

File No.: A-33011(14253)/2/2023-Group A- CGA/1326.

Government of India
Ministry of Finance, Department of Expenditure
O/o Controller General of Accounts
Room No.202, 2nd Floor, Mahalekha Niyantarak Bhawan
Block-E, G.P.O Complex, INA, New Delhi-110023

Dated: 17.07.2025

OFFICE MEMORANDUM

Subject: One-week In-Service Training Programmes (Offline/Physical) for the year 2025-26- regarding- reg.

Department of Personnel and Training, vide OM No. T-22012/13/2024-IST/IIPA dated 20.03.2025 have circulated One Week In-Service Training Programmes (Offline/Physical) for the year 2025-26, for which the eligible officers are required to enrol for In-Service Training Programmes through e-HRMS portal under 'Employee Services'. The interested STS, JAG including NFSG Level ICAS Officers have already been requested vide O.M dated 04.06.2025, to opt for the training programmes included in Annexure-I of DoPT OM dated 20.03.2025.

2. Controller General of Accounts has now approved the following six programmes for SAG and above level ICAS Officers. As such, the willing officers may opt and apply for a particular course accordingly.

S.No. of IST Training Calendar as per Annexure-1	Program Name	Date of Program	Place of Program
16	Program Management & Analysis Project Appraisal	August 4, 2025 to August 8, 2025	IIM Lucknow
21	Digital Transformation of Government for improved Public Service Delivery	August 18, 2025 to August 22, 2025	LBSNAA, Mussoorie
24	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to September 19, 2025	National Institute of Public Finance & Policy (NIPFP), New Delhi
28	Inner Engineering Leadership Program	October 6, 2025 to October 10, 2025	Isha Yoga Foundation Coimbatore
33	Building Competencies for Personal Excellence	November 24, 2025 to November 28, 2025	Art of Living, Bengaluru.
40	Building Capacities for the Present and Future	February 9, 2026 to February 13, 2026	LBSNAA, Mussoorie

Contd.../-

3. On selection, the concerned Officers are requested to intimate O/o CGA about the same along with copies of the relevant letters, for further needful. The copy of DoPT O.M No. T-22012/13/2024-IST/IIPA dated 20.03.2025 and User Manual for In-Service Training Programmes are enclosed for information and further needful.

This issues with the approval of the Competent Authority.

Encls: A/a



(Stuti Ghildiyal)
Deputy Controller General of Accounts (HR-1)

To,

1. All SAG and above level ICAS Officers.

F.No. T-22012/13/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-67

Dated: March 20, 2025

(Uploaded on DoPT website for the information of All India Service (IAS, IPS & IFoS) Officers, organized Group 'A' Central Civil Services Officers, Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr. PPS and above)

OFFICE MEMORANDUM

Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26

Department of Personnel and Training sponsors One Week In-Service Training Programs (offline/physical) for All India Service (IAS, IPS & IFoS) Officers, Officers working under Central Staffing Scheme and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr.PPS and above). Officers belonging to such organized Group 'A' Central Civil Services (as per Annexure) are also included for One Week In-Service Training Programs from the calendar year 2025-26.

2. The calendar for the In-Service Training Programs for 2025-26 has been finalized and uploaded on the website of this Department at <https://dopttrg.nic.in> -- Circulars and e-HRMS Potral. The calendar for In-Service Training Programs is also enclosed as Annexures-I. It is informed that registration for In-Service Training shall be through e-HRMS portal (under Employee Services) only. All eligible Officers are required to enroll for the In-Service Training Programs through e-HRMS portal.

3. The payment of course fee including boarding & lodging charges in respect of organized Group 'A' Civil Services officers (Sr. No. 6 to 21 at Annexure-III) will be borne by their respective Ministry/Department/Organization/State Government/Sponsoring Authority/Cadre Controlling Authority. The course fee in respect of AIS Officers, Officers those who are working under Central Staffing Scheme in Government of India and Officers of CSS/CSSS will be borne by DoPT.

4. All Ministries/Departments of the Government of India and State Governments/Union Territories are requested to give wide publicity of the same amongst the officers for facilitating the attendance of a large number of officers in these programs.

Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2025-26
2. General Guidelines for In-Service Training 2025-26 (Annexure - II)



(Deshraj Yadav)

Under Secretary to the Government of India

IST Training Calendar for the year 2025-26


S. No.	Name of the Institutes, Program location	Program offered	Date of Program
1	Indian Institute of Remote Sensing, Dehradun	Applications of AI/ML in Agriculture Analytics	April 28, 2025 to May 2, 2025
2	IIT Roorkee, Roorkee	Water Management/ Natural Resource Management, Blue economy	May 5, 2025 to May 9, 2025
3	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Driving Government Finance for Developed India	May 19, 2025 to May 23, 2025
4	Indian Institute of Foreign Trade (IIFT), Delhi	Export Promotion and Trade Negotiations	May 19, 2025 to May 23, 2025
5	IIM Indore, Indore	Shaping the Future of Environmental management	May 19, 2025 to May 23, 2025
6	Symbiosis Institute of Business Management, Pune	Corporate Governance	June 9, 2025 to June 13, 2025
7	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Critical issues of governance in PRI's and Rural development	June 9, 2025 to June 13, 2025
8	IIT Madras, Chennai	Cybercrimes and Cybersecurity	June 16, 2025 to June 20, 2025
9	IIM Mumbai, Mumbai	Women in Government: Program for Emerging Leaders	June 23, 2025 to June 27, 2025
10	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Border economy and Border development for National Security	June 23, 2025 to June 27, 2025
11	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Breaking Barriers, Building Prosperity: Strategies for Women's Economic Inclusion	July 7, 2025 to July 11, 2025
12	IIM Indore, Indore	Enhancing Leadership and Motivation Skills for Effective Management	July 7, 2025 to July 11, 2025
13	IIT Delhi, Delhi	Improving the Quality of Education in India through Design	July 14, 2025 to July 18, 2025

