F. No. T-22012/13/2024-IST/IIPA Government of India Department of Personnel and Training Training Division

Block-4, Old JNU Campus, New Mehrauli Road, New Delhi-67

Dated: April 4, 2025

OFFICE MEMORANDUM

Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26

This is in continuation of the OM of even number dated March 20, 2025, regarding the subject mentioned above.

- 2. The calendar for the In-Service Training Programs for 2025-26 has been uploaded on the Department's website (https://dopttrg.nic.in) under "Circulars" and the e-HRMS Portal. The approved DoPT rate for the In-Service Training Programs is also enclosed as Annexure-I.
- 3. It is informed that registration for In-Service Training will be conducted exclusively through the e-HRMS portal (under "Employee Services"). All eligible officers are required to enroll for the programs through the e-HRMS portal. In this regard, a User Manual detailing the application process for In-Service Training Programs on the e-HRMS portal has been enclosed as Annexure-II.

Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2025-26 (Annexure-I).

2. User Manual for applying to the In-Service Training Program (Annexure – II)

(Vijay Š)
Deputy Secretary to the Government of India

Tel. 011-26706381

To,

- 1. Secretaries to all Ministries/Departments of Govt. of India (As per DoPT's standard list).
- 2. Chief Secretaries of all State Governments/UTs (As per DoPT's standard list)
- 3. Principal Secretary (Home) of all State Governments/UTs
- 4. Principal Secretary (Forest) of all State Governments/UTs
- 5. Principal Secretary (GAD) of all State Governments/UTs
- 6. Cadre Controlling Authority as per Annexure III.

IST Training Calendar for the year 2025-26

S. N	o. Name of the Institutes, Program location	Program offered	Date of Program	Approved rate per day per participant excluding Taxes
1.	Indian Institute of Remot Sensing, Dehradun	e Applications of AI/ML in Agriculture Analytics	April 28, 2025 to May 2, 2025	Rs. 13,000/-
2.	IIT Roorkee, Roorkee	Water Management/ Natural Resource Management, Blue economy	e May 5, 2025 to May 9, 2025	Rs. 15, 363/-
3.	Lal Bahadur Shastri National Academy of Administration (LBSNAA Mussoorie	Driving Government Finance for Developed India	May 19, 2025 to May 23, 2025	Rs. 7,400/-
4.	Indian Institute of Foreign Trade (IIFT), Delhi	Export Promotion and Trade Negotiations	May 19, 2025 to May 23, 2025	Rs. 6,792/-
5.	IIM Indore, Indore	Shaping the Future of Environmental management	May 19, 2025 to May 23, 2025	Rs. 18,000/-
6.	Symbiosis Institute of Business Management, Pune	Corporate Governance	June 9, 2025 to June 13, 2025	Rs. 19,000/-
7.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Critical issues of governance in PRI's and Rural development	June 9, 2025 to June 13, 2025	Rs. 7,400/-
3.	IIT Madras, Chennai		June 16, 2025 to June 20, 2025	Rs. 16,628/-
).	IIM Mumbai, Mumbai		June 23, 2025 to June 27, 2025	Rs. 19,000/-
	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	1	June 23, 2025 to June 27, 2025	Rs. 7,400/-
	National Academy of	D	July 7, 2025 to July 1, 2025	Rs. 7,400/-
2.	IM Indore, Indore	Enhancing Leadership and Motivation J Skills for Effective Management	uly 7, 2025 to July R	Rs. 18,000/-

