I/3114327/2025

आज़ादी का अमृत महोत्सव

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD(

G20

वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

No. 2025/E(Trg)/38/1 **New Delhi, dt: As signed**

TRAINING CIRCULAR

Sub: Training Programs at ISTM - calendar for 2025-26 reg.

The Institute of Secretariat Training & Management (ISTM) conducts various kinds of training programmes for officials of Central Ministries/Deptts, Attached/Sub-Ordinate Offices and PSUs. Annual Training Calendar of the Institute for FY 2025-26 is enclosed as Annexure 'A'.

2. Detailed guidelines as well application procedure regarding Courses offered by the Institute may be seen at the ISTM's website http://www.istm.gov.in under the 'Training' tab.

3. Official willing for a program (except CTP) needs to apply online through the ISTM portal. Nominations for various Cadre Training Programs will be made by Training directorate following due procedure. Training directorate, Railway Board will be the sponsoring authority and details of the undersigned may be filled up against the same.

4. Hard copy (duly signed) of the application form should be submitted to Training Directorate through the controlling officer (minimum ED/JS level officer) at least two weeks before the commencement of program/last date of acceptance for forwarding the same to ISTM.

Signed by
Jitendra Kumar
Date: 09-01-2025 15:33:18

(Jitendra Kumar)
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Railway Board
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Copy to: All officers and staff of Railway Board at Rail Bhawan, COFMOW Building and Dayabasti.

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Institute of Secretariat Training & Management

Annual Training Calendar 2025 - 2026

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
CSS-CTP (Cadre Training Programmes for Central Secretariat Service)									
1	CSS-A	CSS Level - A	Senior Secretariat Assistants of CSS with 7 years of approved service	1	4 Weeks	21 Apr,25 To 16 May,25	To be started	Offline	HPN
2	CSS-B	CSS Level - B	Assistant Section Officers of CSS with 6 years of approved service	10	3 Weeks	07 Apr,25 To 25 Apr,25	To be started	Offline	VKK
						19 May,25 To 06 Jun,25	To be started	Offline	SKSN
						23 Jun,25 To 11 Jul,25	To be started	Offline	AR
						28 Jul,25 To 15 Aug,25	To be started	Offline	LKS
						25 Aug,25 To 12 Sep,25	To be started	Offline	KSR
						06 Oct,25 To 24 Oct,25	To be started	Offline	PUSHPKS
						17 Nov,25 To 05 Dec,25	To be started	Offline	VKB
						29 Dec,25 To 16 Jan,26	To be started	Offline	PD
						02 Feb,26 To 20 Feb,26	To be started	Offline	KVTS
						09 Mar,26 To 27 Mar,26	To be started	Offline	RBANO
3	CSS-D	CSS Level - D	Section Officers of CSS with 6 years of approved service	6	6 Weeks	07 Apr,25 To 16 May,25	To be started	Offline	RJS
						23 Jun,25 To 01 Aug,25	To be started	Offline	NM
						25 Aug,25 To 03 Oct,25	To be started	Offline	SM
						06 Oct,25 To 14 Nov,25	To be started	Offline	BB
						01 Dec,25 To 09 Jan,26	To be started	Offline	SKSN
						19 Jan,26 To 27 Feb,26	To be started	Offline	PKS
4	CSS-E	CSS Level - E	Under Secretaries of CSS with 4 years of approved service	2	4 Weeks	11 Aug,25 To 05 Sep,25	To be started	Offline	DKB
						02 Mar,26 To 27 Mar,26	To be started	Offline	NM
5	CSS-F	CSS Level - F	Deputy Secretaries of CSS with 4 years of approved service	3	3 Weeks	05 May,25 To 23 May,25	To be started	Offline	NB
						29 Sep,25 To 17 Oct,25	To be started	Offline	GG
						02 Feb,26 To 20 Feb,26	To be started	Offline	DKB
6	CSS-A-DAKSHTA	CSS Level - A - DAKSHTA	Senior Secretariat Assistant of CSS with 7 years of approved service	6	1 Week	21 Apr,25 To 25 Apr,25	To be started	Offline	PKS
						23 Jun,25 To 27 Jun,25	To be started	Offline	LKS
						08 Sep,25 To 12 Sep,25	To be started	Offline	PUSHPKS
						10 Nov,25 To 14 Nov,25	To be started	Offline	PKJ
						12 Jan,26 To 16 Jan,26	To be started	Offline	NILMANI
						09 Mar,26 To 13 Mar,26	To be started	Offline	JB
7	CSS-C	CSS Level - C	LDCE Qualified Section Officers	2	3 Weeks	07 Jul,25 To 25 Jul,25	To be started	Offline	PKJ
						05 Jan,26 To 23 Jan,26	To be started	Offline	BP

