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

No. 2026/E(Trg)/38/1 **New Delhi, dt: As signed**

TRAINING CIRCULAR

Sub: Training Programs at ISTM - calendar for 2026-27 reg.

The Institute of Secretariat Training & Management (ISTM) conducts various kind of training programmes for officials of Central Ministries/Deptts, Attached/Sub-Ordinate Offices and PSUs. Annual Training Calendar of the Institute for FY 2026-27 is enclosed as Annexure 'A'.

2. Detailed guidelines as well application procedure regarding Courses offered bythe 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

Digitally signed by
Jitendra Kumar
Date: 11-02-2026
13:24:09

(**Jitendra Kumar)**
Dy. Director (Training)
Railway Board.
Ph No. 011-23047251

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

******

Institute of Secretariat Training & Management

Annual Training Calendar 2026 - 2027

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	ASO(DR)	Assistant Section Officers Direct Recruits (Foundational Training)	Assistant Section Officers Direct Recruit of CSS	16	10 Weeks	04 May,26 To 10 Jul,26	To be started	Offline	ASK
						04 May,26 To 10 Jul,26	To be started	Offline	AR
						13 Jul,26 To 18 Sep,26	To be started	Offline	BB
						13 Jul,26 To 18 Sep,26	To be started	Offline	RKM
						21 Sep,26 To 27 Nov,26	To be started	Offline	PKS
						21 Sep,26 To 27 Nov,26	To be started	Offline	KVTS
						30 Nov,26 To 05 Feb,27	To be started	Offline	HPN
						30 Nov,26 To 05 Feb,27	To be started	Offline	RA
						30 Nov,26 To 05 Feb,27	To be started	Offline	VKK
						30 Nov,26 To 05 Feb,27	To be started	Offline	JB
						30 Nov,26 To 05 Feb,27	To be started	Offline	BP
						08 Feb,27 To 16 Apr,27	To be started	Offline	PKS
						08 Feb,27 To 16 Apr,27	To be started	Offline	PKJ
						08 Feb,27 To 16 Apr,27	To be started	Offline	AR
						08 Feb,27 To 16 Apr,27	To be started	Offline	KSR
						08 Feb,27 To 16 Apr,27	To be started	Offline	TA
2	CSS-A	CSS Level - A	Senior Secretariat Assistants of CSS with 7 years of approved service	1	4 Weeks	05 Oct,26 To 30 Oct,26	To be started	Offline	AR
3	CSS-B	CSS Level - B	Assistant Section Officers of CSS with 6 years of approved service	8	3 Weeks	13 Apr,26 To 01 May,26	To be started	Offline	ASK
						01 Jun,26 To 19 Jun,26	To be started	Offline	KVTS
						13 Jul,26 To 31 Jul,26	To be started	Offline	PD
						31 Aug,26 To 18 Sep,26	To be started	Offline	TA
						19 Oct,26 To 06 Nov,26	To be started	Offline	HPN
						07 Dec,26 To 25 Dec,26	To be started	Offline	RBANO
						18 Jan,27 To 05 Feb,27	To be started	Offline	PD
						15 Feb,27 To 05 Mar,27	To be started	Offline	BB
4	CSS-D	CSS Level - D	Section Officers of CSS with 6 years of approved service	10	6 Weeks	06 Apr,26 To 15 May,26	To be started	Offline	BP
						11 May,26 To 19 Jun,26	To be started	Offline	PKJ
						15 Jun,26 To 24 Jul,26	To be started	Offline	PKS
						20 Jul,26 To 28 Aug,26	To be started	Offline	RA
						24 Aug,26 To 02 Oct,26	To be started	Offline	SKSN + SKSN
						28 Sep,26 To 06 Nov,26	To be started	Offline	JB
						02 Nov,26 To 11 Dec,26	To be started	Offline	ASK
						07 Dec,26 To 15 Jan,27	To be started	Offline	BN
						11 Jan,27 To 19 Feb,27	To be started	Offline	VKB
						22 Feb,27 To 02 Apr,27	To be started	Offline	SPSP
5	CSS-E	CSS Level - E	Under Secretaries of CSS with 4 years of approved service	2	4 Weeks	01 Jun,26 To 26 Jun,26	To be started	Offline	GG
						09 Nov,26 To 04 Dec,26	To be started	Offline	DKB
6	CSS-F	CSS Level - F	Deputy Secretaries of CSS with 4 years of approved service	2	2 Weeks	27 Jul,26 To 07 Aug,26	To be started	Offline	DKB
						01 Feb,27 To 12 Feb,27	To be started	Offline	NM
7	CSS-C	CSS Level - C	LDCE Qualified PAs of CSSS	1	3 Weeks	13 Jul,26 To 31 Jul,26	To be started	Offline	TA

