

No: 11-36/2014-Trg (Vol. II)
Government of India
Ministry of Communications & IT
Department of Posts (Training Division)

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 17.05.2019

To,

1. AS&FA, Postal Directorate, New Delhi.
2. All Head of Circles.
3. CGM (BD&M Directorate/PLI Directorate/Parcel Directorate)
4. All Senior DDsG, Dak Bhawan.
5. Director, RAKNPA, Ghaziabad (UP).
6. All DDsG, Dak Bhawan.
7. Directors, All PTCs.
8. Assistant Director, RTC, Nashik.


Subject:- Nominations for different training programmes to be conducted by ISTM, New Delhi, during the year 2019-20.

With reference to the subject matter, it is intimated that Annual Training Calendar for the year 2019-20 has recently been released by Institute of Secretariat Training & Management (ISTM), New Delhi, for various training programmes (list enclosed) proposed to be organised during this period.

2. In this regard, nomination of officers may kindly be made by each Circle, according to 'Level of participants' mentioned against each training programme, on the link provided on official website of Institute of Secretariat Training & Management, New Delhi, i.e. https://www.istm.gov.in/home/online_nomination_form after obtaining permission of the Competent Authority and under intimation to this Division for issue of formal orders regarding deputation of officers/officials for attending training at ISTM. **It may kindly be ensured that no officer/official is relieved for training unless formal orders are issued by this Division.**

3. It may kindly be ensured that nomination for "Trainers Development Programme" be made by each Circle/RAKNPA/PTCs for those officers/officials only who are working in training related activities. Nominations of officers/officials working in Postal Directorate may kindly be submitted to this Division after approval of competent authority for necessary action.

4. This has the approval of Competent Authority.


(Sanjeev Chawla)
A.D. (Training)

Encl. : As above.

Copy to :-

CEPT, Mysuru, for information and necessary action in respect of uploading this letter on official website of the department in 'Training & Courses' Module.

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
MDP (Management Development Programmes)								
7	OCD	Orientation Course for Dy. Secretaries/Directors	Deputy Secretaries/Directors Joining Central Secretariat	3	3 Days	10 Apr,19 To 12 Apr,19 01 Jul,19 To 03 Jul,19 20 Jan,20 To 22 Jan,20	POST-POWED To be started To be started	VR SKS + PS SKS + PS
8	RIS	Reservation in Services for SC/ST/OBC	Section Officers/Assistant Section Officers or equivalent	4	4 Days	08 Apr,19 To 11 Apr,19 26 Aug,19 To 29 Aug,19 28 Oct,19 To 31 Oct,19 17 Feb,20 To 20 Feb,20	Completed To be started To be started To be started	RG RKJ PPA + PPA RKJ
9	AV1	Administrative Vigilance:Role of IO/PO	Under Secretaries / Section Officers / Assistant Section Officers or equivalent	2	1 Week	22 Apr,19 To 26 Apr,19 03 Feb,20 To 07 Feb,20	Completed To be started	USC PPA + PPA
10	AV3	Administrative Vigilance-Disciplinary Procedures	Assistant Section Officers and above or equivalent	1	2 Weeks	23 Mar,20 To 03 Apr,20	To be started	RG
11	HCAT	Handling of CAT Cases	Section Officers/Assistant Section Officers or equivalent	2	3 Days	27 May,19 To 29 May,19 15 Jul,19 To 17 Jul,19	To be started To be started	AA AD
12	WND	Workshop on Noting & Drafting	Assistant Section Officers / Section Officers or equivalent	4	3 Days	01 Apr,19 To 03 Apr,19 05 Aug,19 To 07 Aug,19 02 Sep,19 To 04 Sep,19 02 Mar,20 To 04 Mar,20	Completed To be started To be started To be started	RG SSA MS YD
13	WPCN-1	Workshop on Preparing Cabinet Notes-1	Deputy Secretaries and Directors	4	1 Day	19 Apr,19 27 Sep,19 01 Nov,19 29 Nov,19	POST-POWED To be started To be started To be started	MS USC USC VR
14	WPCN-2	Workshop on Preparing Cabinet Notes-2	Under Secretaries & Section Officers	4	1 Day	10 May,19 26 Jul,19 08 Nov,19 03 Jan,20	To be started To be started To be started To be started	VR VR USC MS
15	BMS	Basic Management Services	Senior/Junior Analysts/Section Officers/Assistant Section Officer/Technical Assistant/Research Analysts or equivalent	1	8 Weeks	03 Jun,19 To 26 Jul,19	To be started	NS(C)
16	AMS	Advanced Management Services	Group A & B Officers undergone BMS course	1	3 Weeks	05 Aug,19 To 23 Aug,19	To be started	NS(C)
17	KM	Knowledge Management	Group A & B Officers	1	3 Days	18 Nov,19 To 20 Nov,19	To be started	KGR