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
MDP (Management Development Programmes)									
8	ECN	Effective Cabinet Notes	Group “A” and Group “B” Officers	4	1 Day	07 Apr,25	To be started	Online	DKB
						11 Aug,25	To be started	Online	PKJ
						08 Dec,25	To be started	Online	GG
						09 Mar,26	To be started	Online	PKS
9	BMS	Basic Management Services	Group “A” and Group “B” Officers	1	4 Weeks	21 Jul,25 To 15 Aug,25	To be started	Offline	RJS
10	MEGS	Monitoring & Evaluation of Government Schemes	Group “A” and Group “B” Officers	4	1 Day	09 Apr,25	To be started	Online	GG
						01 Sep,25	To be started	Online	BP
						03 Dec,25	To be started	Online	NM
						05 Mar,26	To be started	Online	PKJ
11	STT	Statistical Tools and Techniques	Group “A” and Group “B” Officers	4	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	KVTS
						04 Aug,25 To 05 Aug,25	To be started	Offline	PD
						24 Nov,25 To 25 Nov,25	To be started	Offline	LKS
						02 Feb,26 To 03 Feb,26	To be started	Offline	PD
12	WPM	Workshop on Project Management	Group “A” Officers	2	2 Days	28 Jul,25 To 29 Jul,25	To be started	Offline	HPN
						12 Jan,26 To 13 Jan,26	To be started	Offline	VKK
13	PPGG	Public Policy for Good Governance	Group “A” Officers	2	3 Days	05 May,25 To 07 May,25	To be started	Offline	BB
						19 Jan,26 To 21 Jan,26	To be started	Offline	PUSHPKS
14	IOE	Improving Organisational Effectiveness	Group A Officers	1	1 Week	25 Aug,25 To 29 Aug,25	To be started	Offline	Faculty-1
15	IP	Improving Performance	Group A Officers	1	3 Days	13 Oct,25 To 15 Oct,25	To be started	Offline	SKSN
16	WOMF & DGQI	Workshop on OMF & DGQI	Group A Officers	4	1 Day	05 May,25	To be started	Online	SM
						08 Aug,25	To be started	Online	GG
						17 Nov,25	To be started	Online	PKS
						23 Feb,26	To be started	Online	DKB
17	PPAI	Project Planning, Appraisal & Implementation	Group “A” and Group “B” Officers	1	2 Days	25 Aug,25 To 26 Aug,25	To be started	Offline	NB
18	TOTECD	ToT on e-Content Development	Section Officer and above	2	2 Days	19 May,25 To 20 May,25	To be started	Offline	KSR
						08 Dec,25 To 09 Dec,25	To be started	Offline	LKS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
FMP (Financial Management Programmes)									
19	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretariat Assistants or equivalent with 5 years of service	4	9 Weeks	21 Apr,25 To 20 Jun,25	To be started	Offline	VKB
					8 Weeks	28 Jul,25 To 19 Sep,25	To be started	Offline	VKK
					9 Weeks	03 Nov,25 To 02 Jan,26	To be started	Offline	NILMANI
						19 Jan,26 To 20 Mar,26	To be started	Offline	GG
20	WPF	Workshop on Pay Fixation	Group “B” Officers	4	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	BP
						11 Aug,25 To 12 Aug,25	To be started	Offline	JB
						22 Dec,25 To 23 Dec,25	To be started	Offline	RKM
						02 Mar,26 To 03 Mar,26	To be started	Offline	VKK
21	WITAX	Workshop on Income Tax	Group “A” and Group “B” Officers	4	1 Day	28 Apr,25	To be started	Online	NILMANI
						25 Aug,25	To be started	Online	VKB
						15 Dec,25	To be started	Online	VKK
						23 Mar,26	To be started	Online	RKM
22	WFM	Workshop on Financial Management in Government	Group “A” and Group “B” Officers	4	3 Days	21 Apr,25 To 23 Apr,25	To be started	Offline	GG
						04 Aug,25 To 06 Aug,25	To be started	Offline	VKB
						01 Dec,25 To 03 Dec,25	To be started	Offline	DKB
						16 Mar,26 To 18 Mar,26	To be started	Offline	SKSN
23	OTP-RGO	Orientation Training Programme for the retiring Government officials	Retiring Government Officials - Gazetted & Non Gazetted Staff	4	2 Days	21 Apr,25 To 22 Apr,25	To be started	Offline	NB
						28 Jul,25 To 29 Jul,25	To be started	Offline	DKB
						03 Nov,25 To 04 Nov,25	To be started	Offline	BP
						16 Mar,26 To 17 Mar,26	To be started	Offline	PUSHPKS
24	OTP-PFMS	Orientation Training Programme on PFMS	Group “A” and Group “B” Officers	5	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	SKSN
						30 Jun,25 To 01 Jul,25	To be started	Offline	NILMANI
						01 Sep,25 To 02 Sep,25	To be started	Offline	VKB
						29 Dec,25 To 30 Dec,25	To be started	Offline	VKK
						09 Mar,26 To 10 Mar,26	To be started	Offline	RKM
25	PRB	Programme on Pensions & Other Retirement Benefits	Group “A” and Group “B” Officers	6	3 Days	14 Apr,25 To 16 Apr,25	To be started	Offline	DKB
						07 Jul,25 To 09 Jul,25	To be started	Offline	NB
						18 Aug,25 To 20 Aug,25	To be started	Offline	BP
						03 Nov,25 To 05 Nov,25	To be started	Offline	SKSN
						27 Jan,26 To 29 Jan,26	To be started	Offline	PUSHPKS
						23 Mar,26 To 25 Mar,26	To be started	Offline	VKK
26	EFC/SFC	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	Group “A” Officers	4	2 Days	05 May,25 To 06 May,25	To be started	Offline	PKJ
						01 Sep,25 To 02 Sep,25	To be started	Offline	SKSN
						01 Jan,26 To 02 Jan,26	To be started	Offline	NB
						09 Mar,26 To 10 Mar,26	To be started	Offline	SM
27	MEPEEFM	Macro-Economic Policy Environment for Effective Fiscal Management	Gr A Officer	1	1 Day	23 Jun,25	To be started	Online	GG
28	BFUEM	Budget Formulation - Utilization and Expenditure Management	Group “A” & “B” Officers	2	2 Days	16 Jun,25 To 17 Jun,25	To be started	Offline	NILMANI
						02 Feb,26 To 03 Feb,26	To be started	Offline	VKB
29	WEP&GeM	Workshop on e-Procurement & GeM	Group “A” and Group “B” Officers	6	3 Days	07 Apr,25 To 09 Apr,25	To be started	Offline	SKSN
						07 Jul,25 To 09 Jul,25	To be started	Offline	NILMANI
						29 Sep,25 To 01 Oct,25	To be started	Offline	VKK
						17 Nov,25 To 19 Nov,25	To be started	Offline	LKS
						27 Jan,26 To 29 Jan,26	To be started	Offline	VKB
						30 Mar,26 To 01 Apr,26	To be started	Offline	SKSN