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	04 May,26	To be started	Online	DKB
						27 Jul,26	To be started	Online	PKJ
						25 Nov,26	To be started	Online	GG
						08 Mar,27	To be started	Online	MS
9	BMS	Basic Management Services	Group “A” and Group “B” Officers	1	4 Weeks	07 Sep,26 To 02 Oct,26	To be started	Offline	RBANO
10	MSS	Training Programme on Managerial / Supervisory Skills	Group “A” / Up to Gr. “B” Officers	1	4 Days	05 Oct,26 To 08 Oct,26	To be started	Offline	BB
11	MEGS	Monitoring & Evaluation of Government Schemes	Group “A” and Group “B” Officers	1	1 Day	22 Jun,26	To be started	Online	BN
12	STT	Statistical Tools and Techniques	Group “A” and Group “B” Officers	4	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	SSN
						24 Aug,26 To 25 Aug,26	To be started	Offline	MS
						21 Dec,26 To 22 Dec,26	To be started	Offline	RA
						15 Mar,27 To 16 Mar,27	To be started	Offline	PD
13	WPM	Workshop on Project Management	Group “A” Officers	2	2 Days	29 Jun,26 To 30 Jun,26	To be started	Offline	MS
						04 Jan,27 To 05 Jan,27	To be started	Offline	PKS
14	PPGG	Public Policy for Good Governance	Group “A” Officers	2	3 Days	27 Apr,26 To 29 Apr,26	To be started	Offline	MS
						28 Dec,26 To 30 Dec,26	To be started	Offline	SKSN + SKSN
15	WOMF & DGQI	Workshop on OMF & DGQI	Group A Officers	1	1 Day	21 Sep,26	To be started	Online	DKB
16	TOTECD	ToT on e-Content Development	Section Officer and above	2	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	MS
						18 Jan,27 To 19 Jan,27	To be started	Offline	RKM

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
FMP (Financial Management Programmes)									
17	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretariat Assistants or equivalent with 5 years of service	4	9 Weeks	13 Apr,26 To 12 Jun,26	To be started	Offline	VKK
						20 Jul,26 To 18 Sep,26	To be started	Offline	VKB
						19 Oct,26 To 18 Dec,26	To be started	Offline	TA
						25 Jan,27 To 26 Mar,27	To be started	Offline	SKSN + SKSN
18	PRB1	Programme on Pensions & other Retirement Benefits.	Under Secretaries / Section Officers & equivalent	2	1 Week	13 Jul,26 To 17 Jul,26	To be started	Offline	GG
						22 Feb,27 To 26 Feb,27	To be started	Offline	DKB
19	WPF	Workshop on Pay Fixation	Group “B” Officers	4	3 Days	04 May,26 To 06 May,26	To be started	Offline	JB
						24 Aug,26 To 26 Aug,26	To be started	Offline	VKK
						14 Dec,26 To 16 Dec,26	To be started	Offline	VKB
						29 Mar,27 To 31 Mar,27	To be started	Offline	JB
20	WITAX	Workshop on Income Tax	Group “A” and Group “B” Officers	4	1 Day	13 Apr,26	To be started	Online	VKB
						17 Aug,26	To be started	Online	VKK
						30 Nov,26	To be started	Online	RKM
						23 Mar,27	To be started	Online	VKK
21	WFM	Workshop on Financial Management in Government	Group “A” and Group “B” Officers	4	3 Days	11 May,26 To 13 May,26	To be started	Offline	VKB
						31 Aug,26 To 02 Sep,26	To be started	Offline	VKK
						07 Dec,26 To 09 Dec,26	To be started	Offline	BP
						29 Mar,27 To 31 Mar,27	To be started	Offline	VKK
22	OTP-RGO	Orientation Training Programme for the retiring Government officials	Retiring Government Officials - Gazetted & Non Gazetted Staff	4	2 Days	27 Apr,26 To 28 Apr,26	To be started	Offline	DKB
						17 Aug,26 To 18 Aug,26	To be started	Offline	JB
						14 Dec,26 To 15 Dec,26	To be started	Offline	SPSP
						23 Mar,27 To 24 Mar,27	To be started	Offline	MS
23	OTP-PFMS	Orientation Training Programme on PFMS	Group “A” and Group “B” Officers	4	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	SKSN + SKSN
						20 Jul,26 To 21 Jul,26	To be started	Offline	VKK
						09 Nov,26 To 10 Nov,26	To be started	Offline	SKSN + SKSN
						01 Mar,27 To 02 Mar,27	To be started	Offline	TA
24	PRB	Programme on Pensions & Other Retirement Benefits	Group “A” and Group “B” Officers	4	3 Days	20 Apr,26 To 22 Apr,26	To be started	Offline	GG
						31 Aug,26 To 02 Sep,26	To be started	Offline	RA
						30 Nov,26 To 02 Dec,26	To be started	Offline	KSR
						08 Mar,27 To 10 Mar,27	To be started	Offline	KVTS
25	EFC/SFC	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	Group “A” Officers	4	2 Days	11 May,26 To 12 May,26	To be started	Offline	BN
						24 Aug,26 To 25 Aug,26	To be started	Offline	PKJ
						14 Dec,26 To 15 Dec,26	To be started	Offline	BB
						08 Mar,27 To 09 Mar,27	To be started	Offline	ASK
26	BFUEM	Budget Formulation - Utilization and Expenditure Management	Group “A” & “B” Officers	2	2 Days	22 Jun,26 To 23 Jun,26	To be started	Offline	VKK
						18 Jan,27 To 19 Jan,27	To be started	Offline	GG
27	WEP&GeM	Workshop on e-Procurement & GeM	Group “A” and Group “B” Officers	6	3 Days	20 Apr,26 To 22 Apr,26	To be started	Offline	VKB
						15 Jun,26 To 17 Jun,26	To be started	Offline	SKSN + SKSN
						17 Aug,26 To 19 Aug,26	To be started	Offline	TA
						05 Oct,26 To 07 Oct,26	To be started	Offline	VKK
						21 Dec,26 To 23 Dec,26	To be started	Offline	TA
						29 Mar,27 To 31 Mar,27	To be started	Offline	RA
28	W-UPS/NPS	Workshop on Unified Pension Scheme/New Pension Scheme	Under Secretaries / Section Officers & equivalent	6	1 Day	06 Apr,26	To be started	Online	DKB
						15 Jun,26	To be started	Online	JB
						10 Aug,26	To be started	Online	TA
						19 Oct,26	To be started	Online	VKK
						28 Dec,26	To be started	Online	ASK
						08 Mar,27	To be started	Online	VKB