18	GG	Good Governance	Group A & B Officers	1	1 Week	19 Aug,19 To 23 Aug,19	To be started	VR
19	HRM	Human Resource Management	Group A & B Officers	1	2 Days	27 Feb,20 To 28 Feb,20	To be started	HG
20	WLO(SC/ST)	Workshop for Liaison Officers of SC/ST	Liaison Officers for SC/ST	2	2 Days	23 Sep,19 To 24 Sep,19	To be started	RG
						02 Jan,20 To 03 Jan,20	To be started	AA
21	WCCSDA	Workshop on Citizen Centric & Service Delivery Approach	Group A & B Officers	3	3 Days	22 Apr,19 To 24 Apr,19	POST-PONED	VR
						04 Nov,19 To 06 Nov,19	To be started	KGR
						03 Feb,20 To 05 Feb,20	To be started	DBR
22	WeO	Workshop on e-Office	Group A & B Officers	3	2 Days	04 Apr,19 To 05 Apr,19	Completed	MS
						05 Aug,19 To 06 Aug,19	To be started	AD
						24 Feb,20 To 25 Feb,20	To be started	AA
23	BDA	Big Data Analytics in Government	All Gazetted Officers	2	3 Days	01 Apr,19 To 03 Apr,19	Completed	AD
						25 Mar,20 To 27 Mar,20	To be started	MS
24	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group A & B Officers	2	1 Day	29 Jul,19	To be started	VR
						11 Oct,19	To be started	USC
25	OTP-DDM	Orientation Training Programme on Drafting in Disciplinary Matters	Group A & B Officers	2	2 Days	08 Jul,19 To 09 Jul,19	To be started	USC
						06 Jan,20 To 07 Jan,20	To be started	RG
26	BDA(Adv)	Big Data Analytics in Government (Advanced)	All Gazetted Officers	2	3 Days	20 May,19 To 22 May,19	POST-PONED	AD
						30 Mar,20 To 01 Apr,20	To be started	AD
27	WPEFC/SFC	Workshop on Preparation of Expenditure Finance Committee / Standing Finance Committee	Deputy Secretaries and Directors	3	3 Days	07 Aug,19 To 09 Aug,19	To be started	USC
						30 Oct,19 To 01 Nov,19	To be started	VR
						08 Jan,20 To 10 Jan,20	To be started	MS
28	WPPF	Workshop on Public Policy Formulation	Group A & B Officers	2	1 Week	20 Apr,19 To 03 May,19	POST-PONED	MS
						16 Dec,19 To 20 Dec,19	To be started	KGR
29	MSS	Training Programme on Managerial / Supervisory Skills	Group A & B officers	2	3 Days	18 Sep,19 To 20 Sep,19	To be started	KGR
						04 Mar,20 To 06 Mar,20	To be started	MS
30	WPFL	Workshop on Policy Formulation and Legislation	Group A & B officers	2	4 Days	17 Jun,19 To 20 Jun,19	To be started	RG
						20 Jan,20 To 23 Jan,20	To be started	RG
31	WSP	Workshop on Strategic Planning	Group A & B officers	3	4 Days	22 Apr,19 To 25 Apr,19	Completed	MS
					3 Days	21 Aug,19 To 23 Aug,19	To be started	DBR
						02 Dec,19 To 04 Dec,19	To be started	KGR
32	ER-1	Establishment Rules-1	Section Officers/Assistant Section Officers or equivalent	2	1 Week	15 Jul,19 To 19 Jul,19	To be started	RG
						16 Mar,20 To 20 Mar,20	To be started	YD
33	ER-2	Establishment Rules-2	Section Officers/Assistant Section Officers or equivalent	2	1 Week	26 Aug,19 To 30 Aug,19	To be started	RG
						30 Mar,20 To 03 Apr,20	To be started	AA
34	SDG	Training Programme on Sustainable Development Goals	Group A & B Officers	3	3 Days	26 Jun,19 To 28 Jun,19	To be started	RG
					4 Days	19 Aug,19 To 22 Aug,19	To be started	RG
						17 Dec,19 To 20 Dec,19	To be started	VR
35	OTP-RM	Orientation Training Programme on Record Management	Group A & B Officers	2	1 Day	02 Aug,19	To be started	SSA
						13 Dec,19	To be started	AA