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
RTI-CDP (Right to Information - Capacity Development Programmes)									
30	RM-RTI	Record Management - Right to Information	Group “A” and Group “B” Officers	3	2 Days	16 Apr,25 To 17 Apr,25	To be started	Offline	AR
						11 Aug,25 To 12 Aug,25	To be started	Offline	RBANO
						19 Jan,26 To 20 Jan,26	To be started	Offline	KVTS
31	RTI-PIO	Right to Information - Public Information Officers	Public Information Officers/Central Public Information Officers	4	2 Days	13 May,25 To 14 May,25	To be started	Offline	RKM
						08 Sep,25 To 09 Sep,25	To be started	Offline	LKS
						08 Dec,25 To 09 Dec,25	To be started	Offline	RKM
						02 Mar,26 To 03 Mar,26	To be started	Offline	KSR
32	S-RTI	Seminar on Right to Information	Section Officers & above	4	1 Day	02 Jun,25	To be started	Online	RBANO
						06 Oct,25	To be started	Online	AR
						29 Dec,25	To be started	Online	RKM
						23 Mar,26	To be started	Online	HPN
33	PDI-RTI	Proactive Disclosure of information under RTI-Act & Third Party Audit	Group “A” and Group “B” Officers	4	1 Day	07 Jul,25	To be started	Online	JB
						15 Sep,25	To be started	Online	PD
						24 Nov,25	To be started	Online	RBANO
						23 Feb,26	To be started	Online	HPN
34	H-RTIM	Handling RTI Matters	Group “A” and Group “B” Officers	6	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	PKS
						14 Jul,25 To 15 Jul,25	To be started	Offline	KSR
						27 Oct,25 To 28 Oct,25	To be started	Offline	RKM
						01 Dec,25 To 02 Dec,25	To be started	Offline	BB
						27 Jan,26 To 28 Jan,26	To be started	Offline	VKK
						23 Mar,26 To 24 Mar,26	To be started	Offline	VKB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
BT (Behavioural Techniques)									
35	SM	Stress Management	Group “A” and Group “B” Officers	4	2 Days	05 May,25 To 06 May,25	To be started	Offline	SKSN
						11 Aug,25 To 12 Aug,25	To be started	Offline	Faculty-1
						15 Dec,25 To 16 Dec,25	To be started	Offline	JB
						30 Mar,26 To 31 Mar,26	To be started	Offline	AR
36	EVPG	Ethics and Value in Public Governance	Group “A” and Group “B” Officers	2	2 Days	05 May,25 To 06 May,25	To be started	Offline	JB
						27 Jan,26 To 28 Jan,26	To be started	Offline	KSR
37	GS	Gender Sensitization	Group “A” and Group “B” Officers	6	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	Faculty-1
						09 Jun,25 To 10 Jun,25	To be started	Offline	AR
						11 Aug,25 To 12 Aug,25	To be started	Offline	KVTS
						27 Oct,25 To 28 Oct,25	To be started	Offline	PD
						15 Dec,25 To 16 Dec,25	To be started	Offline	NM
						16 Feb,26 To 17 Feb,26	To be started	Offline	RBANO
38	WTBL	Workshop on Team Building and Leadership	Group “A” and Group “B” Officers	4	2 Days	13 May,25 To 14 May,25	To be started	Offline	AR
						25 Aug,25 To 26 Aug,25	To be started	Offline	PUSHPKS
						13 Oct,25 To 14 Oct,25	To be started	Offline	Faculty-1
						23 Feb,26 To 24 Feb,26	To be started	Offline	KVTS
39	WCS	Workshop on Communication Skills	Group “A” and Group “B” Officers	4	2 Days	21 Apr,25 To 22 Apr,25	To be started	Offline	NM
						18 Aug,25 To 19 Aug,25	To be started	Offline	Faculty-1
						10 Nov,25 To 11 Nov,25	To be started	Offline	AR
						23 Mar,26 To 24 Mar,26	To be started	Offline	BP
40	PE	Personal Effectiveness	Group “A” and Group “B” Officers	4	2 Days	28 Apr,25 To 29 Apr,25	To be started	Offline	Faculty-1
						25 Aug,25 To 26 Aug,25	To be started	Offline	PKJ
						15 Dec,25 To 16 Dec,25	To be started	Offline	DKB
						02 Mar,26 To 03 Mar,26	To be started	Offline	NB
41	POSH.	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	Group “A” and Group “B” Officers	6	2 Days	07 Apr,25 To 08 Apr,25	To be started	Offline	NM
						09 Jun,25 To 10 Jun,25	To be started	Offline	PD
						06 Aug,25 To 07 Aug,25	To be started	Offline	Faculty-1
						06 Oct,25 To 07 Oct,25	To be started	Offline	NM
						05 Jan,26 To 06 Jan,26	To be started	Offline	KVTS
						30 Mar,26 To 31 Mar,26	To be started	Offline	DKB
42	SRC.	Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs)	Group “A” and Group “B” Officers	1	2 Days	28 Jul,25 To 29 Jul,25	To be started	Offline	RBANO
43	WEPS	Workshop on effective Presentation Skills	Group “A” and Group “B” Officers	6	2 Days	05 May,25 To 06 May,25	To be started	Offline	BP
						25 Aug,25 To 26 Aug,25	To be started	Offline	BB
						28 Oct,25 To 29 Oct,25	To be started	Offline	RBANO
						17 Nov,25 To 18 Nov,25	To be started	Offline	PUSHPKS
						27 Jan,26 To 28 Jan,26	To be started	Offline	SKSN
						19 Mar,26 To 20 Mar,26	To be started	Offline	KVTS
44	WCICRSHW.	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	Group A and Group B Officials	4	2 Days	05 May,25 To 06 May,25	To be started	Offline	NM
						04 Aug,25 To 05 Aug,25	To be started	Offline	DKB
						15 Dec,25 To 16 Dec,25	To be started	Offline	PKS
						09 Mar,26 To 10 Mar,26	To be started	Offline	Faculty-1
45	WDM	Workshop on Decision making	Group A and Group B Officials	2	1 Day	11 Jun,25	To be started	Online	Faculty-1
						29 Dec,25	To be started	Online	GG
46	CL	Collaborative Leadership	Group A and Group B Officials	1	1 Day	18 Aug,25	To be started	Online	NM
47	SSP	Strategy and Strategic Planning	Group A and Group B Officials	1	1 Day	13 Oct,25	To be started	Online	DKB
48	CI	Creativity & Innovation	Group A and Group B Officials	2	2 Days	07 Jul,25 To 08 Jul,25	To be started	Offline	RJS
						23 Mar,26 To 24 Mar,26	To be started	Offline	GG
49	CPT	Creative and Positive Thinking	Group A and Group B Officials	2	2 Days	14 Jul,25 To 15 Jul,25	To be started	Offline	Faculty-1
						23 Feb,26 To 24 Feb,26	To be started	Offline	NB
50	SO	Service Orientation	Group A and Group B Officials	1	1 Day	04 Aug,25	To be started	Online	NB
51	CM	Change Management	Group A and Group B Officials	2	1 Day	26 May,25	To be started	Online	NM
						23 Feb,26	To be started	Online	RJS
52	CNM	Conflict Management	Group A and Group B Officials	2	2 Days	19 May,25 To 20 May,25	To be started	Offline	GG
						05 Jan,26 To 06 Jan,26	To be started	Offline	Faculty-1
53	NS	Negotiation Skills	Group A and Group B Officials	2	2 Days	13 May,25 To 14 May,25	To be started	Offline	PKS
						15 Dec,25 To 16 Dec,25	To be started	Offline	Faculty-1
54	WLBAM	Work Life Balance & Anger Management	Group “A” and Group “B” Officers	4	2 Days	05 May,25 To 06 May,25	To be started	Offline	DKB
						18 Aug,25 To 19 Aug,25	To be started	Offline	SM
						24 Nov,25 To 25 Nov,25	To be started	Offline	NB
						16 Feb,26 To 17 Feb,26	To be started	Offline	NM
55	PCWEGS	Promoting Cohesive work environment through Gender sensitization	Group “A” and Group “B” Officers	1	1 Day	12 Nov,25	To be started	Online	PD