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14	IIT Delhi, Delhi	Digital Governance & Emerging Technologies	July 14, 2025 to July 18, 2025
15	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Capacity Building and Sensitization Program on Criminal Law Reforms in India	July 28, 2025 to August 1, 2025
16	IIM Lucknow, Lucknow	Project Management & Analysis, Project Appraisal	August 4, 2025 to August 8, 2025
17	IIM Kozhikode, Kozhikode	Public Financial Management	August 4, 2025 to August 8, 2025
18	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Generating inclusive growth: Role of MSME	August 4, 2025 to August 8, 2025
19	IIM, Kozhikode	Financial Market Regulations	August 18, 2025 to August 22, 2025
20	Indian Institute of Public Health (IIPH), Shillong	Public Health	August 18, 2025 to August 22, 2025
21	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Digital Transformation of Government for improved Public Service Delivery	August 18, 2025 to August 22, 2025
22	SP Jain Institute of Management & Research, Goa	Infrastructure Financing/Project Finance & PPPs	September 8, 2025 to September 12, 2025
23	Indian Institute for Human Settlements (IIHS), Bengaluru	Perspectives on Urban Finance	September 8, 2025 to September 12, 2025
24	National Institute of Public Finance & Policy (NIPFP), New Delhi	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to September 19, 2025
25	IIT Bombay, Mumbai	Data Driven decision making using data analytics	September 15, 2025 to September 19, 2025
26	Nani Palkhivala Arbitration Centre, Chennai	Alternate Methods of Dispute Resolution	September 15, 2025 to September 19, 2025
27	IIT Roorkee, Roorkee	Urban Transport/ Urban Finance/ Urban Planning	September 22, 2025 to September 26, 2025
28	Isha Yoga Foundation, Coimbatore	Inner Engineering Leadership Program	October 6, 2025 to October 10, 2025
29	National Law School of India University, Bengaluru	Corporate Law	October 13, 2025 to October 17, 2025

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20.03.2025

30	Indian School of Business (ISB), Hyderabad	Understanding Human Dimensions of Climate Change: Impact, Adaptation and Mitigation	November 17, 2025 to November 21, 2025
31	IC Centre for Governance, Panchgani	Ethics in public service	November 17, 2025 to November 21, 2025
32	International Centre for Environment Audit and Sustainable Development (iCED), Jaipur	Blue Economy: A Multi-Dimensional Overview with Special Focus on Marine and Coastal Ecosystem Conservation Measures	November 24, 2025 to November 28, 2025
33	Art of Living, Bengaluru	Building Competencies for Personal Excellence	November 24, 2025 to November 28, 2025
34	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Procurement and Contract Management for Civil Servants	December 15, 2025 to December 19, 2025
35	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Gangtok	Delivering Good Governance in Himalayan & North-East States & UTs	December 22, 2025 to December 26, 2025
36	National Academy of Audit and Accounts (NAAA), Shimla	Public Financial Management	January 5, 2026 to January 9, 2026
37	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators	January 5, 2026 to January 9, 2026
38	IIM Mumbai, Mumbai	Transport, Logistics and Multi-Modal Integration	January 12, 2026 to January 16, 2026
39	Swami Vivekananda Yoga Anusandhana Samsthana (SVYAS), Bengaluru	Indian Knowledge System for Promotion of Positive Health	January 19, 2026 to January 23, 2026
40	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Capacities for the Present and Future	February 9, 2026 to February 13, 2026
41	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Infrastructure for Viksit Bharat	February 23, 2026 to February 27, 2026
42	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Energy Sector: Challenges and Response	March 9, 2026 to March 13, 2026


20.03.2025

General Guidelines/Instructions/Information for In-Service Training Program 2025-26

The following general guidelines/instructions/information are in reference to One-Week In-Service Training Programs (Offline/Physical) for the year 2025-26 for All India Service (IAS, IPS & IFoS) Officers, organized Group 'A' Officers of Central Civil Services, Officers including those working under the Central Staffing Scheme and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr.PPS and above).

2. Eligibility:

All AIS (IAS, IPS and IFoS) Officers and organized Group 'A' Officers of such Central Civil Services as per annexure - III, with **minimum 4 years of service as on April 1, 2025** (up to 2020 batch), Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service and Central Secretariat Stenographers Service (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3. All the training programs (Offline/Physical Mode) are **residential** in nature unless otherwise stated. Accommodation facilities shall be provided to the participants by the training institutes who are organizing the training program. **The concerned training institute will provide accommodation only for duration of course (i.e. 5 day).** If, any officers stay beyond five days, they may claim TA/DA by their respective Department/ Ministry/ State Government/ Cadre controlling authority, subject to admissibility.