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)									
29	RM-RTI	Record Management - Right to Information	Group “A” and Group “B” Officers	3	2 Days	25 May,26 To 26 May,26	To be started	Offline	SKSN + SKSN
						16 Nov,26 To 17 Nov,26	To be started	Offline	BP
						23 Mar,27 To 24 Mar,27	To be started	Offline	JB
30	RTI-PIO	Right to Information - Public Information Officers	Public Information Officers/Central Public Information Officers	4	2 Days	13 Apr,26 To 14 Apr,26	To be started	Offline	SKSN + SKSN
						10 Aug,26 To 11 Aug,26	To be started	Offline	PKJ
						26 Nov,26 To 27 Nov,26	To be started	Offline	SPSP
						15 Mar,27 To 16 Mar,27	To be started	Offline	ASK
31	S-RTI	Seminar on Right to Information	Section Officers & above	4	1 Day	25 May,26	To be started	Online	BP
						21 Sep,26	To be started	Online	ASK
						28 Dec,26	To be started	Online	PKS
						15 Mar,27	To be started	Online	RKM
32	PDI-RTI	Proactive Disclosure of information under RTI-Act & Third Party Audit	Group “A” and Group “B” Officers	6	1 Day	13 Apr,26	To be started	Online	GG
						29 Jun,26	To be started	Online	RKM
						14 Sep,26	To be started	Online	JB
						30 Nov,26	To be started	Online	SKSN + SKSN
						25 Jan,27	To be started	Online	AR
						29 Mar,27	To be started	Online	ASK
33	H-RTIM	Handling RTI Matters	Group “A” and Group “B” Officers	6	2 Days	27 Apr,26 To 28 Apr,26	To be started	Offline	SKSN + SKSN
						06 Jul,26 To 07 Jul,26	To be started	Offline	VKB
						31 Aug,26 To 01 Sep,26	To be started	Offline	BP
						09 Nov,26 To 10 Nov,26	To be started	Offline	BN
						11 Jan,27 To 12 Jan,27	To be started	Offline	RBANO
						23 Mar,27 To 24 Mar,27	To be started	Offline	KVTS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
BT (Behavioural Techniques)									
34	SM	Stress Management	Group “A” and Group “B” Officers	4	1 Day	27 Apr,26	To be started	Online	NM
						10 Aug,26	To be started	Online	BP
						16 Nov,26	To be started	Online	PD
						22 Feb,27	To be started	Online	PKS
35	EVPG	Ethics and Value in Public Governance	Group “A” and Group “B” Officers	1	2 Days	29 Jun,26 To 30 Jun,26	To be started	Offline	BP
36	WTBL	Workshop on Team Building and Leadership	Group “A” and Group “B” Officers	4	2 Days	01 Jun,26 To 02 Jun,26	To be started	Offline	TA
						28 Sep,26 To 29 Sep,26	To be started	Offline	ASK
						21 Dec,26 To 22 Dec,26	To be started	Offline	SKSN + SKSN
						23 Mar,27 To 24 Mar,27	To be started	Offline	PKS
37	WCS	Workshop on Communication Skills	Group “A” and Group “B” Officers	4	2 Days	13 Apr,26 To 14 Apr,26	To be started	Offline	MS
						17 Aug,26 To 18 Aug,26	To be started	Offline	ASK
						14 Dec,26 To 15 Dec,26	To be started	Offline	SKSN + SKSN
						23 Mar,27 To 24 Mar,27	To be started	Offline	BN
38	PE	Personal Effectiveness	Group “A” and Group “B” Officers	2	2 Days	25 May,26 To 26 May,26	To be started	Offline	NM
						11 Jan,27 To 12 Jan,27	To be started	Offline	BP
39	POSH.	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	Group “A” and Group “B” Officers	6	2 Days	27 Apr,26 To 28 Apr,26	To be started	Offline	SSN
						22 Jun,26 To 23 Jun,26	To be started	Offline	NM
						24 Aug,26 To 25 Aug,26	To be started	Offline	RBANO
						26 Oct,26 To 27 Oct,26	To be started	Offline	VKB
						15 Feb,27 To 16 Feb,27	To be started	Offline	PD
						23 Mar,27 To 24 Mar,27	To be started	Offline	BP
40	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	22 Oct,26 To 23 Oct,26	To be started	Offline	RBANO
41	WEPS	Workshop on effective Presentation Skills	Group “A” and Group “B” Officers	3	2 Days	11 May,26 To 12 May,26	To be started	Offline	NM
						05 Oct,26 To 06 Oct,26	To be started	Offline	PD
						01 Mar,27 To 02 Mar,27	To be started	Offline	AR
42	WCICRSHW.	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	Group A and Group B Officials	6	2 Days	20 Apr,26 To 21 Apr,26	To be started	Offline	DKB
						15 Jun,26 To 16 Jun,26	To be started	Offline	DKB
						10 Aug,26 To 11 Aug,26	To be started	Offline	NM
						05 Oct,26 To 06 Oct,26	To be started	Offline	RBANO
						07 Dec,26 To 08 Dec,26	To be started	Offline	SPSP
						01 Feb,27 To 02 Feb,27	To be started	Offline	KVTS
43	WDM	Workshop on Decision making	Group A and Group B Officials	1	1 Day	04 Jan,27	To be started	Online	NM
44	CL	Collaborative Leadership	Group A and Group B Officials	1	1 Day	12 Oct,26	To be started	Online	MS
45	CPT	Creative and Positive Thinking	Group A and Group B Officials	2	2 Days	08 Jun,26 To 09 Jun,26	To be started	Offline	KSR
						28 Jan,27 To 29 Jan,27	To be started	Offline	GG
46	SO	Service Orientation	Group A and Group B Officials	2	2 Days	08 Jun,26 To 09 Jun,26	To be started	Offline	MS
						28 Jan,27 To 29 Jan,27	To be started	Offline	DKB
47	CM	Change Management	Group A and Group B Officials	2	1 Day	22 Jul,26	To be started	Online	DKB
						01 Feb,27	To be started	Online	SPSP
48	CNM	Conflict Management	Group A and Group B Officials	2	2 Days	18 May,26 To 19 May,26	To be started	Offline	BB
						01 Feb,27 To 02 Feb,27	To be started	Offline	MS
49	NS	Negotiation Skills	Group A and Group B Officials	2	2 Days	29 Jun,26 To 30 Jun,26	To be started	Offline	PD
						08 Feb,27 To 09 Feb,27	To be started	Offline	ASK
50	WLBAM	Work Life Balance & Anger Management	Group “A” and Group “B” Officers	4	2 Days	04 May,26 To 05 May,26	To be started	Offline	BB
						07 Sep,26 To 08 Sep,26	To be started	Offline	PKJ
						21 Dec,26 To 22 Dec,26	To be started	Offline	ASK
						01 Mar,27 To 02 Mar,27	To be started	Offline	JB
51	PCWEGS	Promoting Cohesive work environment through Gender sensitization	Group “A” and Group “B” Officers	1	1 Day	11 Jan,27	To be started	Online	MS