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
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FMP (Financial Management Programmes)

36	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretariat Assistants or equivalent with 5 years service	3	9 Weeks	20 May,19 To 19 Jul,19	To be started	DB
						26 Aug,19 To 25 Oct,19	To be started	SSA
						28 Oct,19 To 27 Dec,19	To be started	DBR
37	PRB1	Programme on Pensions & other Retirement Benefits	Under Secretaries / Section Officers & equivalent	1	1 Week	08 Apr,19 To 12 Apr,19	Completed	KKP(C)
38	PRB2	Programmes on Pension & Other Retirement Benefits	Assistant Section Officers or equivalent	2	1 Week	02 Sep,19 To 06 Sep,19	To be started	PS
						02 Dec,19 To 06 Dec,19	To be started	NS(C)
39	WPF	Workshop on Pay Fixation	Section Officers/Assistant Section Officers or equivalent	2	3 Days	03 Apr,19 To 05 Apr,19	Completed	YD
						21 Oct,19 To 23 Oct,19	To be started	YD
40	PMG1	Purchase Management in Government	Section Officers/Assistant Section Officers or equivalent	1	3 Days	11 Nov,19 To 13 Nov,19	To be started	NS(C)
41	WOB	Workshop on Outcome Budget	Section Officers/Assistant Section Officers or equivalent	1	2 Days	10 Jun,19 To 11 Jun,19	To be started	DBR
42	WPPP	Workshop on Public Private Partnership	Group A Officers	2	2 Days	11 Jul,19 To 12 Jul,19	To be started	VR
						13 Feb,20 To 14 Feb,20	To be started	MS
43	WFB	Workshop on Formulation of Budget	Section Officers/Assistant Section Officers or equivalent	1	2 Days	27 Jun,19 To 28 Jun,19	To be started	KKP(C)
44	WITAX	Workshop on Income Tax	Assistant Section Officers and DDOs or equivalent	1	2 Days	10 Oct,19 To 11 Oct,19	To be started	DB
45	WIFO	Workshop for Internal Finance Officers	Internal Finance Officers	1	2 Days	12 Sep,19 To 13 Sep,19	To be started	DB
46	WEP	Workshop on e-Procurement	Group A & B Officers	2	2 Days	30 May,19 To 31 May,19	To be started	DBR
						28 Oct,19 To 29 Oct,19	To be started	DB
47	WFM	Workshop on Financial Management in Government	DDO / HOO, Group A & B Officers	2	1 Week	01 Jul,19 To 05 Jul,19	To be started	SSA
						28 Oct,19 To 01 Nov,19	To be started	KKP(C)
48	WPP-GFR	Workshop on Public Procurement under GFR-2017	Group A & B Officers	4	3 Days	01 May,19 To 03 May,19	To be started	RG
						04 Sep,19 To 06 Sep,19	To be started	KKP(C)
						09 Oct,19 To 11 Oct,19	To be started	DBR
						05 Feb,20 To 07 Feb,20	To be started	AA
49	WGST	Workshop on Goods and Services Tax	Group A & B Officers	5	2 Days	09 May,19 To 10 May,19	To be started	DBR
						24 Jun,19 To 25 Jun,19	To be started	DBR
						12 Sep,19 To 13 Sep,19	To be started	DBR
						17 Oct,19 To 18 Oct,19	To be started	DBR
						16 Jan,20 To 17 Jan,20	To be started	DBR
50	SWFM	Workshop on Financial Management in PSUs	Specially for PSUs and Autonomous Organizations	2	1 Week	06 May,19 To 10 May,19	To be started	NS(C)
						23 Sep,19 To 27 Sep,19	To be started	DB