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
CSSS-CTP (Cadre Training Programmes for Central Secretariat Stenographer Service)									
56	SDR(F)	Stenographers Direct Recruit (Foundational)	Stenographers Grade D (Direct Recruit)	6	5 Weeks	05 May,25 To 06 Jun,25	To be started	Offline	LKS
						05 May,25 To 06 Jun,25	To be started	Offline	KSR
						05 May,25 To 06 Jun,25	To be started	Offline	VKK
						05 May,25 To 06 Jun,25	To be started	Offline	PD
						09 Jun,25 To 11 Jul,25	To be started	Offline	RBANO
						09 Jun,25 To 11 Jul,25	To be started	Offline	HPN
57	CSSS-1	CSSS Level - I	Stenographers Grade D of CSSS with 7 years of regular service	9	3 Weeks	07 Apr,25 To 25 Apr,25	To be started	Offline	LKS
						19 May,25 To 06 Jun,25	To be started	Offline	JB
						30 Jun,25 To 18 Jul,25	To be started	Offline	PUSHPKS
						11 Aug,25 To 29 Aug,25	To be started	Offline	AR
						22 Sep,25 To 10 Oct,25	To be started	Offline	KSR
						10 Nov,25 To 28 Nov,25	To be started	Offline	KVTS
						08 Dec,25 To 26 Dec,25	To be started	Offline	RBANO
						19 Jan,26 To 06 Feb,26	To be started	Offline	RKM
						02 Mar,26 To 20 Mar,26	To be started	Offline	HPN
58	CSSS-2	CSSS Level - II	Personal Assistants of CSSS with 3 years of regular service	9	3 Weeks	01 Apr,25 To 18 Apr,25	To be started	Offline	NILMANI
					2 Weeks	19 May,25 To 30 May,25	To be started	Offline	RBANO
						23 Jun,25 To 04 Jul,25	To be started	Offline	VKK
						04 Aug,25 To 14 Aug,25	To be started	Offline	NILMANI
						08 Sep,25 To 19 Sep,25	To be started	Offline	RKM
						13 Oct,25 To 24 Oct,25	To be started	Offline	PD
						01 Dec,25 To 12 Dec,25	To be started	Offline	KSR
						12 Jan,26 To 23 Jan,26	To be started	Offline	JB
						23 Feb,26 To 06 Mar,26	To be started	Offline	AR
59	CSSS-3	CSSS Level - III	Private Secretaries of CSSS with 4 years of regular service	2	3 Weeks	16 Jun,25 To 04 Jul,25	To be started	Offline	PKS
						05 Jan,26 To 23 Jan,26	To be started	Offline	PKJ
60	CSSS-4	CSSS Level - IV	Principal Private Secretaries with 4 years of regular service	7	4 Weeks	01 Apr,25 To 25 Apr,25	To be started	Offline	PKJ
					3 Weeks	26 May,25 To 13 Jun,25	To be started	Offline	PUSHPKS
						28 Jul,25 To 14 Aug,25	To be started	Offline	SKSN
						15 Sep,25 To 03 Oct,25	To be started	Offline	VKB
						10 Nov,25 To 28 Nov,25	To be started	Offline	SM
						29 Dec,25 To 16 Jan,26	To be started	Offline	BB
						09 Mar,26 To 26 Mar,26	To be started	Offline	RJS
61	CSSS-5	CSSS Level - V	Senior Principal Private Secretaries with 4 years of regular service	1	3 Weeks	29 Sep,25 To 17 Oct,25	To be started	Offline	NB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
ETCA (Emerging Technology and Computer Application)									
62	MS-PP	MS-Power Point	All Officials of Central / State / UTs	4	2 Days	28 Apr,25 To 29 Apr,25	To be started	Offline	BB
						24 Jul,25 To 25 Jul,25	To be started	Offline	JB
						03 Nov,25 To 04 Nov,25	To be started	Offline	HPN
						23 Feb,26 To 24 Feb,26	To be started	Offline	VKB
63	MS-OS	MS-Office Suite	All Officials of Central / State / UTs	2	2 Days	28 Apr,25 To 29 Apr,25	To be started	Offline	KSR
						27 Jan,26 To 28 Jan,26	To be started	Offline	LKS
64	MS-Ex	MS-Excel	All Officials of Central / State / UTs	8	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	JB
						02 Jun,25 To 03 Jun,25	To be started	Offline	AR
						06 Aug,25 To 07 Aug,25	To be started	Offline	KVTS
						15 Sep,25 To 16 Sep,25	To be started	Offline	HPN
						03 Nov,25 To 04 Nov,25	To be started	Offline	KVTS
						22 Dec,25 To 23 Dec,25	To be started	Offline	KSR
						02 Feb,26 To 03 Feb,26	To be started	Offline	RBANO
						16 Mar,26 To 17 Mar,26	To be started	Offline	RKM
65	W-CS	Workshop on Cyber Security	Group “A” and Group “B” Officers	6	2 Days	28 Apr,25 To 29 Apr,25	To be started	Offline	PD
						14 Jul,25 To 15 Jul,25	To be started	Offline	LKS
						22 Sep,25 To 23 Sep,25	To be started	Offline	RJS
						01 Dec,25 To 02 Dec,25	To be started	Offline	RBANO
						02 Feb,26 To 03 Feb,26	To be started	Offline	HPN
						09 Mar,26 To 10 Mar,26	To be started	Offline	AR
66	DA-Ex	Data Analytics using MS-Excel	Group “A” / Up to Gr. ”B” Officers	4	2 Days	19 May,25 To 20 May,25	To be started	Offline	RJS
						18 Aug,25 To 19 Aug,25	To be started	Offline	LKS
						15 Dec,25 To 16 Dec,25	To be started	Offline	PD
						16 Mar,26 To 17 Mar,26	To be started	Offline	BP
67	BDAB	Big Data Analytics in Government - Basic	Group “A” / Up to Gr. ”B” Officers	8	3 Days	07 Apr,25 To 09 Apr,25	To be started	Offline	KSR
						26 May,25 To 28 May,25	To be started	Offline	HPN
						21 Jul,25 To 23 Jul,25	To be started	Offline	KVTS
						08 Sep,25 To 10 Sep,25	To be started	Offline	RJS
						27 Oct,25 To 29 Oct,25	To be started	Offline	KSR
						22 Dec,25 To 24 Dec,25	To be started	Offline	LKS
						09 Feb,26 To 11 Feb,26	To be started	Offline	AR
						23 Mar,26 To 25 Mar,26	To be started	Offline	BB
68	HSMIR	Handling Social Media and Information Retrieval	Group “A” Officers	4	2 Days	14 Apr,25 To 15 Apr,25	To be started	Offline	BB
						14 Jul,25 To 15 Jul,25	To be started	Offline	PD
						10 Nov,25 To 11 Nov,25	To be started	Offline	LKS
						04 Mar,26 To 05 Mar,26	To be started	Offline	RJS
69	WETD	Workshop on Emerging Technology and Dashboard	Group A / Up to Gr. B Officers	4	2 Days	21 Apr,25 To 22 Apr,25	To be started	Offline	AR
						25 Aug,25 To 26 Aug,25	To be started	Offline	RJS
						29 Dec,25 To 30 Dec,25	To be started	Offline	BP
						23 Mar,26 To 24 Mar,26	To be started	Offline	JB
70	RU-AI-W	Responsible use of AI in Workplace	Group A / up to Gr. B Officers	8	2 Days	28 Apr,25 To 29 Apr,25	To be started	Offline	LKS
						23 Jun,25 To 24 Jun,25	To be started	Offline	PD
						04 Aug,25 To 05 Aug,25	To be started	Offline	BP
						29 Sep,25 To 30 Sep,25	To be started	Offline	RJS
						17 Nov,25 To 18 Nov,25	To be started	Offline	PD
						15 Dec,25 To 16 Dec,25	To be started	Offline	KSR
						27 Jan,26 To 28 Jan,26	To be started	Offline	RBANO
						09 Mar,26 To 10 Mar,26	To be started	Offline	BP