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)									
52	SDR(F)	Stenographers Direct Recruit (Foundational)	Stenographers Grade D (Direct Recruit)	20	5 Weeks	13 Apr,26 To 15 May,26	To be started	Offline	KSR
						25 May,26 To 26 Jun,26	To be started	Offline	HPN
						20 Jul,26 To 21 Aug,26	To be started	Offline	RBANO
						31 Aug,26 To 02 Oct,26	To be started	Offline	SPSP
						31 Aug,26 To 02 Oct,26	To be started	Offline	BN
						12 Oct,26 To 13 Nov,26	To be started	Offline	RKM
						12 Oct,26 To 13 Nov,26	To be started	Offline	RA
						23 Nov,26 To 25 Dec,26	To be started	Offline	PKJ
						23 Nov,26 To 25 Dec,26	To be started	Offline	AR
						30 Nov,26 To 01 Jan,27	To be started	Offline	VKB
						30 Nov,26 To 01 Jan,27	To be started	Offline	BB
						30 Nov,26 To 01 Jan,27	To be started	Offline	KVTS
						30 Nov,26 To 01 Jan,27	To be started	Offline	PD
						04 Jan,27 To 05 Feb,27	To be started	Offline	ASK
						04 Jan,27 To 05 Feb,27	To be started	Offline	KSR
						04 Jan,27 To 05 Feb,27	To be started	Offline	TA
						04 Jan,27 To 05 Feb,27	To be started	Offline	RBANO
						08 Feb,27 To 12 Mar,27	To be started	Offline	PD
						08 Feb,27 To 12 Mar,27	To be started	Offline	RKM
						08 Feb,27 To 12 Mar,27	To be started	Offline	BN
53	CSSS-1	CSSS Level - I	Stenographers Grade D of CSSS with 7 years of regular service	2	3 Weeks	13 Jul,26 To 31 Jul,26	To be started	Offline	KSR
						28 Dec,26 To 15 Jan,27	To be started	Offline	SPSP
54	CSSS-2	CSSS Level - II	Personal Assistants of CSSS with 3 years of regular service	4	2 Weeks	13 Apr,26 To 24 Apr,26	To be started	Offline	JB
						10 Aug,26 To 21 Aug,26	To be started	Offline	KVTS
						07 Dec,26 To 18 Dec,26	To be started	Offline	KSR
						08 Mar,27 To 19 Mar,27	To be started	Offline	VKK
55	CSSS-3	CSSS Level - III	Private Secretaries of CSSS with 4 years of regular service	3	3 Weeks	04 May,26 To 22 May,26	To be started	Offline	RKM
						28 Sep,26 To 16 Oct,26	To be started	Offline	BP
						01 Mar,27 To 19 Mar,27	To be started	Offline	HPN
56	CSSS-4	CSSS Level - IV	Principal Private Secretaries with 4 years of regular service	3	3 Weeks	06 Jul,26 To 24 Jul,26	To be started	Offline	BP
						26 Oct,26 To 13 Nov,26	To be started	Offline	GG
						08 Feb,27 To 26 Feb,27	To be started	Offline	JB
57	CSSS-5	CSSS Level - V	Senior Principal Private Secretaries with 4 years of regular service	1	3 Weeks	07 Sep,26 To 25 Sep,26	To be started	Offline	NM