4. The eligible officers are required to enrol for In-Service Training Programs through e-HRMS portal under 'Employee Services' (Functionality is under development. A separate communication along with a self-help tutorial shall be intimated once the functionality is deployed.) only. **Enrolments for In-Service Training shall henceforth be discontinued on iGOT-Karmayogi portal.**

5. The Officers posted abroad are excluded from participation in the program and their applications shall not be considered.

6. The Officers shall not be allowed to apply or change options, if, less than 15 days remains for the commencement of the respective program. If the Officers want to change their options in case of emergency, they have to separately send a request to meena.rajesh13@nic.in.

7. The Officers shall not apply for the training program which they had already attended during the last three years (i.e. 2022-23, 2023-24, 2024-25). Preference will be given to the officers who have not participated in training program during the past years. However, other officers will be nominated depending upon the availability of slots.

8. The ideal size of the batch shall be not more than 50 participants. In case large number of nominations are received for a particular program, additional batches shall be formed on need basis. **DoPT reserves the right to decide the final nomination of officers under intimation to the respective Cadre Controlling Authorities/Controlling Authorities.**


9. The payment of course fee including boarding & lodging charges in respect of organized Group 'A' Civil Services officers those who are posted in Cadre (Sr. No. 6 to 21 at Annexure-III) will be borne by their Cadre Controlling Authority. The payment of course


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fee in respect of organized Group 'A' Civil services officers who are posted/deputed /working under State Government or Central Government (non-Central Staffing Scheme post) will be borne by the respective State Government/Central Ministry/Department. The course fee in respect of Group A Officers those who are working under Central Staffing Scheme in Government of India shall however, be borne by DoPT.

10. The program fee/course fee for the In-Service Trainings in respect of organized Group A Central Civil Service officers shall be settled by the respective Cadre Controlling Authorities/Controlling Authorities under intimation to DoPT within a maximum period of 30 days from the date of submission of the invoice by the respective institute, based on the list of respective cadre officers nominated for a particular program and the final attendance list shared by the institutes.


11. The Officers shall enrol and attend only one In-Service Training Programme either Physical OR Online during the financial year 2025-26.


20.03.2025

Annexure-III

The list of participating Services for In-Service Training Programs for the year 2025-26 is as under: -

S.No.	Service
1.	Indian Administrative Service
2.	Indian Police Service
3.	Indian Forest Service
4.	Central Secretariat Service (Officers of the level of Deputy Secretary and above)
5.	Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above)
6.	Indian Foreign Service (posted in India only)
7.	Indian Audit and Accounts Service
8.	Indian Civil Accounts Service
9.	Indian Corporate Law Service
10.	Indian Defence Accounts Service
11.	Indian Defence Estates Service
12.	Indian Information Service
13.	Indian Postal Service
14.	Indian P&T Accounts and Finance Service
15.	Indian Railway Protection Force Service
16.	Indian Revenue Service (Customs & Indirect Taxes)
17.	Indian Revenue Service (Income Tax)
18.	Indian Trade Service
19.	Indian Railway Management Service
20.	Indian Economic Service
21.	Indian Statistical Service


20.03.2025

F. No. T-22012/13/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-67

Dated: April 4, 2025

OFFICE MEMORANDUM

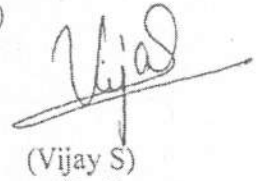
Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26

This is in continuation of the OM of even number dated March 20, 2025, regarding the subject mentioned above.

2. The calendar for the In-Service Training Programs for 2025-26 has been uploaded on the Department's website (<https://dopttrg.nic.in>) under "Circulars" and the e-HRMS Portal. The approved DoPT rate for the In-Service Training Programs is also enclosed as Annexure-I.

3. It is informed that registration for In-Service Training will be conducted exclusively through the e-HRMS portal (under "Employee Services"). All eligible officers are required to enroll for the programs through the e-HRMS portal. In this regard, a User Manual detailing the application process for In-Service Training Programs on the e-HRMS portal has been enclosed as Annexure-II.

Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2025-26 (Annexure-I).
2. User Manual for applying to the In-Service Training Program (Annexure - II)


(Vijay S)

Deputy Secretary to the Government of India
Tel. 011-26706381

To,

1. Secretaries to all Ministries/Departments of Govt. of India (As per DoPT's standard list).
- ✓ 2. Chief Secretaries of all State Governments/UTs (As per DoPT's standard list)
3. Principal Secretary (Home) of all State Governments/UTs
4. Principal Secretary (Forest) of all State Governments/UTs
5. Principal Secretary (GAD) of all State Governments/UTs
6. Cadre Controlling Authority as per Annexure III.