13.	. IIT Delhi, Delhi	Improving the Quality of Education India through Design	n in July 14, 2025 to July 18, 2025	Rs. 19,000/-
14.	IIT Delhi, Delhi	Digital Governance & Emerging Technologies	July 14, 2025 to July 18, 2025	Rs. 16,000/-
15.	Lal Bahadur Shastri National Academy of Administration (LBSNA Mussoorie	Capacity Building and Sensitization Program on Criminal Law Reforms India	July 28, 2025 to in August 1, 2025	Rs. 7,400/-
16.	IIM Lucknow, Lucknow	Project Management & Analysis, Project Appraisal	August 4, 2025 to August 8, 2025	Rs. 16,000/-
17.	IIM Kozhikode, Kozhiko	de Public Financial Management	August 4, 2025 to August 8, 2025	Rs. 19,000/-
18.	Lal Bahadur Shastri National Academy of Administration (LBSNAA Mussoorie	Generating inclusive growth: Role of MSME	August 4, 2025 to August 8, 2025	Rs. 7,400/-
19.	IIM, Kozhikode	Financial Market Regulations	August 18, 2025 to August 22, 2025	Rs. 19,000/-
.0.	Indian Institute of Public Health (IIPH), Shillong	Public Health	August 18, 2025 to August 22, 2025	Rs. 13,000/-
1.	Lal Bahadur Shastri National Academy of Administration (LBSNAA) Mussoorie	Digital Transformation of Governmen for improved Public Service Delivery	August 18, 2025 to August 22, 2025	Rs. 7,400/-
2.	SP Jain Institute of Management & Research, Goa	Infrastructure Financing/Project Finance & PPPs	September 8, 2025 to September 12, 2025	Rs. 19,000/-
	Indian Institute for Human Settlements (IIHS), Bengaluru	Perspectives on Urban Finance	September 8, 2025 to F September 12, 2025	Rs.10,800/-
1	National Institute of Public Finance & Policy (NIPFP), New Delhi	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to R September 19, 2025	Rs. 13,000/-
. 1	IIT Bombay, Mumbai		September 15, 2025 to R September 19, 2025	ss.19,000/-
			September 15, 2025 to R September 19, 2025	s. 13,000/-
11			September 22, 2025 to Rs September 26, 2025	s. 15, 363/-

28.	Isha Yoga Foundation, Coimbatore	Inner Engineering Leadership Program	October 6, 2025 to October 10, 2025	Rs. 8,900/-
29.	National Law School of India University, Bengalur	Corporate Law	October 13, 2025 to October 17, 2025	Rs. 13,000/-
30.	Indian School of Business (ISB), Hyderabad	Understanding Human Dimensions of Climate Change: Impact, Adaptation and Mitigation		
31.	IC Centre for Governance, Panchgani	Ethics in public service	November 17, 2025 November 21, 2025	to Rs. 10,800/-
32.	International Centre for Environment Audit and Sustainable Development (iCED), Jaipur	Blue Economy: A Multi- Dimensional Overview with Special Focus on Marine and Coastal Ecosystem Conservation Measures	November 24, 2025 November 28, 2025	to Rs. 7,400/-
33.	Art of Living, Bengaluru	Building Competencies for Personal Excellence	November 24, 2025 November 28, 2025	to₹10,000/-
34.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Procurement and Contract Management for Civil Servants	December 15, 2025 to December 19, 2025	o Rs. 7,400/-
35.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Gangtok	Delivering Good Governance in Himalayan & North-East States & UTs	December 22, 2025 to December 26, 2025	Rs. 7,400/-
6.	National Academy of Audit and Accounts (NAAA), Shimla	Public Financial Management	January 5, 2026 to January 9, 2026	Rs 6000/-
7.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators	January 5, 2026 to January 9, 2026	Rs. 7,400/-
8.		Transport, Logistics and Multi-Modal Integration	January 12, 2026 to January 16, 2026	Rs. 19,000/-
).		ndian Knowledge System for Promotion of Positive Health	January 19, 2026 to January 23, 2026	Rs. 6,800/-
		IF.	February 9, 2026 to February 13, 2026	Rs. 7,400/-

41.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Infrastructure for Viksit Bharat	February 23, 2026 to February 27, 2026	Rs. 7,400/-
42.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Energy Sector: Challenges and Response	March 9, 2026 to March 13, 2026	Rs. 7,400/-