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
TDP (Trainers Development Programmes)									
71	NTP	National Training Policy	As mandated by DoPT	2	2 Days	21 Jan,26 To 22 Jan,26	To be started	Offline	RJS
						26 Mar,26 To 27 Mar,26	To be started	Offline	JB
72	DTS	Direct Training Skills	Officers imparting Direct Training / Group A & B Officers	2	1 Week	19 May,25 To 23 May,25	To be started	Offline	NILMANI
						18 Aug,25 To 22 Aug,25	To be started	Offline	PKS
73	DoT	Design of Training	Group A & B Officers, who have undergone DTS course	2	1 Week	26 May,25 To 30 May,25	To be started	Offline	PKS
						25 Aug,25 To 29 Aug,25	To be started	Offline	NM
74	MOT	Management of Training	As mandated by DoPT	1	1 Week	15 Sep,25 To 19 Sep,25	To be started	Offline	NM
75	MTDP-DTS	MT Development-Direct Trainers Skills	Officers imparting Direct Training / Group A & B Officers	1	4 Weeks	05 Jan,26 To 30 Jan,26	To be started	Offline	DKB
76	TNA	Training Need Analysis	As mandated by DoPT	1	1 Week	08 Sep,25 To 12 Sep,25	To be started	Offline	GG
77	MTDP-DoT	MT Development Programme-Design of Training	Direct Trainers (Completed DTS course) with some experience	1	4 Weeks	12 Jan,26 To 06 Feb,26	To be started	Offline	SM
78	RTDP-DTS	Recognized Trainers Development Programme – Direct Trainer Skills	As mandated by DoPT	1	3 Weeks	16 Jun,25 To 04 Jul,25	To be started	Offline	JB
79	RTDP-DoT	Recognized Trainers Development Programme – Design of Training	As mandated by DoPT	1	3 Weeks	23 Jun,25 To 11 Jul,25	To be started	Offline	SKSN
80	DTS-II-ELT	Experiential Learning Tools (DTS-II-ELT)	As mandated by DoPT	1	1 Week	27 Oct,25 To 31 Oct,25	To be started	Offline	PKJ
81	EoT	Evaluation of Training (EoT)	As mandated by DoPT	1	1 Week	10 Nov,25 To 14 Nov,25	To be started	Offline	NM
82	RTDP-FS	Recognized Trainers Development Programme – Facilitation Skills	Group A and B Level officers, who have undergone basic facilitation skills course.	1	2 Weeks	04 Feb,26 To 11 Feb,26	To be started	Offline	BP
83	Mentoring	Recognized Trainers-Mentoring skills	As mandated by Dopt	1	3 Days	21 Jul,25 To 23 Jul,25	To be started	Offline	AR