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IST Training Calendar for the year 2025-26

S. No.	Name of the Institutes, Program location	Program offered	Date of Program	Approved rate per day per participant excluding Taxes
1.	Indian Institute of Remote Sensing, Dehradun	Applications of AI/ML in Agriculture Analytics	April 28, 2025 to May 2, 2025	Rs. 13,000/-
2.	IIT Roorkee, Roorkee	Water Management/ Natural Resource Management, Blue economy	May 5, 2025 to May 9, 2025	Rs. 15,363/-
3.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Driving Government Finance for Developed India	May 19, 2025 to May 23, 2025	Rs. 7,400/-
4.	Indian Institute of Foreign Trade (IIFT), Delhi	Export Promotion and Trade Negotiations	May 19, 2025 to May 23, 2025	Rs. 6,792/-
5.	IIM Indore, Indore	Shaping the Future of Environmental management	May 19, 2025 to May 23, 2025	Rs. 18,000/-
6.	Symbiosis Institute of Business Management, Pune	Corporate Governance	June 9, 2025 to June 13, 2025	Rs. 19,000/-
7.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Critical issues of governance in PRI's and Rural development	June 9, 2025 to June 13, 2025	Rs. 7,400/-
8.	IIT Madras, Chennai	Cybercrimes and Cybersecurity	June 16, 2025 to June 20, 2025	Rs. 16,628/-
9.	IIM Mumbai, Mumbai	Women in Government: Program for Emerging Leaders	June 23, 2025 to June 27, 2025	Rs. 19,000/-
10.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Border economy and Border development for National Security	June 23, 2025 to June 27, 2025	Rs. 7,400/-
11.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Breaking Barriers, Building Prosperity: Strategies for Women's Economic Inclusion	July 7, 2025 to July 11, 2025	Rs. 7,400/-
12.	IIM Indore, Indore	Enhancing Leadership and Motivation Skills for Effective Management	July 7, 2025 to July 11, 2025	Rs. 18,000/-

13.	IIT Delhi, Delhi	Improving the Quality of Education in India through Design	July 14, 2025 to July 18, 2025	Rs. 19,000/-
14.	IIT Delhi, Delhi	Digital Governance & Emerging Technologies	July 14, 2025 to July 18, 2025	Rs. 16,000/-
15.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Capacity Building and Sensitization Program on Criminal Law Reforms in India	July 28, 2025 to August 1, 2025	Rs. 7,400/-
16.	IIM Lucknow, Lucknow	Project Management & Analysis, Project Appraisal	August 4, 2025 to August 8, 2025	Rs. 16,000/-
17.	IIM Kozhikode, Kozhikode	Public Financial Management	August 4, 2025 to August 8, 2025	Rs. 19,000/-
18.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Generating inclusive growth: Role of MSME	August 4, 2025 to August 8, 2025	Rs. 7,400/-
19.	IIM, Kozhikode	Financial Market Regulations	August 18, 2025 to August 22, 2025	Rs. 19,000/-
20.	Indian Institute of Public Health (IIPH), Shillong	Public Health	August 18, 2025 to August 22, 2025	Rs. 13,000/-
21.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Digital Transformation of Government for improved Public Service Delivery	August 18, 2025 to August 22, 2025	Rs. 7,400/-
22.	SP Jain Institute of Management & Research, Goa	Infrastructure Financing/Project Finance & PPPs	September 8, 2025 to September 12, 2025	Rs. 19,000/-
23.	Indian Institute for Human Settlements (IIHS), Bengaluru	Perspectives on Urban Finance	September 8, 2025 to September 12, 2025	Rs. 10,800/-
24.	National Institute of Public Finance & Policy (NIPFP), New Delhi	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to September 19, 2025	Rs. 13,000/-
25.	IIT Bombay, Mumbai	Data Driven decision making using data analytics	September 15, 2025 to September 19, 2025	Rs. 19,000/-
26.	Nani Palkhivala Arbitration Centre, Chennai	Alternate Methods of Dispute Resolution	September 15, 2025 to September 19, 2025	Rs. 13,000/-
27.	IIT Roorkee, Roorkee	Urban Transport/ Urban Finance/ Urban Planning	September 22, 2025 to September 26, 2025	Rs. 15,363/-

28.	Isha Yoga Foundation, Coimbatore	Inner Engineering Leadership Program	October 6, 2025 to October 10, 2025	Rs. 8,900/-
29.	National Law School of India University, Bengaluru	Corporate Law	October 13, 2025 to October 17, 2025	Rs. 13,000/-
30.	Indian School of Business (ISB), Hyderabad	Understanding Human Dimensions of Climate Change: Impact, Adaptation and Mitigation	November 17, 2025 to November 21, 2025	Rs. 13,000/-
31.	IC Centre for Governance, Panchgani	Ethics in public service	November 17, 2025 to November 21, 2025	Rs. 10,800/-
32.	International Centre for Environment Audit and Sustainable Development (iCED), Jaipur	Blue Economy: A Multi- Dimensional Overview with Special Focus on Marine and Coastal Ecosystem Conservation Measures	November 24, 2025 to November 28, 2025	Rs. 7,400/-
33.	Art of Living, Bengaluru	Building Competencies for Personal Excellence	November 24, 2025 to November 28, 2025	Rs. 10,000/-
34.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Procurement and Contract Management for Civil Servants	December 15, 2025 to December 19, 2025	Rs. 7,400/-
35.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Gangtok	Delivering Good Governance in Himalayan & North-East States & UTs	December 22, 2025 to December 26, 2025	Rs. 7,400/-
36.	National Academy of Audit and Accounts (NAAA), Shimla	Public Financial Management	January 5, 2026 to January 9, 2026	Rs 6000/-
37.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators	January 5, 2026 to January 9, 2026	Rs. 7,400/-
38.	IIM Mumbai, Mumbai	Transport, Logistics and Multi-Modal Integration	January 12, 2026 to January 16, 2026	Rs. 19,000/-
39.	Swami Vivekananda Yoga Anusandhana Samsthana (SVYAS), Bengaluru	Indian Knowledge System for Promotion of Positive Health	January 19, 2026 to January 23, 2026	Rs. 6,800/-
40.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Capacities for the Present and Future	February 9, 2026 to February 13, 2026	Rs. 7,400/-

