



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



भारत एक परिवार, एक भविष्य
ONE EARTH • ONE FAMILY • ONE FUTURE

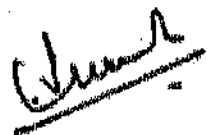
TRAINING CIRCULAR

Sub: Training Programs at ISTM - Training calendar for 2024-25.

The Institute of Secretariat Training & Management (ISTM) conducts various kinds of training programmes for officials of Central Ministries/Depts, Attached/Sub-Ordinate Offices and PSUs. Annual Training Calendar of the Institute for 2024-25 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 link "Training".
3. Official willing for any programme/course may apply online through the above website. Details of the undersigned may be filled up as sponsoring authority.
4. Hard copy (duly signed) of the application form should be sent to Training Directorate through the controlling officer (by minimum ED level officer) at least two weeks before the stipulated time limit for taking approval of the competent authority and forwarding the same to ISTM.

No. 2024/E(Trg)/38/2
New Delhi, Dated: 05.02.2024


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All the Officers and Branches in Board's Office.

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
MDP (Management Development Programmes)									
6	ECNA	Effective Cabinet Notes (Advanced)	Group "A" Officers	2	1 Day	19 Aug,24	To be started	Online	AA
						03 Mar,25	To be started	Online	AA
7	MEGS	Monitoring & Evaluation of Government Schemes	Group "A" / Up to Gr. "B" Officers	2	1 Day	10 Jun,24	To be started	Online	AA
						03 Mar,25	To be started	Online	RJS
8	STT	Statistical Tools and Techniques	Group "A" / Up to Gr. "B" Officers	2	3 Days	15 Jul,24 To 17 Jul,24	To be started	Offline	AR
					2 Days	17 Feb,25 To 18 Feb,25	To be started	Offline	BP
9	WPM	Workshop on Project Management	Group "A" Officers	1	2 Days	27 May,24 To 28 May,24	To be started	Online	SG
10	PPGG	Public Policy for Good Governance	Group "A" Officers	1	3 Days	17 Mar,25 To 19 Mar,25	To be started	Online	BB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
FMP (Financial Management Programmes)									
11	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretariat Assistants or equivalent with 5 years of service	3	9 Weeks	01 Apr,24 To 31 May,24	To be started	Online	VKB
						08 Jul,24 To 06 Sep,24	To be started	Online	DKB
						27 Jan,25 To 28 Mar,25	To be started	Online	NILMANI
12	WPF	Workshop on Pay Fixation	Upto Group "B" Officers	3	3 Days	10 Jun,24 To 12 Jun,24	To be started	Offline	VKB
						14 Oct,24 To 16 Oct,24	To be started	Offline	BB
						10 Mar,25 To 12 Mar,25	To be started	Offline	PR
13	WITAX	Workshop on Income Tax	Group "A" / Up to Gr. "B" Officers	2	2 Days	13 May,24 To 14 May,24	To be started	Online	PKS
						06 Jan,25 To 07 Jan,25	To be started	Online	BB
14	WEP	Workshop on e-Procurement	Up to Gr. "B" Officers	2	2 Days	24 Jun,24 To 25 Jun,24	To be started	Online	RKK (FC)
						20 Jan,25 To 21 Jan,25	To be started	Online	KS
15	OTP-RGO	Orientation Training Programme for the retiring Government officials	Retiring Government Officials - Gazetted & Non Gazetted Staff	2	2 Days	02 Sep,24 To 03 Sep,24	To be started	Online	KS
						03 Mar,25 To 04 Mar,25	To be started	Online	SG
16	OTP-PFMS	Orientation Training Programme on PFMS	Up to Gr. "B" Officers	2	2 Days	24 Jun,24 To 25 Jun,24	To be started	Online	NILMANI
						10 Mar,25 To 11 Mar,25	To be started	Online	AA
17	PRB	Programme on Pensions & Other Retirement Benefits	Group "A" / Up to Gr. "B" Officers	2	3 Days	20 May,24 To 22 May,24	To be started	Online	DKB
						25 Nov,24 To 27 Nov,24	To be started	Online	NB
18	GeM	Government e-Marketplace (GeM)	Group "A" / Up to Gr. "B" Officers	2	2 Days	09 Sep,24 To 10 Sep,24	To be started	Online	KS
						24 Mar,25 To 25 Mar,25	To be started	Online	PR
19	EFC/SFC	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	Group "A" Officers	2	2 Days	24 Jun,24 To 25 Jun,24	To be started	Offline	BB
						24 Mar,25 To 25 Mar,25	To be started	Offline	PKJ