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
ETCA (Emerging Technology and Computer Application)									
58	MS-PP	MS-Power Point	All Officials of Central / State / UTs	4	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	HPN
						03 Aug,26 To 04 Aug,26	To be started	Offline	BN
						09 Nov,26 To 10 Nov,26	To be started	Offline	AR
						08 Feb,27 To 09 Feb,27	To be started	Offline	RBANO
59	MS-OS	MS-Office Suite	All Officials of Central / State / UTs	2	3 Days	08 Sep,26 To 10 Sep,26	To be started	Offline	KVTS
						04 Jan,27 To 06 Jan,27	To be started	Offline	PD
60	MS-Ex	MS-Excel	All Officials of Central / State / UTs	4	2 Days	20 Apr,26 To 21 Apr,26	To be started	Offline	RA
						17 Aug,26 To 18 Aug,26	To be started	Offline	HPN
						23 Nov,26 To 24 Nov,26	To be started	Offline	RBANO
						15 Feb,27 To 16 Feb,27	To be started	Offline	BN
61	MS-Ex(Adv)	MS-Excel (Advance)	Group “A” & “B” Officers	4	2 Days	18 May,26 To 19 May,26	To be started	Offline	RA
						24 Aug,26 To 25 Aug,26	To be started	Offline	KSR
						21 Dec,26 To 22 Dec,26	To be started	Offline	RKM
						15 Mar,27 To 16 Mar,27	To be started	Offline	AR
62	W-CS	Workshop on Cyber Security	Group “A” and Group “B” Officers	6	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	RA
						29 Jun,26 To 30 Jun,26	To be started	Offline	RBANO
						14 Sep,26 To 15 Sep,26	To be started	Offline	KSR
						30 Nov,26 To 01 Dec,26	To be started	Offline	MS
						18 Feb,27 To 19 Feb,27	To be started	Offline	RKM
						29 Mar,27 To 30 Mar,27	To be started	Offline	MS
63	DA-Ex	Data Analytics using MS-Excel	Group “A” / Up to Gr. ”B” Officers	4	2 Days	13 Apr,26 To 14 Apr,26	To be started	Offline	RA
						31 Aug,26 To 01 Sep,26	To be started	Offline	HPN
						02 Nov,26 To 03 Nov,26	To be started	Offline	PD
						29 Mar,27 To 30 Mar,27	To be started	Offline	RBANO
64	BDAB	Big Data Analytics in Government - Basic	Group “A” / Up to Gr. ”B” Officers	4	3 Days	27 Apr,26 To 29 Apr,26	To be started	Offline	HPN
						17 Aug,26 To 19 Aug,26	To be started	Offline	PD
						28 Dec,26 To 30 Dec,26	To be started	Offline	RBANO
						29 Mar,27 To 31 Mar,27	To be started	Offline	BN
65	AI	Introduction to Artificial Intelligence	Group “A” / Up to Gr. “B” Officers	4	2 Days	13 Apr,26 To 14 Apr,26	To be started	Offline	HPN
						24 Aug,26 To 25 Aug,26	To be started	Offline	AR
						28 Dec,26 To 29 Dec,26	To be started	Offline	KSR
						22 Mar,27 To 23 Mar,27	To be started	Offline	RBANO
66	HSMIR	Handling Social Media and Information Retrieval	Group “A” Officers	4	2 Days	27 Apr,26 To 28 Apr,26	To be started	Offline	RA
						17 Aug,26 To 18 Aug,26	To be started	Offline	SPSP
						16 Nov,26 To 17 Nov,26	To be started	Offline	HPN
						15 Mar,27 To 16 Mar,27	To be started	Offline	VKB
67	WETD	Workshop on Emerging Technology and Dashboard	Group A / Up to Gr. B Officers	3	2 Days	18 May,26 To 19 May,26	To be started	Offline	RKM
						12 Oct,26 To 13 Oct,26	To be started	Offline	KSR
						08 Feb,27 To 09 Feb,27	To be started	Offline	RA
68	RU-AI-W	Responsible use of AI in Workplace	Group A / up to Gr. B Officers	6	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	KSR
						06 Jul,26 To 07 Jul,26	To be started	Offline	HPN
						21 Sep,26 To 22 Sep,26	To be started	Offline	PD
						25 Nov,26 To 26 Nov,26	To be started	Offline	RA
						15 Feb,27 To 16 Feb,27	To be started	Offline	AR
						29 Mar,27 To 30 Mar,27	To be started	Offline	BB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
TDP (Trainers Development Programmes)									
69	NTP	National Training Policy	As mandated by DoPT	1	2 Days	03 Aug,26 To 04 Aug,26	To be started	Offline	ASK
70	DTS	Direct Training Skills	Officers imparting Direct Training / Group A & B Officers	6	1 Week	11 May,26 To 15 May,26	To be started	Offline	JB
						17 Aug,26 To 21 Aug,26	To be started	Offline	PKS
						09 Nov,26 To 13 Nov,26	To be started	Offline	VKB
						23 Nov,26 To 27 Nov,26	To be started	Offline	VKK
						01 Mar,27 To 05 Mar,27	To be started	Offline	VKK
						15 Mar,27 To 19 Mar,27	To be started	Offline	BB
71	DoT	Design of Training	Group A & B Officers, who have undergone DTS course	4	1 Week	18 May,26 To 22 May,26	To be started	Offline	PKS
						24 Aug,26 To 29 Aug,26	To be started	Offline	BP
						30 Nov,26 To 04 Dec,26	To be started	Offline	NM
						08 Mar,27 To 13 Mar,27	To be started	Offline	BP
72	MOT	Management of Training	As mandated by DoPT	1	1 Week	26 Oct,26 To 30 Oct,26	To be started	Offline	SKSN + SKSN
73	MTDP-DTS	MT Development-Direct Trainers Skills	Officers imparting Direct Training / Group A & B Officers	1	4 Weeks	28 Dec,26 To 22 Jan,27	To be started	Offline	DKB
74	TNA	Training Need Analysis	As mandated by DoPT	1	1 Week	04 Jan,27 To 08 Jan,27	To be started	Offline	PKJ
75	RTDP-DTS	Recognized Trainers Development Programme – Direct Trainer Skills	As mandated by DoPT	1	3 Weeks	01 Jun,26 To 19 Jun,26	To be started	Offline	VKB
76	RTDP-DoT	Recognized Trainers Development Programme – Design of Training	As mandated by DoPT	1	3 Weeks	07 Sep,26 To 25 Sep,26	To be started	Offline	GG
77	DTS-II-ELT	Experiential Learning Tools (DTS-II-ELT)	As mandated by DoPT	1	1 Week	01 Feb,27 To 05 Feb,27	To be started	Offline	BN
78	EoT	Evaluation of Training (EoT)	As mandated by DoPT	1	1 Week	16 Nov,26 To 20 Nov,26	To be started	Offline	VKB
79	RTDP-FS	Recognized Trainers Development Programme – Facilitation Skills	Group A and B Level officers, who have undergone basic facilitation skills course.	1	2 Weeks	16 Sep,26 To 23 Sep,26	To be started	Offline	RA
80	Mentoring	Recognized Trainers-Mentoring skills	As mandated by Dopt	1	2 Weeks	08 Jul,26 To 15 Jul,26	To be started	Offline	SKSN + SKSN