ď,





User Manual for In-service Training Program by DoPT

e-HRMS Version: 2.0



Overview	
Eligibility	3
	3
Validation & Restriction on Applying for IST	4
Application Process for In-Service Training on E-HRMS- (Non - Onboarded Officer)	5
Application Process for In-Service Training on E-HRMS- (Onboarded Officer)	9
Step 1: Accessing the In-Service Training Section on E-HRMS	9
Step 2: Selecting a Training Program	
Step 3: Completing Application Details	10
Step 4: Details of Previous IST programs attended	11
Step 5: Tracking Application status	13
	14
Step 6: Withdrawal of application by applicant	15
Step 7: Reapplying for the IST Program	16



Overview

The Department of Personnel and Training (DoPT) sponsors one-week offline/physical and 3-5 day online In-Service Training Programs for All India Services (IAS, IPS & IFoS) Officers, Officers under the Central Staffing Scheme, and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above. From the calendar 2025-26 onwards, such organised Group A Central Civil Services are also permitted to attend the same.

Eligibility

Officers should belong to one of the Services (Listed Below) - either in cadre or on deputation including Central Staffing Scheme and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above.

Services are listed is given below

Abbreviation	Services
IAS	Indian Administrative Service
IPS	Indian Police Service
IFoS Indian Forest Service	
CSS	Central Secretariat Service (Officers of the level of Deputy Secretary and above)
CSSS	Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above)
IFS	Indian Foreign Service
IA&AS Indian Audit and Accounts Service	
ICAS Indian Civil Accounts Service	
ICLS Indian Corporate Law Service	
IDAS Indian Defence Accounts Service	
IDES Indian Defence Estates Service	
IIS	Indian Information Service
IPoS	Indian Postal Service
IP&TAFS Indian P&T Accounts and Finance Service	
IRPFS	Indian Railway Protection Force Service
IRS (C&GST)	Indian Revenue Service (Customs & Indirect Taxes)



Abbreviation	Services
IRS (IT)	Indian Revenue Service (Income Tax)
ITS	Indian Trade Service
IRMS	Indian Railway Management Service
IES	Indian Economic Service
ISS	Indian Statistical Service

Eligible officers, including AIS Officers with a **minimum of four years of service as of April 1, 2025** (up to the 2020 batch), and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, as well as Group 'A' Officers under the Central Staffing Scheme, may apply for these training programs.

Validation & Restriction on Applying for IST

- In a calendar year, an officer can attend only one training program.
- Before applying for any program, applicants must ensure that the officer's e-HRMS
 profile is updated and approved by the designated nodal officer. If the profile has
 not been approved, the applicable eligibility conditions shall be
 determined thereat..
- In the event of cancellation of the applied program, the application would be deemed as withdrawn and the officer may apply for an alternative program.
- If an officer fails to attend the program for which he/she has been approved or nominated, the officer may reapply for another program only after obtaining attendance verification from the Department of Personnel and Training (DoPT) for the previously applied program.
- Applicants have the option to withdraw from an applied program up to the last date of withdrawal, after which they may apply for a different program accordingly.

Application submission Process for In-Service Training on E-HRMS- (Non - Onboarded Officers)



Officers who are not onboarded on the E-HRMS portal, can still apply for In-Service Training, simply by completing the training registration process.

Login and Accessing the Training Registration Form

- Officers must login to E-HRMS (https://e-hrms.gov.in/login) using their E-Parichay credentials.
- Upon successful login, a hyperlink labeled "Training Registration" will be available on the pop -up message.
- 3. Clicking on this link will open the Training Registration Form.

Alert	
Dear Employee,	
ter server on a server of the	and the state of t
Your eparichay account have the	se email id which are not register with us)
im,sumitmalbetra@nic in, cm.sur	
arps numitmelhotrald scinks in la	
Would you like to apply for	Would you like to apply for Training Rembirsurment Program /
deputation post?	Inservice Training Program?