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
RTI-CDP (Right to Information - Capacity Development Programmes)									
20	RM-RTI	Record Management - Right to Information	Group "A" / Up to Gr. "B" Officers	3	3 Days	13 May,24 To 15 May,24	To be started	Online	SG
						26 Nov,24 To 28 Nov,24	To be started	Online	AA
						20 Jan,25 To 22 Jan,25	To be started	Online	PKS
21	RTI-PIO	Right to Information - Public Information Officers	Public Information Officers/Central Public Information Officers	3	3 Days	20 May,24 To 22 May,24	To be started	Online	AA
						16 Sep,24 To 18 Sep,24	To be started	Online	RKK (FC)
						03 Mar,25 To 05 Mar,25	To be started	Online	KS
22	S-RTI	Seminar on Right to Information	Section Officers & above	1	1 Day	27 Jun,24	To be started	Online	RKK (FC)
23	PDIRTI	Proactive Disclosure of information under RTI-Act & Third Party Audit	Group A / Upto Gr. B Officers	2	1 Day	10 Jun,24	To be started	Online	DKB
						06 Jan,25	To be started	Online	VKB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
BT (Behavioural Techniques)									
24	SM	Stress Management	Up to Group 'B' Officers	1	2 Days	10 Jun,24 To 11 Jun,24	To be started	Offline	BP
25	EVPG	Ethics and Value in Public Governance	Group "A" / Up to Gr. "B" Officers	2	3 Days	19 Aug,24 To 21 Aug,24	To be started	Online	PR
						17 Feb,25 To 19 Feb,25	To be started	Online	SM
26	GS	Gender Sensitization	Group "A" / Up to Gr. "B" Officers	2	2 Days	22 Jul,24 To 23 Jul,24	To be started	Online	NM
						11 Nov,24 To 12 Nov,24	To be started	Online	MS
27	WCS	Workshop on Communication Skills	Group A & B Officers	2	1 Day	12 Aug,24	To be started	Offline	SG
						06 Jan,25	To be started	Offline	RKK (FC)
28	POSH	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	Group "A" / Up to Gr. "B" Officers	2	1 Day	14 Oct,24	To be started	Offline	NM
						20 Jan,25	To be started	Offline	DKB
29	SRC	Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs)	Group "A" / Up to Gr. "B" Officers	1	2 Days	22 Jul,24 To 23 Jul,24	To be started	Online	SM
30	WEPS	Workshop on effective Presentation Skills	Group "A" / Up to Gr. "B" Officers	2	2 Days	02 Sep,24 To 03 Sep,24	To be started	Offline	PKS
						06 Jan,25 To 07 Jan,25	To be started	Offline	NB
31	WCICRSHW	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	Group A and Group B Officials	3	1 Day	23 Sep,24	To be started	Online	KS
						30 Dec,24	To be started	Online	PKJ
						03 Mar,25	To be started	Online	PKS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
ETCA (Emerging Technology and Computer Application)									
36	MS-PP	MS-Power Point	All Officials of Central / State / UTs	1	2 Days	22 Jul,24 To 23 Jul,24	To be started	Offline	BP
37	MS-OS	MS-Office Suite	All Officials of Central / State / UTs	1	1 Week	08 Apr,24 To 12 Apr,24	To be started	Offline	KS
38	MS-Ex	MS-Excel	All Officials of Central / State / UTs	1	3 Days	28 Oct,24 To 30 Oct,24	To be started	Offline	AR
39	MS-Ex(Adv)	MS-Excel (Advance)	Group "A" & "B" Officers	1	3 Days	24 Jun,24 To 26 Jun,24	To be started	Offline	RJS
40	W-CS	Workshop on Cyber Security	Group "A" / Up to Gr. "B" Officers	1	2 Days	23 Sep,24 To 24 Sep,24	To be started	Offline	RJS
41	DA-Ex	Data Analytics using MS-Excel	Group "A" / Up to Gr. "B" Officers	1	3 Days	16 Dec,24 To 18 Dec,24	To be started	Offline	RKK (FC)
42	BDAB	Big Data Analytics in Government - Basic	Group "A" / Up to Gr. "B" Officers	1	3 Days	19 Aug,24 To 21 Aug,24	To be started	Offline	PKJ
43	BDAA	Big Data Analytics in Government - Advanced	Group "A" / Up to Gr. "B" Officers	1	3 Days	02 Sep,24 To 04 Sep,24	To be started	Offline	PR
44	HSMIR	Handling Social Media and Information Retrieval	Group "A" Officers	1	2 Days	24 Mar,25 To 25 Mar,25	To be started	Offline	RJS
