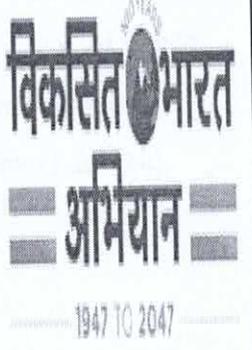


	<p>“हर काम देश के नाम”  रक्षा लेखा महानियंत्रक कार्यालय  <b>CONTROLLER GENERAL OF DEFENCE ACCOUNTS</b>  प्रशिक्षण अनुभाग  <b>TRAINING DIVISION</b>  उलान बटार रोड, दिल्ली छावनी - 110010  <b>ULAN BATAR ROAD, DELHI CANTT.-110010</b>  Ph : 011- 25665597, E-mail :trgdiv-brar.cgda@nic.in</p>	
--	--	--

No: TD/3487/Misc. Courses/2025-26

Date: 16/06/2025  
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To

- (i) All PCsDA/CsDA/PIFAs/IFAs
- (ii) All Training Establishments

(Through CGDA website only)

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

The undersigned is directed to forward herewith a copy of DoPT OM No T-22012/13/2024-IST/IIPA dated 04/04/2025 on the above subject, for further necessary action.

2. While submitting applications for participation by the IDAS officers in the training programmes, the following directions may kindly be adhered to:

(a) IDAS officers may be allowed to opt the course of their choice with prior approval from their concerned Controllers.

(b) Administrative approval for allowing an IDAS officer for undergoing any particular course will be given at the level of CGDA on the basis of recommendation of the concerned PCsDA/CsDA/PIFAs/IFAs as per their administrative convenience.

(c) PCDA/CDA/PIFA/IFA office are allowed to nominate only one JTS/STS level officer and one JAG/NFSG level officer in one calendar year.

(d) The instructions issued by DoPT vide their OM dated 04/04/2025 may please be complied to apply for the courses through e-HRMS 2.0.

(e) Since the courses are paid one, the Controller offices are authorized to make payment of the course fee, for the officers who attends the program under their jurisdiction, from the training head “00/094/36”. Payment of the course fees will be made to the concerned institute on production of invoice on or before conduct of course by concerned proforma controller.

3. This issues with the approval of CGDA.

  
16.6.2025  
(Sandeep Lakhnopal)  
Sr. ACGDA (Trg)

Copy to:

(i) PS to Sr.Jt.CGDA (AN) : For kind information of Sr.Jt.CGDA (AN).

(ii) IT& S wing (Local) : For uploading on CGDA website.

  
16.6.2025  
(Sandeep Lakhanpal)  
Sr. ACGDA (Trg)

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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

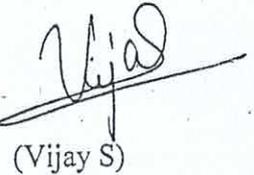
Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26

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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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	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/-
2.	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	₹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/-

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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

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e-HRMS Version: 2.0

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## 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)

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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 Reimbirsurment 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

<b>Personal Information</b>		
Name *	Service *	Batch *
siddheshwar doiphode	IAS/Indian Administrative Service	1988
Cadre *	Present Designation *	Date of Birth *
Chhattisgarh	Sub-Divisional Magistrate	07-06-1994
Gender *	Primary Email ID *	Alternative Email ID
Male	s.doiphode1988@mahapolice.gov.in	siddheshwardoi@gmail.com
Mobile *	Office Landline	Pay Level *
8412040245	0512-25978473	LEVEL-15A(131100-216600)

### 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.



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Organisational Information

Posting Status: Ministry/Department/State/UT Govt: C/C/Central Information Commission x

Cadre: Name of Controlling Authority: Pawan Gupta

Designation of Controlling Authority: Email ID of Controlling Authority: rebillion.pawan@gmail.com

Divisional Magistrate: Office Landline of Controlling Authority: 0512-2557451

Department-issued ID Card or Identity Certificate from Competent Authority: Choose File: No file chosen

Reset 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.

e-HRMS 2.0 Department of Personnel & Training

IST Guest User Testing

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 with test	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	IIT Delhi	28-03-2025/29-03-2025	31-03-2025	27-03-2025	Scheduled	--	Apply
3	Deploy-23-02-2025	IIT Delhi	24-03-2025/25-03-2025	23-03-2025	23-03-2025	Scheduled	--	Expired

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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.