41.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Infrastructure for Viksit Bharat	February 23, 2026 to February 27, 2026	Rs. 7,400/-
42.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Energy Sector: Challenges and Response	March 9, 2026 to March 13, 2026	Rs. 7,400/-



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING



e-HRMS 2.0

Department of Personnel & Training

User Manual for In-service Training Program by DoPT

e-HRMS Version: 2.0

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*Note :- The **Apply** button will be displayed only if the last date application for the selected program has not passed.*

Important Note-

The application submission process for the selected IST program is the same for both onboarded and non-onboarded users of E-HRMS. All applicants may refer to the steps outlined below.

Application Process for In-Service Training on E-HRMS- (Onboarded Officer)

Officers who are already boarded on the E-HRMS platform (<https://e-hrms.gov.in/login>) can directly apply for a training program without the need for any additional registration.

Step 1: Accessing the In-Service Training Section on E-HRMS

1. Log in to **E-HRMS Portal** using your **Employee Role** credentials.
2. Navigate to **Employee Services** in the left hand menu.
3. Click on the **In-Service Training** link.



Organisational Information

Posting Status	Military Department (State of India)	Name of Controlling Authority
Cadre	Central Security - Communications	Pawan Gupta
Designation of Controlling Authority	Email ID of Controlling Authority	Office Landline or Controlling Authority
Divisional Magistrate	rebillion.pawan@gmail.com	0512-2597451
Department issued ID Card or Identity Certificate from Competent Authority		
Choose File	No file chosen	

Submit

Please ensure that all information entered is accurate and that uploaded documents are in the prescribed format:

Click on **Submit** Button.

Accessing In-Service Training Programs

Once the registration process is successfully completed, the officer will be assigned the role of a **Guest User** on the **E-HRMS** portal.

To access the training programs, please follow these steps:

1. Navigate to the **left-hand side menu** on the portal.
2. Go to Employee Service > **In-Service Training**.
3. Click on the link to view the list of available training programs scheduled for the current calendar year.
4. Select the desired training program and click the **"Apply"** button to submit your application.

Officers are kindly advised to ensure that they meet the eligibility criteria before applying for a training program.



Dashboard

Employee Services

Training Solicitation

Apply for In-Service Training Program

Show 120 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Pawan Trainer	New Delhi Institute	22-04-2025/23-04-2025	17-04-2025	28-03-2025	Scheduled	--	Apply
2	Training AI	IT Delhi	28-03-2025/28-03-2025	31-03-2025	27-03-2025	Scheduled	--	Apply
3	Display-23-03-2025	IT Delhi	24-03-2025/25-03-2025	24-03-2025	23-03-2025	Scheduled	--	Expired



Overview

The Department of Personnel and Training (DoPT) sponsors one-week offline/physical and 3-5 day online In-Service Training Programs for All India Services (IAS, IPS & IFoS) Officers, Officers under the Central Staffing Scheme, and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above. From the calendar 2025-26 onwards, such organised Group A Central Civil Services are also permitted to attend the same.

Eligibility

Officers should belong to one of the Services (Listed Below) - either in cadre or on deputation including Central Staffing Scheme and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above.

Services are listed is given below

Abbreviation	Services
IAS	Indian Administrative Service
IPS	Indian Police Service
IFoS	Indian Forest Service
CSS	Central Secretariat Service (Officers of the level of Deputy Secretary and above)
CSSS	Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above)
IFS	Indian Foreign Service
IA&AS	Indian Audit and Accounts Service
ICAS	Indian Civil Accounts Service
ICLS	Indian Corporate Law Service
IDAS	Indian Defence Accounts Service
IDES	Indian Defence Estates Service
IIS	Indian Information Service
IPoS	Indian Postal Service
IP&TAFS	Indian P&T Accounts and Finance Service
IRPFS	Indian Railway Protection Force Service
IRS (C&GST)	Indian Revenue Service (Customs & Indirect Taxes)

Abbreviation	Services
IRS (IT)	Indian Revenue Service (Income Tax)
ITS	Indian Trade Service
IRMS	Indian Railway Management Service
IES	Indian Economic Service
ISS	Indian Statistical Service

Eligible officers, including AIS Officers with a **minimum of four years of service as of April 1, 2025** (up to the 2020 batch), and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, as well as Group 'A' Officers under the Central Staffing Scheme, may apply for these training programs.

Validation & Restriction on Applying for IST

- In a calendar year, an officer can attend only one training program.
- Before applying for any program, applicants must ensure that the officer's e-HRMS profile is updated and approved by the designated nodal officer. If the profile has not been approved, the applicable eligibility conditions shall be determined thereat..
- In the event of cancellation of the applied program, the application would be deemed as withdrawn and the officer may apply for an alternative program.
- If an officer fails to attend the program for which he/she has been approved or nominated, the officer may reapply for another program only after obtaining attendance verification from the Department of Personnel and Training (DoPT) for the previously applied program.
- Applicants have the option to withdraw from an applied program up to the last date of withdrawal, after which they may apply for a different program accordingly.