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
EVA (Establishment and Vigilance Administration)									
81	AV1	Administrative Vigilance Role of IO/PO	Group “A” / Up to Gr. “B” Officers	4	1 Week	06 Apr,26 To 10 Apr,26	To be started	Offline	BB
						17 Aug,26 To 21 Aug,26	To be started	Offline	SKSN + SKSN
						09 Nov,26 To 13 Nov,26	To be started	Offline	PKJ
						01 Mar,27 To 05 Mar,27	To be started	Offline	ASK
82	AV3	Administrative Vigilance - Role of IO/PO	Group “A” Officers	4	4 Days	18 May,26 To 21 May,26	To be started	Offline	GG
						31 Aug,26 To 03 Sep,26	To be started	Offline	DKB
						07 Dec,26 To 10 Dec,26	To be started	Offline	SKSN + SKSN
						29 Mar,27 To 01 Apr,27	To be started	Offline	VKB
83	WLO-SC/ST	Workshop for Liaison Officers (SC/ST)	Group “A” / Up to Gr. “B” Officers	6	2 Days	06 Apr,26 To 07 Apr,26	To be started	Offline	NM
						06 Jul,26 To 07 Jul,26	To be started	Offline	NM
						31 Aug,26 To 01 Sep,26	To be started	Offline	JB
						26 Nov,26 To 27 Nov,26	To be started	Offline	BB
						18 Jan,27 To 19 Jan,27	To be started	Offline	PKS
						29 Mar,27 To 30 Mar,27	To be started	Offline	HPN
84	LTM	Litigation Management	Group “A” Officers	3	2 Days	04 May,26 To 05 May,26	To be started	Online	HPN
						21 Oct,26 To 22 Oct,26	To be started	Online	BB
						15 Mar,27 To 16 Mar,27	To be started	Online	PKJ
85	RIS	Reservation in Services for SC/ST/OBC/ExSM/PWDs	Group “A” / Up to Gr. “B” Officers	8	4 Days	06 Apr,26 To 09 Apr,26	To be started	Offline	GG
						01 Jun,26 To 04 Jun,26	To be started	Offline	BB
						13 Jul,26 To 16 Jul,26	To be started	Offline	PKJ
						21 Sep,26 To 24 Sep,26	To be started	Offline	PKJ
						09 Nov,26 To 12 Nov,26	To be started	Offline	RBANO
						28 Dec,26 To 31 Dec,26	To be started	Offline	NM
						15 Mar,27 To 18 Mar,27	To be started	Offline	NM
						29 Mar,27 To 01 Apr,27	To be started	Offline	GG
86	TPCVO	Training Programme for CVOs/VOs	CVO/VO	5	1 Week	20 Apr,26 To 24 Apr,26	To be started	Offline	BB
						06 Jul,26 To 10 Jul,26	To be started	Offline	SPSP
						28 Sep,26 To 02 Oct,26	To be started	Offline	PKJ
						04 Jan,27 To 08 Jan,27	To be started	Offline	GG
						15 Mar,27 To 19 Mar,27	To be started	Offline	GG
87	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	08 Jun,26 To 10 Jun,26	To be started	Offline	BP
						02 Nov,26 To 04 Nov,26	To be started	Offline	BB
						08 Mar,27 To 10 Mar,27	To be started	Offline	RA
88	OTP-C-PV	Orientation Training Programme on Conduct Rules & Preventive Vigilance	Group A/ Up to Gr. B Officers	4	2 Days	27 Apr,26 To 28 Apr,26	To be started	Offline	VKB
						24 Aug,26 To 25 Aug,26	To be started	Offline	PKS
						30 Nov,26 To 01 Dec,26	To be started	Offline	BN
						22 Feb,27 To 23 Feb,27	To be started	Offline	VKB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
