

**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 S)

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.

Annexure-I

## IST Training Calendar for the year 2025-26

S. No.	Name of the Institutes, Program location	Program offered	Date of Program	Approved rate per day per participant excluding Taxes
1.	Indian Institute of Remote Sensing, Dehradun	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	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/-
8.	IIT Madras, Chennai	Cybercrimes and Cybersecurity	June 16, 2025 to June 20, 2025	Rs. 16,628/-
9.	IIM Mumbai, Mumbai	Women in Government: Program for Emerging Leaders	June 23, 2025 to June 27, 2025	Rs. 19,000/-
10.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Border economy and Border development for National Security	June 23, 2025 to June 27, 2025	Rs. 7,400/-
11.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Breaking Barriers, Building Prosperity: Strategies for Women's Economic Inclusion	July 7, 2025 to July 11, 2025	Rs. 7,400/-
12.	IIM Indore, Indore	Enhancing Leadership and Motivation Skills for Effective Management	July 7, 2025 to July 11, 2025	Rs. 18,000/-



13.	IIT Delhi, Delhi	Improving the Quality of Education in India through Design	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 (LBSNAA), Mussoorie	Capacity Building and Sensitization Program on Criminal Law Reforms in India	July 28, 2025 to 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, Kozhikode	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/-
20.	Indian Institute of Public Health (IIPH), Shillong	Public Health	August 18, 2025 to August 22, 2025	Rs. 13,000/-
21.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Digital Transformation of Government for improved Public Service Delivery	August 18, 2025 to August 22, 2025	Rs. 7,400/-
22.	SP Jain Institute of Management & Research, Goa	Infrastructure Financing/Project Finance & PPPs	September 8, 2025 to September 12, 2025	Rs. 19,000/-
23.	Indian Institute for Human Settlements (IIHS), Bengaluru	Perspectives on Urban Finance	September 8, 2025 to September 12, 2025	Rs.10,800/-
24.	National Institute of Public Finance & Policy (NIPFP), New Delhi	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to September 19, 2025	Rs. 13,000/-
25.	IIT Bombay, Mumbai	Data Driven decision making using data analytics	September 15, 2025 to September 19, 2025	Rs.19,000/-
26.	Nani Palkhivala Arbitration Centre, Chennai	Alternate Methods of Dispute Resolution	September 15, 2025 to September 19, 2025	Rs. 13,000/-
27.	IIT Roorkee, Roorkee	Urban Transport/ Urban Finance/ Urban Planning	September 22, 2025 to September 26, 2025	Rs. 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, Bengaluru	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	November 17, 2025 to November 21, 2025	Rs. 13,000/-
31.	IC Centre for Governance, Panchgani	Ethics in public service	November 17, 2025 to November 21, 2025	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 to November 28, 2025	Rs. 7,400/-
33.	Art of Living, Bengaluru	Building Competencies for Personal Excellence	November 24, 2025 to November 28, 2025	₹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	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/-
36.	National Academy of Audit and Accounts (NAAA), Shimla	Public Financial Management	January 5, 2026 to January 9, 2026	Rs 6000/-
37.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators	January 5, 2026 to January 9, 2026	Rs. 7,400/-
38.	IIM Mumbai, Mumbai	Transport, Logistics and Multi-Modal Integration	January 12, 2026 to January 16, 2026	Rs. 19,000/-
39.	Swami Vivekananda Yoga Anusandhana Samsthana (SVYAS), Bengaluru	Indian Knowledge System for Promotion of Positive Health	January 19, 2026 to January 23, 2026	Rs. 6,800/-
40.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Capacities for the Present and Future	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/-



कार्मिक एवं प्रशिक्षण विभाग  
DEPARTMENT OF  
PERSONNEL & TRAINING



# **e-HRMS 2.0**

Department of Personnel & Training

## **User Manual for In-service Training Program by DoPT**

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**e-HRMS Version: 2.0**





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*Disclaimer: The images used in this manual are for reference purposes only.*



## 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

1. Officers must login to E-HRMS (<https://e-hrms.gov.in/login>) using their E-Parichay credentials.
2. 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,**

(Your eparichay account have these email id which are not register with us)  
 emsumitmalhotra@nic.in, emsumitmalhotra@sc.nic.in  
 arpsunmitmalhotra@sc.nic.in, arpsunmitmalhotra@sc.nic.in

Would you like to apply for deputation post?