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- Dashboard
- Employee Services
  - Leave
  - Employee Attendance
  - Employee Advances
  - LOA
  - Official Leave
  - Private Foreign Visit
  - Transfer/Posting
  - Retraction Transfer
  - Assignment of Technical Assignments
  - Control of Absence/Leave/OT/Attendance
  - Voluntary Retirement (VRS)
  - Medical Examinations
  - Employee Training
    - Training Request/Approval
    - Request
    - Training Assignments

**My Profile**

0

**My Pending**

0

**Departmental Orders**

9

**Training Opportunities**

Refresh Apply for New Training

- 0
- 0

**Information to Employees**

Top Learners of DoPT on IGOT Academy Platform February 2025

Wicky Multi Training Team Reservations Division

Arjun Sharma Section Officer

**Quick Suggestions**

Popular IGOT Trainings in your MDO (Under Secretary)

- Code of Conduct for Government Employees
- सर्व विभाग स्तर पर (एनडीसी) - भागीकार
- Prevention of Sexual Harassment of Employees at Workplace

Elevate your skills and stay ahead in your profession

Popular IGOT Trainings across all MDOs (Under Secretary)

Elevate your skills with trending programs like

## 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.*

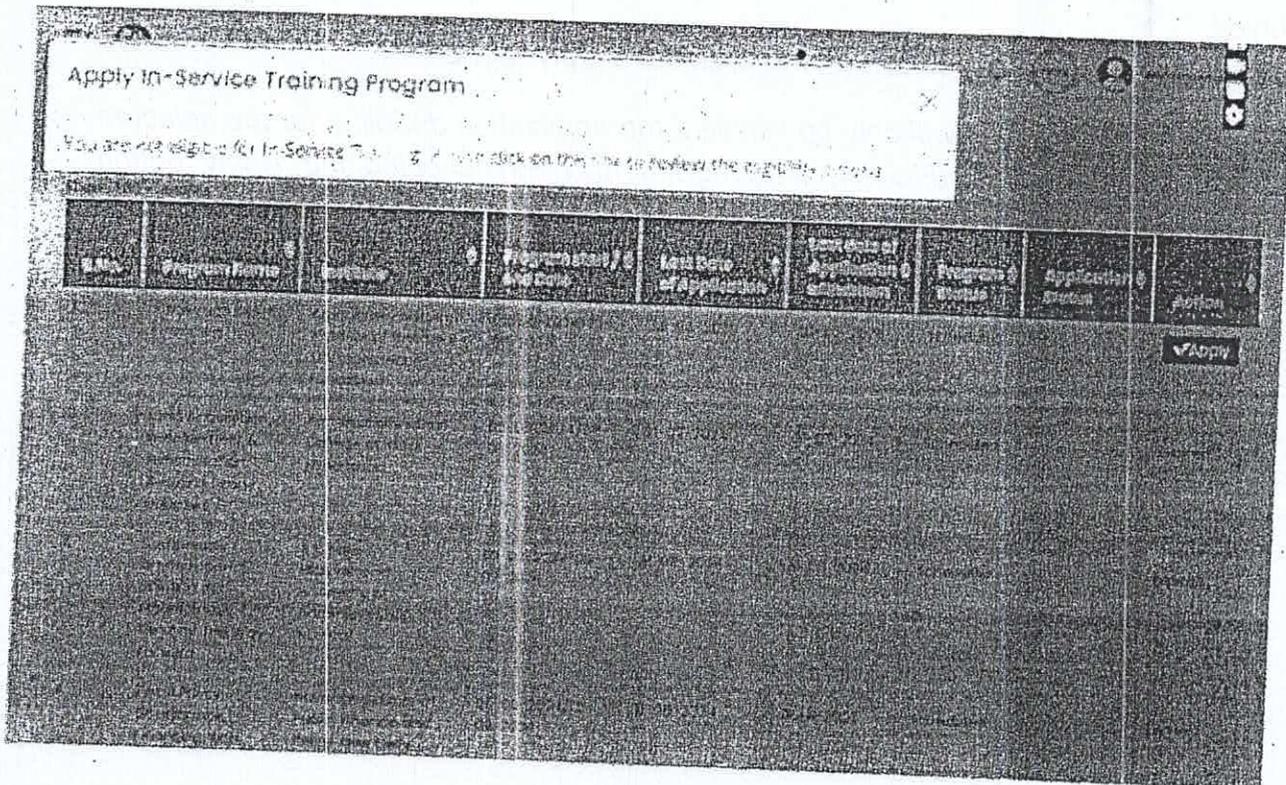


Apply for In-Service Training Program

Show 130 entries

S.No.	Program Name	Category	Program Start / End Date	Last Date of Application	Last Date of Application Extension	Program Status	Application Status	Action
1	Structural Engineering	Non-Engineering/Non-Technical Management/Management/Management	01-10-2023/31-03-2024	30-04-2024	30-04-2024	Scheduled		
2	Field Archiving, Warehousing & Rehabilitation (Including earth quake)	Engineering/Non-Engineering/Non-Technical	01-05-2024/31-03-2024	31-07-2024	31-07-2024	Scheduled		
3	Self-Start of Investigation, Revision of Applications, The Way Forward	Self-Start, Utilization, Liberty & Administration, Services	01-05-2024/31-03-2024	31-07-2024	31-07-2024	Scheduled		
4	Field Archiving, Warehousing & Rehabilitation (Including earth quake)	Engineering/Non-Engineering/Non-Technical	01-05-2024/31-03-2024	31-07-2024	31-07-2024	Scheduled		

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.

ISI Calendar Ending Year	No. Of Seats
2024-2025	10
Name of the Program	No. Of Applied
Management Training Program	5
Name of the Training Institute	Competency
Central Staffing Institute	Management
Duration in days	Competency Value
15	100
Start Date	Sur Competency
01/01/2024	100
End Date	Status
31/03/2024	Available
Location	
Delhi	