OMP (Office Management Programmes)									
89	INS	Internal & National Security	All Officials of Central / State / UTs	1	2 Days	06 Jul,26 To 07 Jul,26	To be started	Offline	BN
90	OCD	Orientation Course for Deputy Secretaries / Directors	Group “A” Officers	3	1 Week	29 Jun,26 To 03 Jul,26	To be started	Offline	DKB
						09 Nov,26 To 13 Nov,26	To be started	Offline	NM
						22 Feb,27 To 26 Feb,27	To be started	Offline	GG
91	WEO	Workshop on e-Office	Group “A” / Up to Gr. “B” Officers	4	2 Days	11 May,26 To 12 May,26	To be started	Offline	HPN
						03 Aug,26 To 04 Aug,26	To be started	Offline	AR
						16 Nov,26 To 17 Nov,26	To be started	Offline	KSR
						01 Mar,27 To 02 Mar,27	To be started	Offline	RBANO
92	HPM	Handling Parliamentary Matters	Group “A” / Up to Gr. “B” Officers	3	2 Days	25 May,26 To 26 May,26	To be started	Offline	SPSP
						12 Oct,26 To 13 Oct,26	To be started	Offline	ASK
						08 Feb,27 To 09 Feb,27	To be started	Offline	BB
93	ISC-LISP	In-Service Course for Library & Information Science Professionals	Group B / Group C	2	2 Weeks	08 Jun,26 To 19 Jun,26	To be started	Offline	RKM
						22 Feb,27 To 05 Mar,27	To be started	Offline	KVTS
94	WOP&ND	Workshop on Office Procedure & Noting & Drafting	Group “A” /Up Gr. B Officers	6	3 Days	20 Apr,26 To 22 Apr,26	To be started	Offline	SSN
						29 Jun,26 To 01 Jul,26	To be started	Offline	JB
						31 Aug,26 To 02 Sep,26	To be started	Offline	ASK
						02 Nov,26 To 04 Nov,26	To be started	Offline	PKJ
						04 Jan,27 To 06 Jan,27	To be started	Offline	AR
						29 Mar,27 To 31 Mar,27	To be started	Offline	RKM
95	e-RM	e-Record Management	Group “A” / Up Gr. B Officers	4	1 Day	13 Apr,26	To be started	Online	AR
						27 Jul,26	To be started	Online	KVTS
						09 Nov,26	To be started	Online	SPSP
						08 Feb,27	To be started	Online	VKK
96	ISC-LISP-G	In-Service Course for Library & Information for Gazetted Officers	for Gazetted Officers	1	1 Week	04 Jan,27 To 08 Jan,27	To be started	Offline	RKM
97	RCUS	Refresher Course for Under Secretary Level Officers with Six Years of Service	Under Secretary Level Officers with Six Years of Service	2	3 Days	22 Jun,26 To 24 Jun,26	To be started	Offline	RA
						18 Jan,27 To 20 Jan,27	To be started	Offline	JB
98	L-A-DAKSHTA	Level-A DAKSHTA	Senior Secretariat Assistants with 2 years of approved service	4	1 Week	01 Jun,26 To 05 Jun,26	To be started	Offline	SPSP
						31 Aug,26 To 04 Sep,26	To be started	Offline	AR
						14 Dec,26 To 18 Dec,26	To be started	Offline	KVTS
						15 Mar,27 To 19 Mar,27	To be started	Offline	RBANO
99	SWHO	Specialized Workshop for Head of Organisations	Additional Secretary, Joint Secretary, Directors and Deputy Secretary.	3	3 Days	04 May,26 To 06 May,26	To be started	Offline	GG
						05 Oct,26 To 07 Oct,26	To be started	Offline	DKB
						22 Feb,27 To 24 Feb,27	To be started	Offline	BP

