

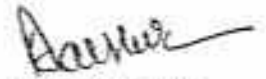
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 27th April, 2017

TRAINING CIRCULAR

This is brought to the notice of all concerned that Institute of Secretariat Training and Management (ISTM), New Delhi is conducting various training programmes for the year 2017-18, a list of all such Training Programme of ISTM which is self-explanatory is enclosed for ready reference.

2. Interested and eligible officers are requested to send their nominations through proper channel so as to reach Administration Section positively before 45 days from the date of the commencement of the courses. No nominations will be accepted after the expiry of the timelimit.

Encl:- As above.



(A.K. Kaushik)

Under Secretary to the Govt. of India

Tel.No. 23738126

Email: usadmn-mowr@nic.in

Copy to:

1. All Divisional Heads of this Ministry
2. All Under Secretaries/Section Officers of this Ministry.
3. NIC Cell – for uploading on the Circular page of the intranet under Head 'Training'.

S.No.	Code	Course Title	Level of Participant	No. of Courses	Duration	From-To	Status and Course Dir
-------	------	--------------	----------------------	----------------	----------	---------	-----------------------

MDP(Management Development Programmes)

1.	ER	Establishment Rules	Officers and Staff Dealing with the Subject	1	1 weeks	22 May,17 -To- 26 May,17 --- RG	
2.	RIS	Reservation in Services for SC/ST/OBC	Section Officers/Assistant Section Officers or equivalent	2	3 days	16 Aug,17 -To- 18 Aug,17 --- PPA 13 Nov,17 -To- 15 Nov,17 --- RG	
3.	AV1	Administrative Vigilance:Role of IO/PO	Section Officers/Dealing Assistant Section Officers	1	1 weeks	07 Aug,17 -To- 11 Aug,17 --- AA	
4.	AV3	Administrative Vigilance-Disciplinary Procedures-3	Assistant Section Officers and Equivalent	1	2 weeks	19 Mar,18 -To- 30 Mar,18 --- AD	
5.	WND	Workshop on Noting & Drafting	Dealing Assistant Section Officer / Section Officers	4	2 days	11 May,17 -To- 12 May,17 --- AA 06 Jul,17 -To- 07 Jul,17 --- MS 04 Dec,17 -To- 05 Dec,17 --- RG 22 Jan,18 -To- 23 Jan,18 --- MS	
6.	WPCN-1	Workshop on Preparing Cabinet Notes-1	Deputy Secretaries and Directors	4	1 days	13 Apr,17 -To- 13 Apr,17 --- MS 29 Sep,17 -To- 29 Sep,17 --- JD(FM) 22 Dec,17 -To- 22 Dec,17 --- JD(FM) 23 Feb,18 -To- 23 Feb,18 --- USC	
7.	WPCN-2	Workshop on Preparing Cabinet Notes-2	Under Secretaries	6	0.5 days	12 May,17 -To- 12 May,17 --- VR 14 Jul,17 -To- 14 Jul,17 --- VR 29 Sep,17 -To- 29 Sep,17 --- RKA 06 Oct,17 -To- 06 Oct,17 --- USC 29 Dec,17 -To- 29 Dec,17 --- JD(PT)	