Last date of Submission	
31/03/2024	

Post Status:  Ministry/Department/State/UT Government:  Name of Controlling Authority:

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: 30-04-2025

Organisational Information

Posting Status \* Ministry/Department/State/UT Govt \* Name of Controlling Authority \*  
Cadre CBFC/Central Board of Fin Cer 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.	Course/Year	Program Name	Status
1	2021-2022	Select	▼
2	2022-2023	Select	▼
3	2023-2024	Select	▼

Program Status Application Status Action  
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.

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**e-HRMS 2.0**  
Department of Personnel & Training

- Dashboard
- Employee Services
- Leave
- Loan/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Resignation/ Technical Resignation
- Central Secretariat Club Membership
- Voluntary Retirement (VRS)
- Manage Reporting/Reviewing
- In-Service Trainings

Last date of submission: 30-04-2025

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**Organisational Information**

Posting Status \* Ministry/Department/State/UT Govt \* Name of Controlling Authority \*  
 Cadre: CRPC/Central Board of Film Cert. 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	Inner Engineering Leadership Program	Isha Foundation, Coimbatore
2	2022-2023	Change Management & Leadership	Institute of Management in Government, Thiruvananthapuram
2	2023-2024	Inner Engineering Leadership	Isha Foundation, Coimbatore

### 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
- Leave
- Reimbursement
- Loan/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Resignation/ Technical Resignation
- Central Secretariat Club Membership
- Voluntary Retirement (VRS)
- Manage Reporting/Reviewing
- In-Service Trainings
- Training Reimbursement

Employee | 31%

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**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	Arun Jaitley National Institute of Financial Management, Faridabad.	05-08-2024/09-09-2024	30-04-2025	30-05-2025	Scheduled	Pending for Approval	Action
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-07-2024	Scheduled	--	Expired
3	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	R.S. Tolia Uttarakhand Academy of Administration, Nainital	02-09-2024/05-09-2024	31-08-2024	31-08-2024	Scheduled	--	Expired
4	Fiscal Policy: Governance, Finance and	National Institute of Public Finance and Policy, New Delhi	09-09-2024/13-09-2024	31-08-2024	05-11-2025	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