Application submission Process for In-Service Training on E-HRMS- (Non - Onboarded Officers)



Officers who are not onboarded on the E-HRMS portal, can still apply for In-Service Training, simply by completing the training registration process.

Login and Accessing the Training Registration Form

1. Officers must login to E-HRMS (<https://e-hrms.gov.in/login>) using their E-Parichay credentials.
2. Upon successful login, a hyperlink labeled "Training Registration" will be available on the pop-up message.
3. Clicking on this link will open the Training Registration Form.

Alert

Dear Employee,

(Your eparichay account have these email id which are not register with us)

Would you like to apply for deputation post?

Would you like to apply for Training Reimbursment Program / Inservice Training Program?

Training Registration form is divided into Two Sections - Personal Information and Organizational information

Personal Information Section

In the **Personal Information** section, officers are kindly requested to provide the following details:

- **Name:** This field will be auto-populated from the **E-Parichay Database**.
- **Service:** Select the service through which you are employed.
- **Batch:** Choose the batch year corresponding to your employment.
- **Cadre:** Specify the cadre in which you are serving.
- **Present Designation:** Enter your current designation.
- **Date of Birth:** Select your date of birth from the calendar option.
- **Gender:** Specify your gender.
- **Primary Email ID** – Auto-populated(E-parichay Database)
- **Alternate Email ID** – Provide an alternative email ID



- **Mobile Number** – Auto-populated(E-parichay Database)
- **Office Landline Number** – Provide the official landline number, if applicable
- **Pay Level** – Enter the pay level as per official records

Registration for Trainings

Personal Information

Name	Service	Batch
sidkhatmardol@mahade	Sub-Divisional Magistrate	1034
Cadre	Present Designation	Date of Birth
Sub-Divisional Magistrate	Sub-Divisional Magistrate	07-06-1994
Gender	Primary Email ID	Alternative Email ID
Male	sidkhatmardol@mahade	sidkhatmardol@gmail.com
Mobile	Office Landline	Pay Level
9412040345	0010-2587547	TSV 31437100 314600

Organization Information Section

In the **Organization Information section**, officers are requested to kindly provide the following details with respect to the organisation they are presently posted with:

- **Post Status:** Please select the appropriate option from the following:
 - Cadre
 - Deputation (Central Staffing)
 - Deputation (Other)
- **Ministry/Department/State/UT Government:** Select the relevant Ministry, Department, State, or Union Territory Government where you are currently posted.
- **Name of Controlling Authority:** Enter the full name of the concerned officer in Controlling Authority in the present organisation.
- **Designation of Controlling Authority:** Specify the designation of the Controlling Authority.
- **Email ID of Controlling Authority:** Provide the official email address of the Controlling Authority.
- **Upload Issued ID Card or CCA Certificate:** Upload a clear and complete scanned copy of the issued ID card or the duly signed Controlling/Competent Authority (CCA) Certificate. Only pdf files can be uploaded.

Note: A template for the CCA Certificate can be downloaded from the portal. It must be signed by the appropriate authority before uploading.

Dashboard

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

Employee Services

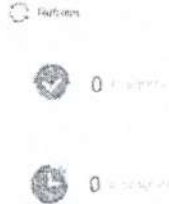
Employee Services

Employee Services

Employee Services



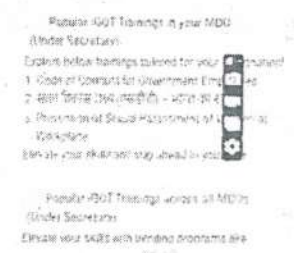
Training Opportunities



Information to Employees



Quick Suggestions



Step 2: Selecting a Training Program

- A list of available training programs scheduled for the current calendar year will be displayed.
- To apply, select the desired program and click the "Apply" button.

Note :- The "Apply" button will only be visible if the application deadline for the selected program has not passed. Additionally, if a program has been canceled, the "Apply" button will not be displayed.

