

**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 7th, 2024

To,

The Training Institutes (as per emailing list)

**Sub: 3-5 day Online 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 3-5 day **Online** 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 3-5 day Online 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:

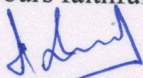
- (a) A brief about the Institute, its infrastructure, faculty, estimated cost, core competence, and previous experience in conducting such programmes;
- (b) Thematic focus of the course and the course title;
- (c) Two sets of suitable dates for each course between April, 2024 to March, 2025;
- (c) How 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.

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 3-5 day Online 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