						09 Feb,18 -To- 09 Feb,18 --- <u>USC</u>
8	KM	Knowledge Management	Group A&B officers	1	3 days	04 Dec,17 -To- 06 Dec,17 --- <u>KGR</u>
9	GG	Good Governance	Group A & B officers	1	1 weeks	24 Apr,17 -To- 28 Apr,17 --- <u>VR</u>
10	HRM	Human Resource Management course	Group A & B officers	1	2 days	22 Jan,18 -To- 23 Jan,18 --- <u>JD(PT)</u>
11	WLO(SC/ST)	Workshop on Liaison Officers of SC/ST	Liaison officers for SC/ST	2	2 days	04 Sep,17 -To- 05 Sep,17 --- <u>PPA</u> 15 Feb,18 -To- 16 Feb,18 --- <u>RG</u>
12	WCCSDA	Workshop on Citizen Centric & Service Delivery Approach	Group A & B Officers	4	3 days	05 Apr,17 -To- 07 Apr,17 <i>REVISED-DATE</i> <u>KGR</u> 29 May,17 -To- 31 May,17 --- <u>PPA</u> 20 Sep,17 -To- 22 Sep,17 --- <u>VR</u> 22 Jan,18 -To- 24 Jan,18 --- <u>USC</u>
13	WEO	Workshop on e-Office	Group A & B officers	2	2 days	27-Apr,17 -To- 28-Apr,17 <i>POST-PONED</i> <u>USC</u> 07 Sep,17 -To- 08 Sep,17 --- <u>MS</u>
14	ABD	Analytics for Big Data	All Gazetted Officers	1	2 days	21 Jun,17 -To- 22 Jun,17 --- <u>KGR</u>

FMP(Financial Management Programmes)

15	C&A	Cash & Accounts	Assistant Section Officer or Senior Secretariat Assistants with 5 years service	1	9 weeks	27 Jun,17 -To- 25 Aug,17 --- <u>KKP(C)</u>
16	PRB1	Programme on Pensions & other Retirement Benefits	Under Secretaries/Section Officers	1	4 days	01 May,17 -To- 04 May,17 --- <u>YD</u>
17	PRB2	Programmes on Pension & Other Retirement Benefits	Dealing Assistant Section Officers	2	4 days	10 Apr,17 -To- 13 Apr,17 --- <u>YD</u> 03 Jul,17 -To- 06 Jul,17 --- <u>RG</u>
18	WPF	Workshop on Pay Fixation	Officers Dealing with Pay Fixation Cases	2	3 days	12 Jul,17 -To- 14 Jul,17 --- <u>PPA</u> 15 Nov,17 -To- 17 Nov,17 --- <u>PPA</u>
19	PMG1	Purchase Management in Government	Staff dealing with purchase in Govt. offices	1	3 days	11 Dec,17 -To- 13 Dec,17 --- <u>NS(C)</u>
20	WOB	Workshop on Outcome Budget	Officers dealing with preparation of Outcome Budget	1	2 days	13 Jul,17 -To- 14 Jul,17 --- <u>NS(C)</u>
21	WAFS	Workshop on Analysis of Financial Statements	Gp A & above officers	1	2 days	09 Oct,17 -To- 10 Oct,17 --- <u>RKA</u>
31	WPFA	Workshop on Project Formulation and Appraisal	Gp A & above officers	1	2 days	20 Nov,17 -To- 21 Nov,17 --- <u>RKA</u>
22	WPPP	Workshop on Public Private Partnership	Gp A & above officers	2	2 days	03 Aug,17 -To- 04 Aug,17 --- <u>VR</u> 05 Mar,18 -To- 06 Mar,18 --- <u>RKA</u>
23	WFB	Workshop on Formulation of Budget	Officers dealing with preparation of budget	1	2 days	06 Apr,17 -To- 07 Apr,17 --- <u>NS(C)</u>
24	WITA X	Workshop on Income Tax	Assistant Section Officers and DDOs working in cash section	1	2 days	27 Jul,17 -To- 28 Jul,17 --- <u>NS(C)</u>
25	WIFO	Workshop for Internal Finance Officers	Internal Finance Officers	1	2 days	14 Sep,17 -To- 15 Sep,17 --- <u>RKA</u>
26	WEP	Workshop on e-Procurement	Group A & B Officers	2	2 days	21 Aug,17 -To- 22 Aug,17 --- <u>RKA</u> 22 Mar,18 -To- 23 Mar,18 --- <u>JD(FM)</u>
27	WFM	Workshop on Financial	DDO / HCO, Group A & B officers	2	1 weeks	07 Aug,17 -To- 11 Aug,17 ---