Training Registration form is divided into Two Sections - Personal Information and Organizational information

Personal Information Section

In the **Personal Information section**, officers are kindly requested to provide the following details:

- Name: This field will be auto-populated from the E-Parichay Database.
- Service: Select the service through which you are employed.
- Batch: Choose the batch year corresponding to your employment.
- Cadre: Specify the cadre in which you are serving.
- Present Designation: Enter your current designation.
- · Date of Birth: Select your date of birth from the calendar option.
- Gender: Specify your gender.
- Primary Email ID Auto-populated(E-parichay Database)
- Alternate Email ID Provide an alternative email ID



- Mobile Number Auto-populated(E-parichay Database)
- Office Landline Number Provide the official landline number, if applicable
- Pay Level Enter the pay level as per official records



Organization Information Section

In the **Organization Information section**, officers are requested to kindly provide the following details with respect to the organisation they are presently posted with:

- Post Status: Please select the appropriate option from the following:
 - Cadre
 - Deputation (Central Staffing)
 - Deputation (Other)
- Ministry/Department/State/UT Government: Select the relevant Ministry, Department, State, or Union Territory Government where you are currently posted.
- Name of Controlling Authority: Enter the full name of the concerned officer in Controlling Authority in the present organisation.
- Designation of Controlling Authority: Specify the designation of the Controlling Authority.
- Email ID of Controlling Authority: Provide the official email address of the Controlling Authority.
- Upload Issued ID Card or CCA Certificate: Upload a clear and complete scanned copy
 of the issued ID card or the duly signed Controlling/Competent Authority (CCA)
 Certificate. Only pdf files can be uploaded.

Note: A template for the CCA Certificate can be downloaded from the portal. It must be signed by the appropriate authority before uploading.



osting Status		Ministry/Department/State/UT Govt		Name of Controlling Authority *
Cadre	~	C/C/Central Information Commission	x -	Pawen Gupto
esignation of Controlling Authority *		Small ID of Controlling Authority		Office Landine of Controlling Authorny
Divisional Magistrate		rebellion pawan@gmail.com		0512-2597451
Department-issued ID Card or identity Certificate to Competent Authority	(MI)			
Choose File No file chosen				

Please ensure that all information entered is accurate and that uploaded documents are in the prescribed format.

Click on Submit Button.

Accessing In-Service Training Programs

Once the registration process is successfully completed, the officer will be assigned the role of a Guest User on the E-HRMS portal.

To access the training programs, please follow these steps:

- Navigate to the left-hand side menu on the portal.
- Go to Employee Service > In-Service Training.
- 3. Click on the link to view the list of available training programs scheduled for the current calendar year.
- 4. Select the desired training program and click the "Apply" button to submit your application.

Officers are kindly advised to ensure that they meet the eligibility criteria before applying for a training program.





Note: The Apply button will be displayed only if the last date application for the selected program has not passed.

Important Note-

The application submission process for the selected IST program is the same for both onboarded and non-onboarded users of E-HRMS. All applicants may refer to the steps outlined below.

Application Process for In-Service Training on E-HRMS- (Onboarded Officer)

Officers who are already boarded on the E-HRMS platform (https://e-hrms.gov.in/login) can directly apply for a training program without the need for any additional registration.

Step 1: Accessing the In-Service Training Section on E-HRMS

- 1. Log in to E-HRMS Portal using your Employee Role credentials.
- 2. Navigate to Employee Services in the left hand menu.
- Click on the In-Service Training link.



