
Department of Personnel & Training,
Room No-108, Administrative Block,

JNU Old Campus, New Delhi- 110067.
Tel:26180589 Mob: +9818394463

ucylc



— **PT Programme letter.pdf**
843 KB



फासं. / File No. Y-19011/4/2020-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 21st February, 2020

To

The Chief Secretaries of States/ UTs.
(As per list attached)

Subject: Peripatetic Training (PT) Programmes for the financial year 2020-21.

Sir,

The Institute of Secretariat Training & Management (ISTM), under the Department of Personnel and Training, Government of India, is the apex training Institute of the country for foundational and in-service training courses at various levels of Central Government officials. The Institute has also been mandated to provide training support to the States and Union Territories which don't have their own training infrastructure and otherwise also, if they require such support. This training known as Peripatetic Training aims at enhancing knowledge and skills of the officials of the States and UTs to enable them to perform the task assigned to them which will ultimately increase their efficiency leading to better output.

2. The areas in which the Institute has been imparting Peripatetic Training included Office Management, Establishment Rules, Behavioral Training, Vigilance and Disciplinary Proceedings, Personal Management, Financial Rules, RTI etc. Faculty members from ISTM visit the States and UTs as the case may be, stay there, and conduct training as per their requirement.

3. ISTM is in the process of preparing calendar for peripatetic training for the year 2019-20. The list of the courses which the ISTM proposes to conduct as part of Peripatetic Training Programmes during the financial year 2020-21 is given below:

Sl. No.	Name of the Course	Duration of the course
1.	Office Management including Office Procedure, noting and drafting and record management	3 Days
2.	Establishment Rules including Reservation in service	3 Days
3.	Right To Information	1 Day
4.	Financial Rules	1 Day/2 Days
5.	Vigilance and disciplinary proceedings	2 Days
6.	Contract Management	2 Days
7.	Training of Trainers	3 Days

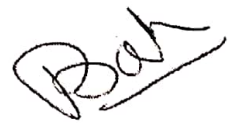
8.	Personnel Management	3 Days
9.	Pay fixation	3 Days
10.	Reservation in service for SC, ST & OBC & PWD	3 Days
11.	Public Procurement Process, GeM, PFMS & GST	3 Days
12.	Pension and Other Retirement Benefits	3 Days
13.	Good Governance	2 Days
14.	Behavioural Training-On topics like Communication Skills, Interpersonal Relations, Stress Management, Time Management.	2 Days
15.	Gender Sensitization	2 Days
16.	Resource Mobilization, GST, Project Management and Project Monitoring etc.	3 Days
17.	Policy Formulation and Legislative Drafting	3 Days

4. It is requested that details of the courses that your state proposes for your officers to be conducted by ISTM, may be sent to this Institute in the enclosed proforma. The Institute does not charge any course fee for conducting the above referred programmes. However, a nominal "Institutional Fee" is charged at the rate of Rs. 10,000/- per day. Besides, the State/UT Governments will be required to bear the expenditure on the following items:

- (i) Air travel of the members of the faculty team.
- (ii) Boarding & lodging.
- (iii) Honorarium to the faculty at the prescribed rates.
- (iv) Classroom facilities.
- (v) Local transport.
- (vi) Secretarial assistance.

5. The requisite information may be sent to the undersigned latest by 20th March, 2020, to enable us to finalize the peripatetic training calendar for the year 2020-21.

Yours faithfully



(R. Gayathri)
Deputy Secretary (PT)

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

REQUEST FOR CONDUCTING PERIPATETIC (PT) COURSES - 2020-21

461/c

Name of the State/UT :

We want the Institute of Secretariat Training & Management (ISTM) to conduct training programmes for the officers of this State as per the details given below :

Sl. No.	Name of the course	Duration	Tentative Dates	Place where the training is proposed to be conducted	Level of officers to be trained

Signature
Name and Designation