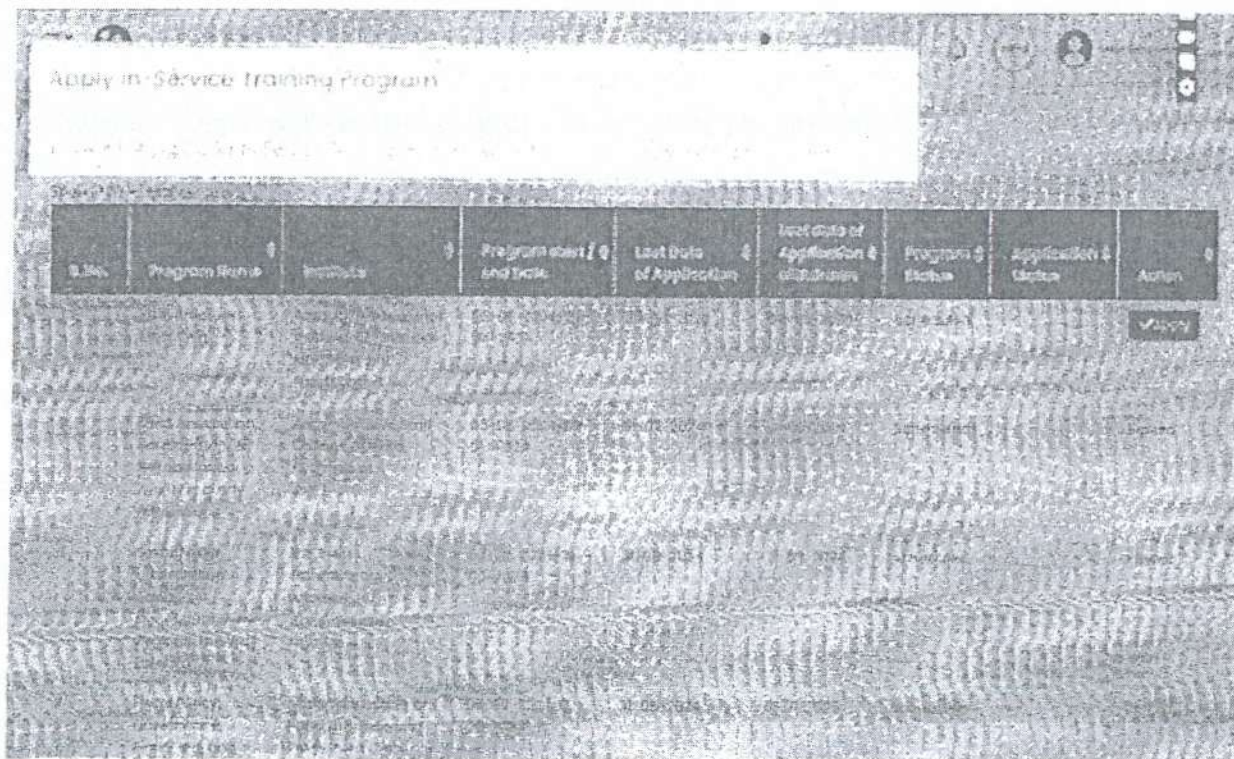


Apply for In-Service Training Programs

Show 1-4 items

S.No.	Program Name	Institute	Program start / End Date	Last Date of Application	Last date of Application Submission	Program Status	Application Status	Action
1	IST Training Program	IST Training Institute	01/01/2023 - 31/12/2023	31/12/2023	31/12/2023	Open	Open	
2	IST Training Program	IST Training Institute	01/01/2023 - 31/12/2023	31/12/2023	31/12/2023	Open	Open	
3	IST Training Program	IST Training Institute	01/01/2023 - 31/12/2023	31/12/2023	31/12/2023	Open	Open	
4	IST Training Program	IST Training Institute	01/01/2023 - 31/12/2023	31/12/2023	31/12/2023	Open	Open	

If an officer is not eligible for the IST Training Program, the system will display a pop-up message informing them of their ineligibility.





"You are not eligible for the In-service Training Program. Please click here to view the eligibility criteria".

Click on " Link " to view the detailed eligibility criteria for attending an In-service program.

Step 3: Completing Application Details

Upon clicking the "Apply" button, a pop-up window will appear, providing comprehensive details about the training program. This includes the program name, institute, schedule, competency details, number of available seats, number of applications received, and any other pertinent information.

Apply In-Service Training Program

IST Calendar Ending Year	No. Of Seats
Name of the Programme	No. Of Applied
Name of the Training Institute	Competency
Duration (in days)	Competency Value
Start Date	Sub Competency
End Date	Status
Location	
Last Date of Submission	

Corporate Controlling Authority

Post Status

Program Status	Application Status	Action
		Apply

If the officer's **organizational information** is vacant in the pop-up window, it means the information is not available on the E-HRMS portal and the officer should enter the following details:

- **Post Status:** Select the appropriate option from the drop down list: Cadre, Deputation (Central Staffing), or Deputation (Others).
- **Ministry/Department/State/UT Government:** Choose the relevant Ministry, Department, State, or UT Government where you are currently posted.
- **Name of Controlling Authority:** Enter the full name of the concerned officer in the Controlling Authority.
- **Designation of Controlling Authority:** Provide the designation of the Controlling Authority.

- **Email ID of Controlling Authority:** Enter the official email address of the Controlling Authority.

e-HRMS 2.0
Department of Personnel & Training

Last date of submission: 20/04/2025

Organisational Information:

Posting Status: Ministry/Department/State/UT Govt. **Ministry of Home Affairs** **Ministerial Controlling Authority:** **Pawan Gupta**

Designation of Controlling Authority: IAS **Email ID of Controlling Authority:** rebellion.pawana@gmail.com **Office Landline of Controlling Authority:** 0512-2597451

Last 3 Year In-Service Trainings Attended

S.No.	Calendar Year	Program Name	Institute
1	2021-2022	Selected	
2	2022-2023	Selected	
3	2023-2024	Selected	

Apply

Step 4: Details of Previous IST programs attended

Officers are requested to select the In-Service training programs they have attended in the last three years. If no training has been attended during this period, the system will automatically select **"None"** by default.

Once the relevant information has been entered, please click the **"Apply"** button to proceed.



e-HRMS 2.0
Department of Personnel & Training

Dashboard

Employee Services

Leave

Recruitment Services

Loan/Advance

ITC

Official Tour

Private Consultancy

Transfer Pending

Resignation/ Technical Separation

Central Secretariat Club Membership

Voluntary Retirement VRS

MSA/MS Reporting/Reviewing

In-Service Training

Training Reimbursement

Last date of submission 30-04-2025

Organisational Information

Posting Status *

Ministry/Department/State/UT Govt *

Name of Controlling Authority *

Code *

CBFC/Central Board of Fire Cr.

