

No.42/02/2025-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 22nd April, 2025

To

All the Administrative Secretaries to Govt. Haryana.



Subject:- Re: Peripatetic Training(PT) Programmes for the year 2025-26-reg.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith the copy of e-mail dated 17.04.2025 received from Sh. Deepak Kumar Bist, Joint Director (PT), Institute of Secretariat Training & Management, Department of Personnel & training, Ministry of Personnel Public Grievances & Pensions. This e-mail has, also been uploaded on the website of Chief Secretary Haryana i.e. (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Superintendent, Training 

Endst. No. 42/02/2025-5Trg.

Dated Chandigarh, the 22nd April, 2025

2. A copy is forwarded to Sh. Deepak Kumar Bist, Joint Director (PT), Institute of Secretariat Training & Management, Department of Personnel & training, Ministry of Personnel Public Grievances & Pensions, Administrative Block, JNU Campus (OLD), Olof Palme Marg, New Delhi- 110067 w.r.t. his e-mail dated 17.04.2024 for information.


Superintendent, Training



F.No. 42/02/2025

Training Branch <branchtrg@gmail.com>

Fwd: Re: Peripatetic Training (PT) Programmes for the year 2025-26 - reg.

1 message

SSPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

17 April 2025 at 12:14

17/4/25

ST

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>
To: "SSPS Haryana" <ssps@hry.nic.in>
Date: Thu, 17 Apr 2025 11:55:35 +0530
Subject: Fwd: Re: Peripatetic Training (PT) Programmes for the year 2025-26 - reg.
===== Forwarded message =====

===== Forwarded message =====

From: ISTM Coordination Unit <coordunit-istm@gov.in>
To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <cs-office.cg@gov.in>, "Dr. V Candavelou IAS" <cs-goat@nic.in>, <cs-hp@nic.in>, <chiefsecretary@gujarat.gov.in>, "cs-jandk" <cs-jandk@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, "Anurag Jain" <cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "MSRao" <raoms@gov.in>, <cs-miz@rediffmail.com>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csor@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, <chiefsecyuk@gmail.com>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel" <ik-adam@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr. Sharat Chauhan, I.A.S." <Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, <cs@karnataka.gov.in>, <chiefsecy@kerala.gov.in>, <csraj@rajasthan.gov.in>, "Shri Ravindra Telang, IAS" <cs-sk@hub.nic.in>, <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>
Cc: "Jitender Bhatti" <jbhatti.edu@nic.in>
Date: Thu, 17 Apr 2025 10:33:02 +0530
Subject: Re: Peripatetic Training (PT) Programmes for the year 2025-26 - reg.
===== Forwarded message =====

Madam/Sir,

Please find the attachment on the subject cited above.

From: "ISTM Coordination Unit" <coordunit-istm@gov.in>
To: "Jitender Bhatti" <jbhatti.edu@nic.in>
Sent: Friday, February 14, 2025 11:02:49 AM
Subject: Fwd: Peripatetic Training (PT) Programmes for the year 2025-26 - reg.

Sir,
PFA

From: "ISTM Coordination Unit" <coordunit-istm@gov.in>
To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <cs-office.cg@gov.in>, "Dr. V Candavelou IAS" <cs-goat@nic.in>, <cs-hp@nic.in>, <chiefsecretary@gujarat.gov.in>, "cs-jandk" <cs-jandk@nic.in>, "Dr. Vivek Joshi" <cs@jharkhand@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, "Anurag Jain" <cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "MSRao" <raoms@gov.in>, <cs-miz@rediffmail.com>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csor@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, <chiefsecyuk@gmail.com>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel" <ik-adam@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr. Sharat Chauhan, I.A.S." <Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, <cs@karnataka.gov.in>, <chiefsecy@kerala.gov.in>, <csraj@rajasthan.gov.in>, "Vijay Bhushan Pathak" <cs-sk@hub.nic.in>, <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>
Sent: Wednesday, January 22, 2025 10:31:20 AM
Subject: Peripatetic Training (PT) Programmes for the year 2025-26 - reg.

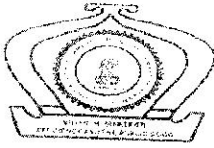
Madam/Sir,

Please find the attachment on the subject cited above.