Would you like to apply for Training Rembirsurment Program / 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

#### Registration for Trainings

##### Personal Information

Name *	Service *	Batch
siddheshwar dolphode	IAS/Indian Administrative Service x	1988 x
Cadre	Present Designation *	Date of Birth *
Chhatdisgarh x	Sub-Divisional Magistrate	07-06-1994 <input type="checkbox"/>
Gender	Primary Email ID *	Alternative Email ID
Male v	s.dolphode1988@mahapolice.gov.in	siddheshwardol@gmail.com
Mobile *	Office Landline	Pay Level *
9412040245	9512-25978473	LEVEL-13A(131100-216600) x

#### 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.

#### Organisational Information

Posting Status *	Ministry/Department/State/UT Govt	Name of Controlling Authority *
Cadre	CIC/Central Information Commission	Pawan Gupta
Designation of Controlling Authority *	Small ID of Controlling Authority	Office Landline of Controlling Authority
Divisional Magistrate	rebellion.pawan@gmail.com	0512-2557451
Department-Issued ID Card or Identity Certificate from Competent Authority 		
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:


1. Navigate to the **left-hand side menu** on the portal.
2. 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.


**e-HRMS 2.0**  
 Department of Personnel & Training



 IST Guest User
 
 Training



 Dashboard

 Employee Services
 

In-service Training  
 Training Reimbursement

#### Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Pawan Trainer	New Delhi Institute	27-04-2025/23-04-2025	17-04-2025	28-03-2025	Scheduled	--	
2	Training AI	IIT Delhi	28-03-2025/29-03-2025	31-03-2025	27-03-2025	Scheduled	--	
3	Deploy-23-03-2025	IIT Delhi	24-03-2025/25-03-2025	23-03-2025	23-03-2025	Scheduled	--	Expired





*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.
3. Click on the **In-Service Training** link.

Dashboard

Employee Services

- Home
- Registration/Requests
- Leave/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Retention Transfer
- Relocation/Technical Reassignment
- Credentialed/Qualif. Only Admission
- Voluntary Retirement (VR)
- Manage Learning Experience
- Training Services
- Training Reimbursement
- Passport
- TARSA Application

**My Requests**

0 Pending

**My Pendencies**

0 An Reporting

0 An Pending

**Deputation Opportunity**

9 Available

**Training Opportunities**

Refresh

Apply for New Training

0 Out of stock

0 In progress

**Information to Employees**

Top Learners of DoPT on iGOT Knowledge Platform February 2025

Vijay Multi Tasking Staff Reservation Division

Top Learners: 1. Vijay Multi Tasking Staff Reservation Division, 2. Vijay Multi Tasking Staff Reservation Division, 3. Vijay Multi Tasking Staff Reservation Division

Active Members: 1. Vijay Multi Tasking Staff Reservation Division, 2. Vijay Multi Tasking Staff Reservation Division, 3. Vijay Multi Tasking Staff Reservation Division

**Quick Suggestions**

Popular iGOT Trainings in your MOU (Under Secretary)

Explore below trainings tailored for your organization!

- Code of Conduct for Government Employees
- SCST (Bihar) 1992 (एससीबी) - भारत का 3
- Prevention of Sexual Harassment of Women at Workplace

Elevate your skills and stay ahead in your career!