Pawan Gupta

Designation of Controlling Authority *

Email ID of Controlling Authority *

Office Landline of Controlling Authority

IAS

rebellion.pawan@gmail.com

0512-2597451

Last 3 Year In-service Trainings Attended

S.No.	Calendar Year	Program Name	Institute
1	2021-2022	Power Engineering Leadership Program	EPG Foundation, Coimbatore
2	2021-2023	Leadership Management & Leadership	Institute of Management in Government, Thiruvananthapuram
3	2023-2024	Power Engineering Leadership	EPG Foundation, Coimbatore

Apply

Government

Public Finance and

09-2023

Step 5: Tracking Application status

Officers can easily track the status of their application by referring to the "Application Status" column of the applied program.

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Employee Services

Work

Recruitment

Loan/Advance

ITC

Official Tour

Private Consultancy

Transfer Pending

Resignation/ Technical Separation

Central Secretariat Club Membership

Voluntary Retirement VRS

MSA/MS Reporting/Reviewing

In-Service Training

Training Reimbursement

Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application Withdrawn	Program Status	Application Status	Action
1	Infrastructure Financing	Arjun Jaitley National Institute of Financial Management, Faridkot	05-08-2024/09-09-2024	30-04-2025	30-06-2025	Scheduled	Pending for Approval	Action
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-05-2024/08-08-2024	31-07-2024	31-07-2024	Scheduled	Expired	
3	Sustainable Urbanisation Solutions in Mountainous Regions: The Way Forward	R.S. Telti Uttarakhand Academy of Administration, Nainital	02-05-2024/05-05-2024	31-05-2024	31-05-2024	Scheduled	Expired	
4	Fiscal Policy Governance, Transparency and	National Institute of Public Finance and	08-08-2024/11-08-2024	21-08-2024	05-11-2024	Scheduled		



Application Status	Meaning
Application submitted	Application submitted successfully
Query	Some queries has been raised by DoPT
Under review	The application is under review by DoPT
Nominated	The application is approved by DoPT and the officer is being nominated to attend the program
Rejected	The application has been rejected by DoPT with the reasons as mentioned

Officers will be informed of the nomination/ rejection through email and SMS. However, officers are advised to regularly check the application status for any updates and notifications.

Step 6: Withdrawal of application by applicant

Officers have the option to withdraw their submitted application, provided that the withdrawal deadline has not passed and the application status is either **"Application submitted"** or **"Query"** or **"Nominated"**.

Please note that if the application status is **"Under review"**, it will not be possible to withdraw from the applied program.

Officers are encouraged to verify the application status before proceeding with a withdrawal.



Apply for In Service Training Program

S.No.	Program Name	Institute	Program Start / End Date	Last Date of Application	Link to Application & Withdrawal	Program's Status	Application's Status	Action
1	1. In-Service Training Program for District Collectors	1. District Collector's Training Institute, Lucknow	1. 01/01/2024 to 31/03/2024	1. 30/03/2024	1. Click here	1. Available	1. Application Submitted	1. Apply
2	2. In-Service Training Program for District Collectors	2. District Collector's Training Institute, Lucknow	2. 01/01/2024 to 31/03/2024	2. 30/03/2024	2. Click here	2. Available	2. Application Submitted	2. Apply
3	3. In-Service Training Program for District Collectors	3. District Collector's Training Institute, Lucknow	3. 01/01/2024 to 31/03/2024	3. 30/03/2024	3. Click here	3. Available	3. Application Submitted	3. Apply
4	4. In-Service Training Program for District Collectors	4. District Collector's Training Institute, Lucknow	4. 01/01/2024 to 31/03/2024	4. 30/03/2024	4. Click here	4. Available	4. Application Submitted	4. Apply
5	5. In-Service Training Program for District Collectors	5. District Collector's Training Institute, Lucknow	5. 01/01/2024 to 31/03/2024	5. 30/03/2024	5. Click here	5. Available	5. Application Submitted	5. Apply



Step 7: Reapplying for the IST Program

Officers have the opportunity to reapply for the IST program if their previous application was **rejected by the DoPT Training Wing** or if they voluntarily withdrew from the applied program.

Officers are advised to review their application status before proceeding with reapplication



Apply for In-Service Training Program


S.No.	Program Name	Institute	Program start and Date	Last Date of Application	Number of Vacancies	Program Status	Application Status	Action
1	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program
2	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program
3	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program
4	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program	IST Program

***** End of Document *****

Annexure-III

The list of participating Services for In-Service Training Programs for the year 2025-26 is as under: -

S.No.	Service
1.	Indian Administrative Service
2.	Indian Police Service
3.	Indian Forest Service
4.	Central Secretariat Service (Officers of the level of Deputy Secretary and above)
5.	Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above)
6.	Indian Foreign Service (posted in India only)
7.	Indian Audit and Accounts Service
8.	Indian Civil Accounts Service
9.	Indian Corporate Law Service
10.	Indian Defence Accounts Service
11.	Indian Defence Estates Service
12.	Indian Information Service
13.	Indian Postal Service
14.	Indian P&T Accounts and Finance Service
15.	Indian Railway Protection Force Service
16.	Indian Revenue Service (Customs & Indirect Taxes)
17.	Indian Revenue Service (Income Tax)
18.	Indian Trade Service
19.	Indian Railway Management Service
20.	Indian Economic Service
21.	Indian Statistical Service


20.03.2025