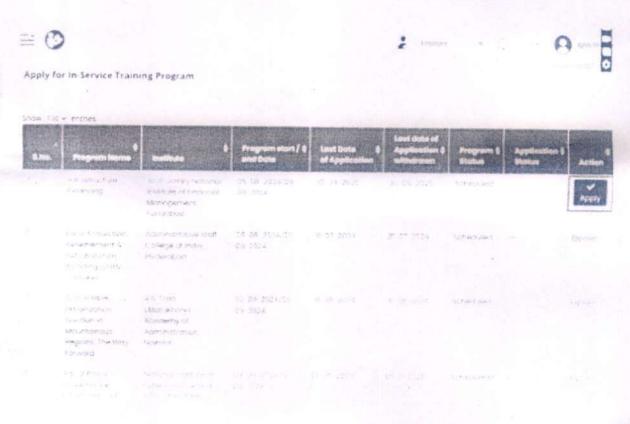


Step 2: Selecting a Training Program

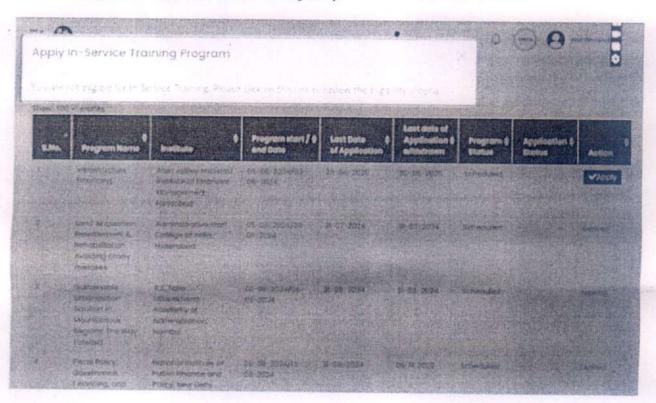
- A list of available training programs scheduled for the current calendar year will be displayed.
- To apply, select the desired program and click the "Apply" button.

Note: The "Apply" button will only be visible if the application deadline for the selected program has not passed. Additionally, if a program has been canceled, the "Apply" button will not be displayed.





If an officer is not eligible for the IST Training Program, the system will display a pop-up message informing them of their ineligibility.



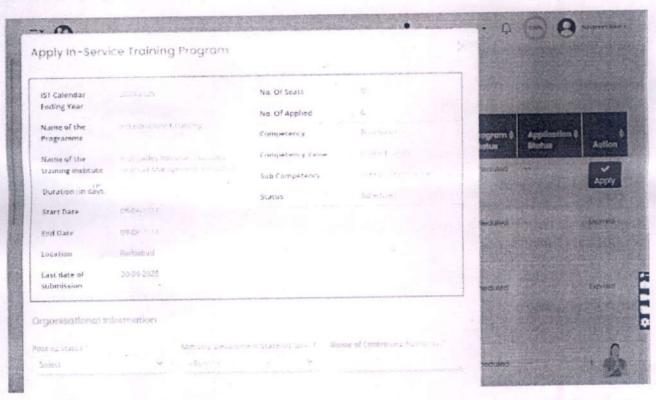


"You are not eligible for the In-service Training Program. Please click here to view the eligibility criteria".

Click on "Link" to view the detailed eligibility criteria for attending an In-service program.

Step 3: Completing Application Details

Upon clicking the "Apply" button, a pop-up window will appear, providing comprehensive details about the training program. This includes the program name, institute, schedule, competency details, number of available seats, number of applications received, and any other pertinent information.



If the officer's **organizational information** is vacant in the pop-up window, it means the information is not available on the E-HRMS portal and the officer should enter the following details:

 Post Status: Select the appropriate option from the drop down list: Cadre, Deputation (Central Staffing), or Deputation (Others).

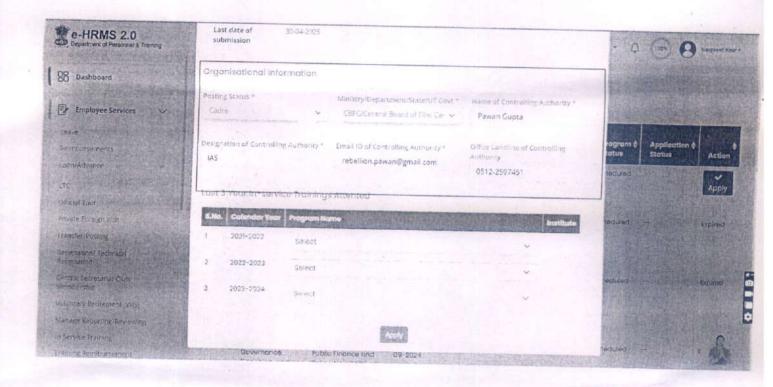
 Ministry/Department/State/UT Government: Choose the relevant Ministry, Department, State, or UT Government where you are currently posted.

 Name of Controlling Authority: Enter the full name of the concerned officer in the Controlling Authority.

 Designation of Controlling Authority: Provide the designation of the Controlling Authority.