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
EVA (Establishment and Vigilance Administration)									
84	AV1	Administrative Vigilance Role of IO/PO	Group “A” / Up to Gr. “B” Officers	4	1 Week	21 Apr,25 To 25 Apr,25	To be started	Offline	SM
						04 Aug,25 To 08 Aug,25	To be started	Offline	PKS
						17 Nov,25 To 21 Nov,25	To be started	Offline	DKB
						09 Mar,26 To 13 Mar,26	To be started	Offline	PUSHPKS
85	AV3	Administrative Vigilance - Role of IO/PO	Group “A” Officers	4	4 Days	16 Jun,25 To 19 Jun,25	To be started	Offline	PKJ
						15 Sep,25 To 18 Sep,25	To be started	Offline	DKB
						15 Dec,25 To 18 Dec,25	To be started	Offline	SM
						16 Mar,26 To 19 Mar,26	To be started	Offline	NB
86	WLO-SC/ST	Workshop for Liaison Officers (SC/ST)	Group “A” / Up to Gr. “B” Officers	6	2 Days	08 Apr,25 To 09 Apr,25	To be started	Offline	NB
						23 Jun,25 To 24 Jun,25	To be started	Offline	PKJ
						01 Sep,25 To 02 Sep,25	To be started	Offline	NM
						24 Nov,25 To 25 Nov,25	To be started	Offline	GG
						27 Jan,26 To 28 Jan,26	To be started	Offline	BB
						30 Mar,26 To 31 Mar,26	To be started	Offline	PKS
87	LTM	Litigation Management	Group “A” Officers	4	2 Days	19 May,25 To 20 May,25	To be started	Offline	Faculty-1
						01 Sep,25 To 02 Sep,25	To be started	Offline	BB
						19 Jan,26 To 20 Jan,26	To be started	Offline	VKB
						30 Mar,26 To 31 Mar,26	To be started	Offline	PKJ
88	RIS	Reservation in Services for SC/ST/OBC/ExSM/PWDs	Group “A” / Up to Gr. “B” Officers	6	4 Days	28 Apr,25 To 01 May,25	To be started	Offline	PKJ
						07 Jul,25 To 10 Jul,25	To be started	Offline	SM
						22 Sep,25 To 25 Sep,25	To be started	Offline	PKJ
						08 Dec,25 To 11 Dec,25	To be started	Offline	PKS
						02 Feb,26 To 05 Feb,26	To be started	Offline	BB
						16 Mar,26 To 19 Mar,26	To be started	Offline	SM
89	TPCVO	Training Programme for CVOs/VOs	CVO/VO	5	1 Week	21 Apr,25 To 25 Apr,25	To be started	Offline	PUSHPKS
						21 Jul,25 To 25 Jul,25	To be started	Offline	NB
						27 Oct,25 To 31 Oct,25	To be started	Offline	NM
						29 Dec,25 To 02 Jan,26	To be started	Offline	PKJ
						16 Mar,26 To 20 Mar,26	To be started	Offline	DKB
90	GGTEMPV	Good Governance and Transparency through Expenditure Management and Preventive Vigilance	Gr A Officer	2	2 Days	02 Jun,25 To 03 Jun,25	To be started	Offline	GG
						16 Feb,26 To 17 Feb,26	To be started	Offline	SKSN
91	CBHOAV-FM	Capacity Building of the Head of the Office in Administrative, Vigilance and Financial Matters	Group “A” / Up to Gr. “B” Officers	3	3 Days	26 May,25 To 28 May,25	To be started	Offline	SM
						13 Oct,25 To 15 Oct,25	To be started	Offline	BP
						09 Feb,26 To 11 Feb,26	To be started	Offline	NM
92	OTP-C-PV	Orientation Training Programme on Conduct Rules & Preventive Vigilance	Group A/ Up to Gr. B Officers	6	2 Days	13 May,25 To 14 May,25	To be started	Offline	BB
						14 Jul,25 To 15 Jul,25	To be started	Offline	PKS
						13 Oct,25 To 14 Oct,25	To be started	Offline	SM
						01 Dec,25 To 02 Dec,25	To be started	Offline	PUSHPKS
						02 Feb,26 To 03 Feb,26	To be started	Offline	PKJ
						30 Mar,26 To 31 Mar,26	To be started	Offline	SM