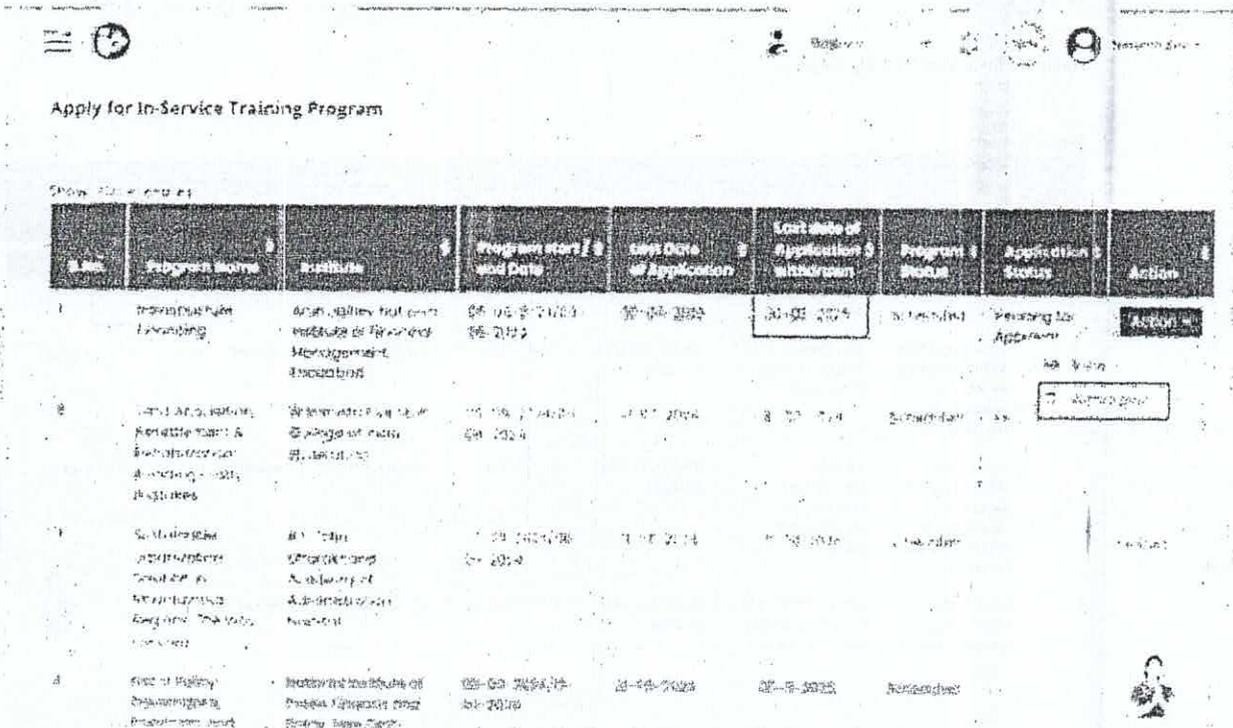
Officers will be informed of the nomination/ rejection through email and SMS. However, officers are advised to regularly check the application status for any updates and notifications.

### 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.



The screenshot shows a web interface for applying to in-service training programs. At the top, there are navigation icons and the text "Apply for In-Service Training Program". Below this, there is a table with the following columns: S.No., Program Name, Institute, Program start / end Date, Last Date of Application, Last Date of Application Withdrawal, Program Status, Application Status, and Action.

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last Date of Application Withdrawal	Program Status	Application Status	Action
1	Management Skills Training	Asian Institute of Management, Singapore	05-10-2024 to 05-11-2024	05-08-2024	05-08-2024	Submitted	Pending for Approval	Apply
2	Legal and Compliance Knowledge for HR Professionals	Indian Institute of Management, Bangalore	05-10-2024 to 05-11-2024	05-08-2024	05-08-2024	Submitted	Pending for Approval	Apply
3	Self-Management and Leadership Skills for HR Professionals	Indian Institute of Management, Bangalore	05-10-2024 to 05-11-2024	05-08-2024	05-08-2024	Submitted	Pending for Approval	Apply
4	HR Analytics and Data Science	Indian Institute of Management, Bangalore	05-10-2024 to 05-11-2024	05-08-2024	05-08-2024	Submitted	Pending for Approval	Apply

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### 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

Sl. No.	Applicant Name	Designation	Current Status	Application Status	Remarks	Application Date	Application No.
1	Mr. Anil Kumar	Asst. Commr.	On Duty	Applied		15/01/2024	IST/2024/1001
2	Mr. Rajesh Singh	Asst. Commr.	On Duty	Applied		15/01/2024	IST/2024/1002
3	Mr. Vikram Singh	Asst. Commr.	On Duty	Applied		15/01/2024	IST/2024/1003
4	Mr. Arun Singh	Asst. Commr.	On Duty	Applied		15/01/2024	IST/2024/1004

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

200 Trial.