45	WETD	Workshop on Emerging Technology and Dashboard	Group A / Up to Gr. B Officers	1	2 Days	25 Nov,24 To 26 Nov,24	To be started	Offline	RJS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
TDP (Trainers Development Programmes)									
46	MOT	Management of Training	As mandated by DoPT	1	1 Week	19 Aug,24 To 23 Aug,24	To be started	Offline	BB
47	MTDP-DTS	MT Development-Direct Trainers Skills	Officers imparting Direct Training / Group A & B Officers	1	4 Weeks	11 Nov,24 To 06 Dec,24	To be started	Offline	DKB
48	WOM	Workshop on Mentoring	As mandated by DoPT	1	3 Days	09 Sep,24 To 11 Sep,24	To be started	Offline	BP
49	TNA	Training Need Analysis	As mandated by DoPT	1	2 Weeks	04 Jan,25 To 11 Jan,25	To be started	Offline	KS
50	MTDP-DoT	MT Development Programme-Design of Training	Direct Trainers (Completed DTS course) with some experience	1	4 Weeks	18 Nov,24 To 13 Dec,24	To be started	Offline	SM
51	MT-FS	Master Trainer Development Programme - Facilitation Skills	As mandated by DoPT	1	2 Weeks	29 Jun,24 To 06 Jul,24	To be started	Offline	NM
52	DTS-II-ELT	Experiential Learning Tools (DTS-II-ELT)	As mandated by DoPT	1	1 Week	14 Oct,24 To 18 Oct,24	To be started	Offline	DKB
53	EoT	Evaluation of Training (EoT)	As mandated by DoPT	1	1 Week	03 Feb,25 To 07 Feb,25	To be started	Offline	KS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
SCTP (State Category Training Programmes - Sponsored by DOPT)									
54	SCTP-OP	Training Programme on Office Procedure under SCTP	Divyang Employees of State & Central Governments	1	3 Days	06 May,24 To 08 May,24	To be started	Offline	RKK (FC)
55	SCTP-ER	Training Programme on Establishment Rules under SCTP	Divyang Employees of State & Central Governments	1	3 Days	13 Jan,25 To 15 Jan,25	To be started	Offline	NM
56	SCTP-CA	Training Programme on Computer Applications under SCTP	Divyang Employees of State & Central Governments	1	3 Days	07 Oct,24 To 09 Oct,24	To be started	Offline	RKK (FC)
57	SCTP-FM	Training Programme on Financial Management under SCTP	Divyang Employees of State & Central Governments	1	3 Days	15 Jul,24 To 17 Jul,24	To be started	Offline	NB
58	SCTP-MI	Training Programme on Sensitization of Government functionaries on issues relating to Minorities	State & Central Government Employees	1	3 Days	10 Feb,25 To 12 Feb,25	To be started	Offline	VKB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
EVA (Establishment and Vigilance Administration)									
59	AV1	Administrative Vigilance Role of IO/PO	Group "A" / Up to Gr. "B" Officers	2	3 Days	06 May,24 To 08 May,24	To be started	Online	NM
						03 Oct,24 To 05 Oct,24	To be started	Online	PKJ
60	AV3	Administrative Vigilance - Role of IO/PO	Group "A" Officers	2	4 Days	01 Jul,24 To 04 Jul,24	To be started	Offline	PKJ
						03 Mar,25 To 06 Mar,25	To be started	Offline	SM
61	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group "A" / Up to Gr. "B" Officers	2	2 Days	03 Jun,24 To 04 Jun,24	To be started	Online	BB
						06 Jan,25 To 07 Jan,25	To be started	Online	SG
62	WLO-SC/ST	Workshop for Liaison Officers (SC/ST)	Group "A" / Up to Gr. "B" Officers	3	2 Days	13 May,24 To 14 May,24	To be started	Online	PKS
						14 Oct,24 To 15 Oct,24	To be started	Online	AR
						10 Feb,25 To 11 Feb,25	To be started	Online	NM
63	LTM	Litigation Management	Group "A" Officers	2	2 Days	23 Sep,24 To 24 Sep,24	To be started	Online	SG
						03 Mar,25 To 04 Mar,25	To be started	Online	RKK (FC)
64	RIS	Reservation in Services for SC/ST/OBC/ExSM/PWDs	Group "A" / Up to Gr. "B" Officers	4	4 Days	13 May,24 To 16 May,24	To be started	Offline	SM
						05 Aug,24 To 08 Aug,24	To be started	Offline	BB
						11 Nov,24 To 14 Nov,24	To be started	Offline	NB
						03 Mar,25 To 06 Mar,25	To be started	Offline	NM