51	OTP-RGO	Orientation Training Programme for the retiring Government officials	Retiring Government Officials - Gazetted & Non Gazetted Officers	4	2 Days	24 Jun,19 To 25 Jun,19	To be started	YD
						08 Jul,19 To 09 Jul,19	To be started	KKP(C)
						26 Dec,19 To 27 Dec,19	To be started	NS(C)
						30 Mar,20 To 31 Mar,20	To be started	KKP(C)
52	OTP-PFMS	Orientation Training Programme on PFMS	Group A & B Officers	2	2 Days	14 Nov,19 To 15 Nov,19	To be started	DB
						17 Feb,20 To 18 Feb,20	To be started	DBR
53	OTP-e-Bhavisya	Orientation Training Programme on e-Bhavisya	Group A & B Officers	2	1 Day	05 Jul,19	To be started	DBR
						30 Aug,19	To be started	DB

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RTI (Right To Information - Capacity Building Programmes)

54	RM-RTI	Record Management - Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent	3	3 Days	20 May,19 To 22 May,19	To be started	KGR
						01 Jul,19 To 03 Jul,19	To be started	VR
						16 Dec,19 To 18 Dec,19	To be started	HG
55	RTI PIO	Right to Information Public Information Officers	Public Information Officers/Central Public Information Officers	3	2 Days	22 Apr,19 To 23 Apr,19	Completed	KGR
						17 Oct,19 To 18 Oct,19	To be started	USC
						27 Feb,20 To 28 Feb,20	To be started	VR
56	RTI-AA	Right to Information Appellate Authority	Officers designated as Appellate Authority	2	1 Day	10 May,19	To be started	USC
						27 Mar,20	To be started	VR
57	TDP-RTI	Trainers Development Programme - Right to Information	Potential Trainers for Right to Information	1	1 Week	08 Apr,19 To 12 Apr,19	POST-POINED	USC
58	S-RTI	Seminar on Right to Information	Section Officers & above	1	1 Day	03 May,19	To be started	USC

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BT (Behavioural Techniques)

59	SM	Stress Management	Section Officers & above	1	4 Days	14 May,19 To 17 May,19	To be started	MS
60	OBG	Organisational Behaviour in Government	Group A & B Officers	1	1 Week	29 Apr,19 To 03 May,19	Going On	KGR
61	EVPG	Ethics & Value in Public Governance	Group A & B Officers	2	3 Days	15 May,19 To 17 May,19	To be started	USC
						08 Jan,20 To 10 Jan,20	To be started	KGR
62	GS	Gender Sensitization	Under Secretaries / Section Officers /Assistant Section Officers or equivalent	1	1 Week	20 May,19 To 24 May,19	To be started	MS
63	WEI	Workshop on Emotional Intelligence	Group A & B Officers	1	3 Days	12 Jun,19 To 14 Jun,19	To be started	KGR
64	WTBL	Workshop on Team Building and Leadership	Group A & B Officers	1	3 Days	14 Oct,19 To 16 Oct,19	To be started	KGR
65	WCS	Workshop on Communication Skills	Group A & B Officers	1	2 Days	03 Oct,19 To 04 Oct,19	To be started	HG
66	IPE	Inter Personal Effectiveness for Group A & B Officers	Group A & B Officers	1	2 Days	30 Sep,19 To 01 Oct,19	To be started	KGR
67	WSHWP	Workshop on Sexual Harassment at Work Place	Group A & B Officers	3	3 Days	29 May,19 To 31 May,19	To be started	MS
						29 Jul,19 To 31 Jul,19	To be started	DBR
						22 Jan,20 To 24 Jan,20	To be started	PPA + PPA
68	WGB	Workshop on Gender Budgeting	Group A & B Officers	1	3 Days	23 Sep,19 To 25 Sep,19	To be started	KKP(C)
69	SBA	Swachh Bharat Abhiyan	Officials of Ministries / Departments and Attached & Subordinate offices	4	1 Day	05 Jul,19	To be started	MS
						09 Aug,19	To be started	DBR
						06 Sep,19	To be started	AA
						20 Mar,20	To be started	NS(C)