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
OMP (Office Management Programmes)									
93	INS	Internal & National Security	All Officials of Central / State / UTs	1	2 Days	13 Oct,25 To 14 Oct,25	To be started	Offline	RJS
94	OCD	Orientation Course for Deputy Secretaries / Directors	Group “A” Officers	2	1 Week	21 Jul,25 To 25 Jul,25	To be started	Offline	GG
						09 Feb,26 To 13 Feb,26	To be started	Offline	NB
95	WEO	Workshop on e-Office	Group “A” / Up to Gr. “B” Officers	4	2 Days	07 Apr,25 To 08 Apr,25	To be started	Offline	RBANO
						08 Sep,25 To 09 Sep,25	To be started	Offline	HPN
						12 Jan,26 To 13 Jan,26	To be started	Offline	KSR
						30 Mar,26 To 31 Mar,26	To be started	Offline	KVTS
96	HPM	Handling Parliamentary Matters	Group “A” / Up to Gr. “B” Officers	4	2 Days	13 May,25 To 14 May,25	To be started	Offline	PUSHPKS
						06 Aug,25 To 07 Aug,25	To be started	Offline	HPN
						03 Nov,25 To 04 Nov,25	To be started	Offline	PKS
						18 Feb,26 To 19 Feb,26	To be started	Offline	PKJ
97	ISC-LISP	In-Service Course for Library & Information Science Professionals	Group B / Group C	1	1 Week	06 Oct,25 To 10 Oct,25	To be started	Offline	RKM
98	WOP&ND	Workshop on Office Procedure & Noting & Drafting	Group “A” /Up Gr. B Officers	6	3 Days	28 Apr,25 To 30 Apr,25	To be started	Offline	PUSHPKS
						16 Jun,25 To 18 Jun,25	To be started	Offline	KVTS
						01 Sep,25 To 03 Sep,25	To be started	Offline	NILMANI
						10 Nov,25 To 12 Nov,25	To be started	Offline	BB
						05 Jan,26 To 07 Jan,26	To be started	Offline	JB
						16 Mar,26 To 18 Mar,26	To be started	Offline	VKK
99	e-RM	e-Record Management	Group “A” / Up Gr. B Officers	4	1 Day	11 Apr,25	To be started	Online	PD
						04 Aug,25	To be started	Online	KSR
						06 Jan,26	To be started	Online	LKS
						16 Mar,26	To be started	Online	AR
100	ISC-LISP-G	In-Service Course for Library & Information for Gazetted Officers	for Gazetted Officers	1	1 Week	16 Feb,26 To 20 Feb,26	To be started	Offline	KSR
101	RCUS	Refresher Course for Under Secretary Level Officers with Six	Under Secretary Level Officers with Six	2	3 Days	02 Jun,25 To 04 Jun,25	To be started	Offline	PKJ
						09 Mar,26 To 11 Mar,26	To be started	Offline	VKS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
DAKSHTA (DAKSHTA Programme)									
102	DAKSHTA	Development of Attitude Knowledge & Skill for Holistic Transformation in Administration	Group B Officers of Ministry/Department	10	1 Week	21 Apr,25 To 25 Apr,25	To be started	Offline	RBANO
						26 May,25 To 30 May,25	To be started	Offline	NILMANI
						18 Aug,25 To 22 Aug,25	To be started	Offline	PUSHPKS
						22 Sep,25 To 26 Sep,25	To be started	Offline	NILMANI
						27 Oct,25 To 31 Oct,25	To be started	Offline	VKB
						10 Nov,25 To 14 Nov,25	To be started	Offline	RKM
						29 Dec,25 To 02 Jan,26	To be started	Offline	JB
						19 Jan,26 To 23 Jan,26	To be started	Offline	HPN
						09 Feb,26 To 13 Feb,26	To be started	Offline	VKK
						23 Mar,26 To 27 Mar,26	To be started	Offline	BP