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
OMP (Office Management Programmes)									
65	INS	Internal & National Security	All Officials of Central / State / UTs	1	2 Days	23 Sep,24 To 24 Sep,24	To be started	Online	RJS
66	OCD	Orientation Course for Deputy Secretaries / Directors	Group "A" Officers	2	3 Days	03 Jun,24 To 05 Jun,24	To be started	Offline	SG
						14 Oct,24 To 16 Oct,24	To be started	Offline	DKB
67	WND	Workshop on Noting & Drafting	Up to Group 'B' Officers	4	2 Days	27 May,24 To 28 May,24	To be started	Online	AA
						02 Sep,24 To 03 Sep,24	To be started	Online	KS
						09 Dec,24 To 10 Dec,24	To be started	Online	RJS
						10 Mar,25 To 11 Mar,25	To be started	Online	PKS
68	WEO	Workshop on e-Office	Group "A" / Up to Gr. "B" Officers	2	2 Days	06 May,24 To 07 May,24	To be started	Online	VKB
						06 Jan,25 To 07 Jan,25	To be started	Online	PR
69	ARM	Advanced course on Record Management	Group "A" / Up to Gr. "B" Officers	2	2 Days	03 Jun,24 To 04 Jun,24	To be started	Online	RJS
						13 Jan,25 To 14 Jan,25	To be started	Online	NILMANI
70	HPM	Handling Parliamentary Matters	Group "A" / Up to Gr. "B" Officers	1	2 Days	10 Feb,25 To 11 Feb,25	To be started	Online	PKS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
DAKSHTA (DAKSHTA Programme)									
71	DAKSHTA	Development of Attitude Knowledge & Skill for Holistic Transformation in Administration	Group B Officers of Ministry/Department	20	1 Week	01 Apr,24 To 05 Apr,24	To be started	Offline	DKB
						15 Apr,24 To 19 Apr,24	To be started	Offline	NB
						29 Apr,24 To 03 May,24	To be started	Offline	SM
						13 May,24 To 17 May,24	To be started	Offline	AR
						27 May,24 To 31 May,24	To be started	Offline	BP
						10 Jun,24 To 14 Jun,24	To be started	Offline	PKJ
						24 Jun,24 To 28 Jun,24	To be started	Offline	VKB
						01 Jul,24 To 05 Jul,24	To be started	Offline	AA
						15 Jul,24 To 19 Jul,24	To be started	Offline	PKJ
						29 Jul,24 To 02 Aug,24	To be started	Offline	PKS
						12 Aug,24 To 16 Aug,24	To be started	Offline	AR
						26 Aug,24 To 30 Aug,24	To be started	Offline	RKK (FC)
						09 Sep,24 To 13 Sep,24	To be started	Offline	MS
						23 Sep,24 To 27 Sep,24	To be started	Offline	VKB
						07 Oct,24 To 11 Oct,24	To be started	Offline	SM
						21 Oct,24 To 25 Oct,24	To be started	Offline	PKJ
						04 Nov,24 To 08 Nov,24	To be started	Offline	AA
						18 Nov,24 To 22 Nov,24	To be started	Offline	MS
						02 Dec,24 To 06 Dec,24	To be started	Offline	PKS
						16 Dec,24 To 20 Dec,24	To be started	Offline	NB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Director
Vikas (Vikas Programme)									
72	VIKAS	Variable & Immersive Karmayogi Advanced Support(VIKAS) Programme	Group A officers of Ministry/Department	20	1 Week	08 Apr,24 To 12 Apr,24	To be started	Offline	NM
						22 Apr,24 To 26 Apr,24	To be started	Offline	MS
						06 May,24 To 10 May,24	To be started	Offline	BP
						20 May,24 To 24 May,24	To be started	Offline	BB
						03 Jun,24 To 07 Jun,24	To be started	Offline	NILMANI
						17 Jun,24 To 21 Jun,24	To be started	Offline	MS
						24 Jun,24 To 28 Jun,24	To be started	Offline	SM
						08 Jul,24 To 12 Jul,24	To be started	Offline	RJS
						22 Jul,24 To 26 Jul,24	To be started	Offline	SG
						05 Aug,24 To 09 Aug,24	To be started	Offline	AR
						19 Aug,24 To 23 Aug,24	To be started	Offline	NILMANI
						02 Sep,24 To 06 Sep,24	To be started	Offline	PKJ
						16 Sep,24 To 20 Sep,24	To be started	Offline	NM
						30 Sep,24 To 04 Oct,24	To be started	Offline	NB
						14 Oct,24 To 18 Oct,24	To be started	Offline	RJS
						28 Oct,24 To 01 Nov,24	To be started	Offline	PKS
11 Nov,24 To 15 Nov,24	To be started	Offline	PKS						
25 Nov,24 To 29 Nov,24	To be started	Offline	KS						
09 Dec,24 To 13 Dec,24	To be started	Offline	DKB						
23 Dec,24 To 27 Dec,24	To be started	Offline	MS						