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CC (Computer Courses)

76	MS-PP	MS-Power Point	Officers & Staff	1	3 Days	05 Aug,19 To 07 Aug,19	To be started	RKJ
77	MS-OS	MS-Office Suite	Officers & Staff	1	1 Week	16 Mar,20 To 20 Mar,20	To be started	GM
78	MS-W	MS-Word	Officers & Staff	1	3 Days	29 May,19 To 31 May,19	To be started	BP
79	MS-Ex	MS-Excel	Officers & Staff	1	3 Days	22 Jul,19 To 24 Jul,19	To be started	AD
80	MS-Ac	MS Access	Officers & Staff	1	3 Days	10 Feb,20 To 12 Feb,20	To be started	JB
81	MS-ExAdv	MS-Excel (Advanced)	Officers & Staff	1	3 Days	28 Oct,19 To 30 Oct,19	To be started	AD

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TDP (Trainers Development Programmes)

82	NTP	National Training Policy	Officers involved in Training Activities	3	2 Days	22 Apr,19 To 23 Apr,19	POST-POINED	SKS + BP
						16 Sep,19 To 17 Sep,19	To be started	RG
						03 Feb,20 To 04 Feb,20	To be started	KGR
83	DTS	Direct Training Skills	Officers imparting Direct Training / Group A & B Officers	2	1 Week	02 Sep,19 To 06 Sep,19	To be started	KGR
						13 Jan,20 To 17 Jan,20	To be started	HG
84	DoT	Design of Training	Direct Trainers (those who have undergone DTS course) with some experience	2	1 Week	09 Sep,19 To 13 Sep,19	To be started	VR
						20 Jan,20 To 24 Jan,20	To be started	YD
85	MOT	Management of Training	Officers imparting Direct Training / Training Managers	1	1 Week	23 Sep,19 To 27 Sep,19	To be started	VR
86	WOM	Workshop on Mentoring	Group A and B Officers	1	3 Days	01 Jan,20 To 03 Jan,20	To be started	HG
87	RTDP-DTS	RT Development - Direct Trainer Skills	Officers imparting Direct Training / Group A & B Officers	1	3 Weeks	14 Oct,19 To 01 Nov,19	To be started	HG
88	RTDP-DoT	RT Development - Design of Training	Direct Trainers (Completed DTS course) with some experience	1	3 Weeks	04 Nov,19 To 22 Nov,19	To be started	YD

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
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SCTP (State Category Training Programme)

89	SCTP-OP	Three-day Training Programme on Office Procedure	Divyang Employees of Central & State Governments under SCTP	1	3 Days	29 Jul,19 To 31 Jul,19	To be started	RG
90	SCTP-ER	Three-day Training Programme on Establishment Rules	Divyang Employees of Central & State Governments under SCTP	1	3 Days	02 Dec,19 To 04 Dec,19	To be started	RG
91	SCTP-CA	Three-day Training Programme on Computer Applications (MS-Word, Excel, Power Point, etc.)	Divyang Employees of Central & State Governments under SCTP	1	3 Days	28 Aug,19 To 30 Aug,19	To be started	DBR
92	SCTP-FM	Three-day Training Programme on Financial Management	Divyang Employees of Central & State Governments under SCTP	1	3 Days	05 Aug,19 To 07 Aug,19	To be started	DB
93	SCTP-MI	Three-day Training Programme on Sensitization of Government functionaries on issues relating to	Employees of Central & State Governments	2	3 Days	11 Dec,19 To 13 Dec,19	To be started	PPA + PPA
						02 Mar,20 To 04 Mar,20	To be started	USC