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
DAKSHTA (DAKSHTA Programme)									
100	DAKSHTA	Development of Attitude Knowledge & Skill for Holistic Transformation in Administration	Group B Officers of Ministry/Department	5	1 Week	20 Apr,26 To 24 Apr,26	To be started	Offline	MS
						27 Jul,26 To 31 Jul,26	To be started	Offline	MS
						14 Sep,26 To 18 Sep,26	To be started	Offline	HPN
						28 Dec,26 To 01 Jan,27	To be started	Offline	VKK
						15 Mar,27 To 19 Mar,27	To be started	Offline	RA

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
Vikas (Vikas Programme)									
101	VIKAS	Variable & Immersive Karmayogi Advanced Support(VIKAS) Programme	Group A officers of Ministry/Department	5	1 Week	04 May,26 To 08 May,26	To be started	Offline	RKM
						20 Jul,26 To 24 Jul,26	To be started	Offline	AR
						26 Oct,26 To 30 Oct,26	To be started	Offline	BN
						04 Jan,27 To 08 Jan,27	To be started	Offline	BB
						15 Mar,27 To 19 Mar,27	To be started	Offline	MS

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Mode	Course Coordinator
FCP (Functional Competency Programmes)									
102	CC	Citizen Centricity	Group A / upto Gr. B Officers	1	1 Day	13 Jul,26	To be started	Online	JB
103	MIM	Material & Inventory Management	Group A / upto Gr. B Officers	1	2 Days	11 Jan,27 To 12 Jan,27	To be started	Offline	KVTS
104	SCM	Supply Chain Management	Group A / upto Gr. B Officers	1	2 Days	01 Feb,27 To 02 Feb,27	To be started	Offline	SPSP

© 2026 Institute of Secretariat Training & Management. All Rights Reserved.