

**F.No.T-22012/8/2024-IST/IIPA**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**  
**[Training Division]**

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: March 7<sup>th</sup>, 2024

To,

The Training Institutes (as per emailing list)

**Sub: One week Offline In-service Training (IST) program: Inviting proposals from Institutes for In-Service Training during 2024-25.**

Sir/Madam,

The Department of Personnel and Training conducts One week **Offline** In-Service Training Program for Officers of All India Service (IAS, IPS & IFoS), Officers working under the Central Staffing Scheme, Officers of Central Secretariat Service (CSS) and Central Secretariat Stenographer Service (CSSS) (Officers of the level of DS/Sr. PPS and above) every year by inviting proposals from Central/State CSTIs and other premier institutes in various functional, behavioral and domain thematic and areas of national priorities.

2. The Institutes are hereby requested to furnish their proposals for conducting One week Offline In-Service training programme for the year 2024-25 in diverse and broad thematic areas - Agricultural and Rural, Finance and Economy, Social Welfare, Human Resource Development, Infrastructure and Resources, and Technology and Governance. The courses may be offered in areas of such as:

- i. Environment & Natural Resource (management), Environmental Impact Assessment (development projects), Climate Change (preparedness), Green Mobility,
- ii. Data driven decision making using data analytics,
- iii. Cybercrimes and Cybersecurity,
- iv. Applications of Artificial Intelligence,
- v. Education (Reforms & challenges),
- vi. Administrative Law, Competition Law, Corporate law, Dispute resolution,
- vii. Agricultural & Rural Development, Land Acquisition (rehabilitation & resettlement), Supply Chain efficiency,
- viii. Ethics in Public Governance and Administration,
- ix. Fiscal Policy Management, Infrastructure Financing, Financial Markets Regulation, Procurement (procedures & contract management), Project Analysis/Appraisal (risk analysis/management), Social Sector (financing/marketing),
- x. Digital Governance and Innovation, E-governance (opportunities & challenges),
- xi. Leadership, Innovations in public service, Public Policy (Citizen-centric formulation/implementation),
- xii. Public Private Partnerships,
- xiii. Smart Cities for Urban transformation,
- xiv. Managing Negotiations,
- xv. Stress Management, Team Management and Development.



3. The proposal may include the following details of the institute:

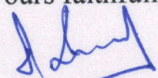
- (a) A brief about the Institute, its infrastructure, faculty, estimated cost, core competence, and previous experience in conducting such programmes;
- (b) Thematic focus of the course and the course title;
- (c) Two sets of suitable dates for each course between April, 2024 to March, 2025;
- (c) How will the training be relevant to government servants and help them discharge their duties more effectively;
- (d) Specific skills and competencies proposed to be instilled in the participants, nature of lectures and materials to be used, videos, audiograms, live classes etc;
- (e) Draft programme design, content and pedagogy, draft time table—stating method of online delivery system to be used by the institute;
- (f) A paragraph on how the proposed course will be different from those offered by other such institutions;
- (g) A snapshot of the programme which includes content of the programme, profile/CV of the faculties, infrastructure facilities and the competency expected to be developed;
- (h) Feedback received from participants, if any about previous such programmes;
- (i) Pre-reading material suggested for the programme. Relevant case studies, wherever required may be discussed as part of the course delivery;
- (k) Allotment of one day of the IST programme for exposure visit to organizations/public sector bodies of relevance to the subject matter of the course.

4. The Institutes may offer 3 programmes of its expertise preferably and clearly indicate the minimum and maximum number of participants which they could service.

5. Proposals for conducting One week Offline In-Service Training Program may be sent to this Department on or before April 8, 2024 at the following address:

“Shri Rajesh Meena,  
Section Officer, Training Division,  
Department of Personnel & Training,  
Room No. 407, 4th floor, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067.”  
Email address: meena.rajesh13@nic.in

Yours faithfully,



(Deshraj Yadav)

Under Secretary to the Government of India  
Tele No.: 011-26194167