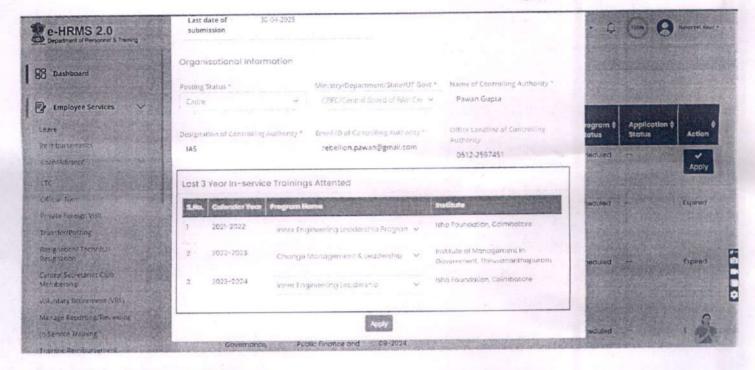
 Email ID of Controlling Authority: Enter the official email address of the Controlling Authority.



Step 4: Details of Previous IST programs attended

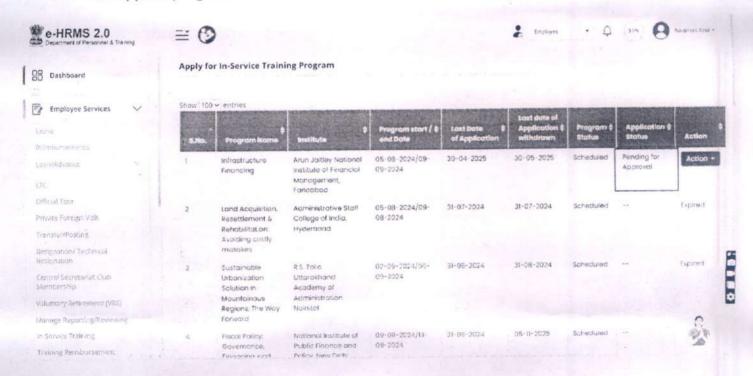
Officers are requested to select the In-Service training programs they have attended in the last three years. If no training has been attended during this period, the system will automatically select "None" by default.

Once the relevant information has been entered, please click the "Apply" button to proceed.



Step 5: Tracking Application status

Officers can easily track the status of their application by referring to the "Application Status" column of the applied program.





Application Status	Meaning
Application submitted	Application submitted successfully
Query	Some queries has been raised by DoPT
Under review	The application is under review by DoPT
Nominated	The application is approved by DoPT and the officer is being nominated to attend the program
Rejected	The application has been rejected by DoPT with the reasons as mentioned

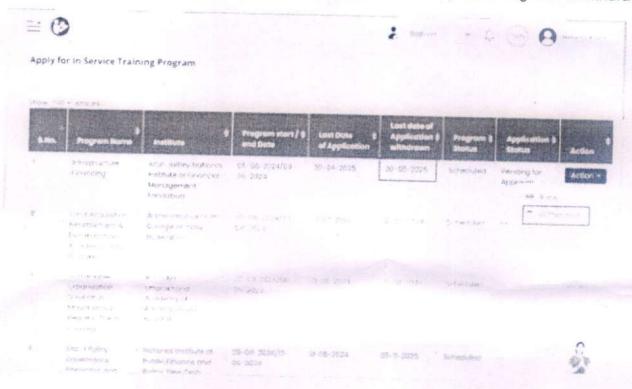
Officers will be informed of the nomination/ rejection through email and SMS. However, officers are advised to regularly check the application status for any updates and notifications.

Step 6: Withdrawal of application by applicant

Officers have the option to withdraw their submitted application, provided that the withdrawal deadline has not passed and the application status is either "Application submitted" or "Query" or "Nominated".

Please note that if the application status is "Under review", it will not be possible to withdraw from the applied program.

Officers are encouraged to verify the application status before proceeding with a withdrawal.





Step 7: Reapplying for the IST Program

Officers have the opportunity to reapply for the IST program if their previous application was rejected by the DoPT Training Wing or if they voluntarily withdrew from the applied program.

Officers are advised to review their application status before proceeding with reapplication