Popular iGOT Trainings across all MOUs (Under Secretary)

Elevate your skills with trending programs like

## 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.





Employee

Apply for In-Service Training Program

### Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / End Date	Last Date of Application	Last date of Application withdrawal	Program Status	Application Status	Action
1	Work Instruction Engineering	Joint Jodhpur National Institute of Personnel Management Hyderabad	01-08-2024/09-08-2024	30-07-2024	30-08-2024	Scheduled		<a href="#">Apply</a>
2	Basic Acquisition, Recruitment & Retention of Working Classy Employees	Administrative Staff College of India Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-08-2024	Scheduled		<a href="#">Apply</a>
3	Leadership Orientation for District Administration, The Way Forward	ICR, Jaipur, Jaipur District Administration, Jaipur	05-08-2024/09-08-2024	31-07-2024	31-08-2024	Scheduled		<a href="#">Apply</a>
4	Public Policy Governance, Planning and	Regional Institute of Public Administration, Jaipur	05-08-2024/09-08-2024	31-07-2024	31-08-2024	Scheduled		<a href="#">Apply</a>

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

### Apply In-Service Training Program

You are not eligible for In-Service Training. Please click on this link to review the eligibility criteria.

Show 100 entries

S.No.	Program Name	Institute	Program start / End Date	Last Date of Application	Last date of Application withdrawal	Program Status	Application Status	Action
1	Work Instruction Engineering	Joint Jodhpur National Institute of Personnel Management Hyderabad	01-08-2024/09-08-2024	30-07-2024	30-08-2024	Scheduled		<a href="#">Apply</a>
2	Basic Acquisition, Recruitment & Retention of Working Classy Employees	Administrative Staff College of India Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-08-2024	Scheduled		<a href="#">Apply</a>
3	Leadership Orientation for District Administration, The Way Forward	ICR, Jaipur, Jaipur District Administration, Jaipur	05-08-2024/09-08-2024	31-07-2024	31-08-2024	Scheduled		<a href="#">Apply</a>
4	Public Policy Governance, Planning and	Regional Institute of Public Administration, Jaipur	05-08-2024/09-08-2024	31-07-2024	31-08-2024	Scheduled		<a href="#">Apply</a>



“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.

Apply In-Service Training Program	
ISI Calendar Ending Year	2024-2025
Name of the Programme	Infrastructure Literacy
Name of the Training Institute	Andhra Pradesh Sahitya Akademi
Duration (in days)	10
Start Date	05/04/2024
End Date	09/04/2024
Location	Puducherry
Last date of Submission	30/04/2024
No. Of Seats	6
No. Of Applied	6
Competency	Infrastructure
Competency Value	100%
Sub Competency	Infrastructure
Status	Scheduled

Organisational Information

Post or Status: Select, Ministry/Department/State/UT Government: Select, Name of Controlling Authority: Select


Apply

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.



**e-HRMS 2.0**  
Department of Personnel & Training

Last date of submission: 30-04-2025

100%

Naigreet Kaur

**Dashboard**

Employee Services

Leave

Reimbursements

Loan/Advance

LTC

Official Tour

Private Foreign Visit

Transfer/Posting

Reservation/ Technical Reorganisation

Central Secretariat Club Membership

Voluntary Retirement (VRS)

Manage Reporting/Reviewing

In Service Training

Training Reimbursement

**Organisational Information**

Posting Status *	Ministry/Department/State/UT Govt *	Name of Controlling Authority *
Cadre <span style="font-size: small;">▼</span>	CBFC/Central Board of Film. Cer. <span style="font-size: small;">▼</span>	Pawan Gupta
Designation of Controlling Authority *	Email ID of Controlling Authority *	Office Landline of Controlling Authority
IAS	rebillion.pawan@gmail.com	0512-2597451

**Last 3 Year in Service Trainings Attended**

S.No.	Calendar Year	Program Name	Institute
1	2021-2022	Select <span style="font-size: small;">▼</span>	<span style="font-size: small;">▼</span>
2	2022-2023	Select <span style="font-size: small;">▼</span>	<span style="font-size: small;">▼</span>
3	2023-2024	Select <span style="font-size: small;">▼</span>	<span style="font-size: small;">▼</span>