		Management in Government				NS(C) 05 Feb,18 -To- 09 Feb,18 --- NS(C) 11 May,17 -To- 12 May,17 --- RKA 08 Jun,17 -To- 09 Jun,17 --- DB 06 Jul,17 -To- 07 Jul,17 --- VR
28	WPP-GFR	Workshop on Public Procurement under GFR-2017	Group A & B Officers	3	2 days	

RTI(RTI-Capacity Building in Training Programmes)

29	RM-RTI	Record Management - Right to Information	Section Officers/Record Officers/Assistant Section Officer	1	3 days	16 Aug,17 -To- 18 Aug,17 --- JD(MS)
30	RTI PIO	Right to Information Public Information Officers	Public Information Officers/Central Public Information Officers	3	2 days	08 May,17 -To- 09 May,17 --- HG 29 Jun,17 -To- 30 Jun,17 --- HG 15 Mar,18 -To- 16 Mar,18 --- USC
31	RTI-AA	Right to Information Appellate Authority	Officers designated as Appellate Authority	2	1 days	24 Nov,17 -To- 24 Nov,17 --- KGR 26 Mar,18 -To- 26 Mar,18 --- USC
32	RTI TDP	Right to Information Trainers Development Programme	Potential Trainers for Right to Information	1	1 week s	27 Nov,17 -To- 01 Dec,17 --- HG
33	S-RTI	Seminar on Right to Information	Section Officers & above	2	1 days	11 Sep,17 -To- 11 Sep,17 --- USC 26 Mar,18 -To- 26 Mar,18 --- JD(MS)

BTP(Behavioural Training Programmes)

34	SM	Stress Management	Section Officers & above	1	4 days	28 Aug,17 -To- 31 Aug,17 --- BP
35	OBG	Organisational Behaviour in Government	Group A & B Gazetted	1	1 week	17 Apr,17 -To- 21 Apr,17 --- POST-POWER HG
36	EVPG	Ethics & Value in Public Governance	Group A&B Gazetted Officers	2	3 days	10 Apr,17 -To- 12 Apr,17 --- USC 15 Jan,18 -To- 17 Jan,18 --- RKA
37	GS	Gender Sensitization	US/SO/Asstt. Section Officer of CSS/PS/PA of CSSS	1	1 week	09 Oct,17 -To- 13 Oct,17 --- PPA
38	WEI	Workshop on Emotional Intelligence	Gp. A&B Officers	1	3 days	02 Aug,17 -To- 04 Aug,17 --- KGR
39	WTBL	Workshop on Team Building and Leadership	Gp. A&B Gazetted Officers	1	3 days	29 Jan,18 -To- 31 Jan,18 --- RKA
40	WCS	Workshop on Communication Skills	Group A & B officer	1	2 days	08 Jan,18 -To- 09 Jan,18 --- HG
41	IPE	Inter Personal Effectiveness for Group A & B Officers	Group A & B Officers	1	2 days	15 Jan,18 -To- 16 Jan,18 --- KGR
42	WSH WP	Workshop on Sexual Harassment at Work Place	Officers & Staff	3	2 days	17 Aug,17 -To- 18 Aug,17 --- MS 28 Sep,17 -To- 29 Sep,17 --- PPA 28 Dec,17 -To- 29 Dec,17 --- USC
43	WGB	Workshop on Gender Budgeting	Gazetted officers of various Ministries	2	3 days	26 Jul,17 -To- 28 Jul,17 --- PPA 19 Mar,18 -To- 21 Mar,18 --- MS
44	SBA	Swachh Bharat Abhiyan	Officials of Ministries / Departments and Attached & Subordinate offices	4	1 days	08 May,17 -To- 08 May,17 --- RKA 07 Aug,17 -To- 07 Aug,17 --- PPA 11 Dec,17 -To- 11 Dec,17 --- AA 05 Mar,18 -To- 05 Mar,18 --- RG