Thanks & Regards,

Training Coordination Unit,
Institute of Secretariat Training & Management, सचिवालय प्रशिक्षण तथा प्रबंध संस्थान
Department of Personnel and Training (DoP&T) कार्मिक एवं प्रशिक्षण विभाग
(An ISO 9001:2015 Institution) (एक ISO 9001:2015 संस्थान)
Administrative Block, JNU Campus (OLD), प्रशासनिक ब्लॉक, जे.एन.यू. कैम्पस (पुराना),
Olof Palme Marg, New Delhi - 110067 ओल्फ पाल्मे मार्ग, नई दिल्ली - 110067
Telephone No. दूरभाष क्रं. 011- 26737508, 26737524 Mobile No. मोबाइल क्रं. 9555470950
Website: वेबसाइट: <http://istm.gov.in/>

Branch
No. 50392
18/4/25



Atul Ka
Amrit Mahalsav

FILE NO. Y-25011/1/2025-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

April, 2025

To

The Chief Secretaries
(All States Governments & UTs)

Subject Peripatetic Training (PT) Programme for the year 2025-2026 – reg.

Sir,

I am directed to refer to ISTM's letter of even number dated 21st January, 2025 (copy enclosed) on the subject mentioned. This Institute is finalizing the PT Calendar for the year 2025-26. The Institute has been imparting PT in Office Management, Establishment Rules, Financial Rules, RTI, and various other disciplines as per the requirements of the State/UT Administration.

2. It is requested that PT Programmes to be conducted during 2025-26 for your State Government/UT Administration may be informed at the earliest so as to incorporate the same in the Calendar of ISTM. The requirement may be sent by mail to the undersigned at an early date.

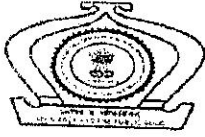
Yours faithfully,

(Deepak Kumar Bist)

Joint Director (PT)

Tel: 26737604

Email: deepakkumar.bist@gov.in



FILE NO. Y-13015/5/2024-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 21st January, 2025

To

The Chief Secretaries of States/ UTs.
(As per list attached)

Subject: Peripatetic Training (PT) Programmes for the year 2025-26.

Sir,

The Institute of Secretariat Training & Management (ISTM), under the Department of Personnel and Training, Government of India, is the apex training institute of the country for foundational and in-service training courses at various levels of Central Government officials. The Institute has also been mandated to provide training support to the States and Union Territories which don't have their own training infrastructure and otherwise also, if they require such support. This training known as Peripatetic Training aims at enhancing knowledge and skills of the officials of the States and UTs to enable them to perform the task assigned to them which will ultimately increase their efficiency leading to better output.

2. The areas in which the Institute has been imparting Peripatetic Training included Office Management, Establishment Rules, Behavioural Training, Vigilance and Disciplinary Proceedings, Personal Management, Financial Rules, RTI etc. Faculty members from ISTM visit the State/UTs conduct the training.

3. ISTM is in the process of preparing calendar for peripatetic training for the year 2025-26. The list of the courses/topics for which the ISTM proposes to conduct Peripatetic Training Programmes of 2-3 days' duration during the financial year 2025-26 is given below:

Sl. No.	Name of the Topics
1.	Office Management including Office Procedure, noting and drafting and record management
2.	Establishment Rules including Reservation in service, seniority, promotion, DPC
3.	Right To Information (RTI)
4.	Vigilance and disciplinary proceedings including conduct of inquiry
5.	Training of Trainers
6.	Pay fixation /MACP
7.	Public Procurement Process, GeM, PFMS & GST
8.	Pension and Other Retirement Benefits /NPS
9.	Behavioural Training-On topics like Communication Skills, Interpersonal Relations, Stress Management, Time Management, People First.
10.	POSH Act and Inquiry thereunder
11.	Preventive Vigilance
12.	Ethics & Value In Governance
13.	Service Book & APAR
14.	Big Data Analytics

--2/-

REQUEST FOR CONDUCTING PERIPATETIC (PT) COURSES – 2025-26

Name of the State/UT :

We want the Institute of Secretariat Training & Management (ISTM) to conduct training programmes for the officers of this State/UTs as per the details given below:

Sl. No.	Name of the course	Duration	Tentative Dates	Place where the training is proposed to be conducted	Level of officers to be trained

Signature
Name and Designation