Apply

Program Status

Application Status

Action

Required

Expired

Required

Expired

Required

Expired

Required

Expired

#### 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.



Department of Personnel & Training

Dashboard

Employee Services

Leave

Reimbursements

Loan/Advance

LTC

Official Tour

Private Foreign Visit

Transfer/Posting

Resignation/ Technical Resignation

Central Secretariat Club Membership

Voluntary Retirement (VRS)

Manage Reporting/Reviewing

In-Service Training

Training Reimbursement

Last date of submission30-04-2025

Organisational information

Posting Status \*  
Cadre

Ministry/Department/State/UT Govt \*  
CRPC/Central Board of Film Cert

Name of Controlling Authority \*  
Pawan Gupta

Designation of Controlling Authority \*  
IAS

Email ID of Controlling Authority \*  
rebellion.pawan@gmail.com

Office Landline of Controlling Authority  
0512-2597451

Last 3 Year In-service Trainings Attended

S.No.	Calendar Year	Program Name	Institute
1	2021-2022	Inner Engineering Leadership Program	Isha Foundation, Coimbatore
2	2022-2023	Change Management & Leadership	Institute of Management in Government, Thiruvananthapuram
3	2023-2024	Inner Engineering Leadership	Isha Foundation, Coimbatore

Apply

Governance

Public Finance and

09-2024

Program Status

Application Status

Action

Scheduled

Apply

Expired

Expired

Expired

Expired

## 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.

Department of Personnel & Training

Dashboard

Employee Services

Leave

Reimbursements

Loan/Advance

LTC

Official Tour

Private Foreign Visit

Transfer/Posting

Resignation/ Technical Resignation

Central Secretariat Club Membership

Voluntary Retirement (VRS)

Manage Reporting/Reviewing

In-Service Training

Training Reimbursement

Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Infrastructure Financing	Arun Jaitley National Institute of Financial Management, Faridabad	05-08-2024/09-09-2024	30-04-2025	30-05-2025	Scheduled	Pending for Approval	Action
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-07-2024	Scheduled	--	Expired
3	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	R.S. Tolia Uttarakhand Academy of Administration, Nainital	02-09-2024/05-09-2024	31-05-2024	31-08-2024	Scheduled	--	Expired
4	Fiscal Policy: Governance, Finance and	National Institute of Public Finance and Policy, New Delhi	09-09-2024/11-09-2024	31-08-2024	05-11-2025	Scheduled	--	





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.

Apply for In-Service Training Program

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S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application Withdrawal	Program Status	Application Status	Action
1	Infrastructure Engineering	Asian Railway Institute of Infrastructure Management, Thailand	01-06-2024/09-06-2024	30-04-2025	30-05-2025	Scheduled	Pending for Approval	Action
2	Joint Acquisition, Acquisition & Implementation of Infrastructure Projects	International Institute of Management, Singapore	01-06-2024/09-06-2024	30-04-2025	30-05-2025	Scheduled	Withdrawal	Withdrawal
3	Infrastructure Modernization	International Institute of Management, Singapore	01-06-2024/09-06-2024	30-04-2025	30-05-2025	Scheduled	Withdrawal	Withdrawal
4	Joint Policy Development	International Institute of Management, Singapore	01-06-2024/09-06-2024	30-04-2025	30-05-2025	Scheduled	Withdrawal	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

Apply for In-Service Training Program

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last Date of Application Withdrawal	Program Status	Application Status	Action
1	Program Name	Institute	04-03-2025 to 03-03-2025	23-03-2025	24-03-2025	Scheduled	Application Status	Action
2	Training at	At Delhi	24-03-2025 to 03-03-2025	23-03-2025	24-03-2025	Scheduled	Application Status	Action
3	Training at	At Delhi	04-03-2025 to 03-03-2025	23-03-2025	24-03-2025	Scheduled	Application Status	Action
4	Training at	At Delhi	04-03-2025 to 03-03-2025	23-03-2025	24-03-2025	Scheduled	Application Status	Action

\*\*\*\*\* End of Document \*\*\*\*\*