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
Vikas (Vikas Programme)									
103	VIKAS	Variable & Immersive Karmayogi Advanced Support(VIKAS) Programme	Group A officers of Ministry/Department	10	1 Week	28 Apr,25 To 02 May,25	To be started	Offline	SKSN
						16 Jun,25 To 20 Jun,25	To be started	Offline	RJS
						14 Jul,25 To 18 Jul,25	To be started	Offline	VKK
						25 Aug,25 To 29 Aug,25	To be started	Offline	SKSN
						29 Sep,25 To 03 Oct,25	To be started	Offline	BB
						27 Oct,25 To 31 Oct,25	To be started	Offline	AR
						24 Nov,25 To 28 Nov,25	To be started	Offline	PUSHPKS
						05 Jan,26 To 09 Jan,26	To be started	Offline	VKB
						09 Feb,26 To 13 Feb,26	To be started	Offline	JB
						09 Mar,26 To 13 Mar,26	To be started	Offline	SKSN

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
FCP (Functional Competency Programmes)									
104	PMA	Performance Management and Appraisal	Group A / Upto Gr. B Officers	2	2 Days	19 May,25 To 20 May,25	To be started	Offline	BP
						24 Nov,25 To 25 Nov,25	To be started	Offline	BB
105	THH	Transformation from Human to Humane	Group A / upto Gr. B Officers	1	1 Day	03 Nov,25	To be started	Online	NB
106	CC	Citizen Centricity	Group A / upto Gr. B Officers	1	1 Day	03 Nov,25	To be started	Online	SM
107	MIM	Material & Inventory Management	Group A / upto Gr. B Officers	1	2 Days	29 Sep,25 To 30 Sep,25	To be started	Offline	NILMANI
108	SCM	Supply Chain Management	Group A / upto Gr. B Officers	1	2 Days	27 Oct,25 To 28 Oct,25	To be started	Offline	RJS

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