



**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT.-ESTT.) DEPARTMENT
DISPUR ::: GUWAHATI-6.**

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, gad.assam.gov.in

ECF No.732704/7

Dated Dispur, the December, 2025

From : The Under Secretary to the Government of Assam,
General Administration Department,
Dispur, Guwahati-06.

To : All Administrative Departments,
Assam Secretariat, Janata Bhawan,
Dispur, Guwahati-06.

Sub : Regarding Five days (DAKSHITA-08) training programme to be conducted in ISTM from 19th
January to 23rd January, 2026.

Sir,

With reference to the subject mentioned above, I am directed to enclose herewith a copy of letter No. ART-20/15//2024/346 dated 08-12-2025, along with its enclosures, received from the Deputy Secretary to the Government of Assam, ARTPPG Department, regarding Five days (DAKSHITA-08) training programme to be conducted in ISTM from 19th January to 23rd January, 2026 for favour of information and necessary action.

Encl: As stated above.

Yours faithfully,
Digitally signed by
JAGADISH TANTI
Date: 12-12-2025
12:25:04
Under Secretary to the Govt. of Assam,
General Administration Department.

Memo eCF No.732704/7-A

Dated Dispur, the December, 2025

Copy for information and necessary action to:

1. The Deputy Secretary to the Government of Assam, ARTPPG Department, Dispur, Ghy-06.
2. Content Manager, G.A. (Sectt.-Estt.) Department.

By order etc,
(e-Signed)
Under Secretary to the Govt. of Assam,
General Administration Department

SO
GA(SE)
MJB
08.12.2025

GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS TRAINING PENSION AND PUBLIC GRIEVANCE DEPARTMENT
BLOCK-A, FOURTH FLOOR, JANATA BHAWAN :: DISPUR :: GUWAHATI-6
Website: art.assam.gov.in :: Email: artdept.assam@assam.gov.in

No. ART-20/15/2024/346

Dated, the 8th December, 2025

✓ To : The Additional Secretary to the Govt. of Assam
 General Administration (SE) Department,
 Dispur

Sub. : Five days (DAKSHITA-08) training programme to be conducted in ISTM from 19
 January to 23 January, 2026- Reg.

Ref. : A copy of e-mail, dtd. 04-11-2025.

Sir/Madam,

In inviting a reference to the letter on the subject cited above, I am directed to forward herewith a copy of letter (under reference) received from Founder & Facilitator - Life Transformation Academy regarding Five days (DAKSHITA-08) training programme to be conducted in ISTM from 19 January to 23 January, 2026 by ISTM which is self explanatory.

You are requested kindly to examine the matter and take necessary action accordingly.

Enclo. :- As stated above

Yours faithfully

Digitally signed by
 CHANDANA BORUAH

Date: 08.12.2025
 Deputy Secretary to the Govt. of Assam
 ARTPPG Department

Dated, the 8th December, 2025

Memo No. ART-20/15/2024/346-A

Copy for kind information to :-

1. The Assistant Director, Institute of Secretariat Training & Management, Department of Personnel & Training (DoPT), New Delhi.
2. The Staff Officer, office of the Chief Secretary, Assam.
3. PS to Secretary to the Govt. of Assam, ARTPPG Department.

(e-signed)

Deputy Secretary to the Govt. of Assam
 ARTPPG Department

MJB
 09/12/25

Development of Attitude Knowledge & Skill for Holistic Transformation in Administration by ISTM

Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

Fri, 28 Nov 2025 4:19:58 PM +0530

To "cs"<cs@tn.gov.in>

Required as directed
for necessary action

Sey ARTPPG
ISTM



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Development of Attitude Knowledge & Skill for Holistic Transformation in Administration

Course Code : DAKSHTA-08

Date : 19 Jan 2026 to 23 Jan 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

Regards

Hanuman Prasad Nishad

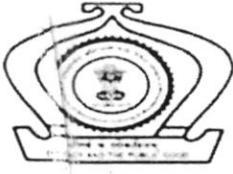
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



FILE NO: Y-12017/1/2025-O/o-AD-OM

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:- 04 Nov, 2025

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC All
Public Sector Undertakings / All Autonomous Bodies

Subject: Five days (DAKSHTA-08) training programme to be conducted in ISTM from 19 Jan 2026 -To- 23 Jan 2026.

Madam/Sir,

I am directed to say that a Five-days training programme for "DAKSHTA-08" Development of Attitude Knowledge & Skill for Holistic Transformation in Administration is scheduled to be conducted from 19 Jan 2026 -To- 23 Jan 2026 for Senior Secretariat Assistants (SSAs) and equivalent with 2-6 years of service. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I. The mode of programme will be OFFLINE MODE.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.

3. Only such officers should be nominated who can attend the programme on whole timebasis. While making nominations, the level and type of participants as indicated in Annexure I may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by 16th January, 2026.

4. Only such candidates, whose nominations are accepted for this Training programme by the Institute of Secretariat Training & Management would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute.

5. The acceptance of nomination letter will be uploaded on the ISTM's website www.istm.gov.in. The sponsoring authorities will also be communicated through e-mail. The nominees are thus requested to regularly check the website of ISTM

Encl: Annexure-I

Yours faithfully

Sd/-
2 (Haunman Prasad Nishad)

Assistant Director & Course Coordinator

E-mail: hp.nishad[at]nic.in

Tel: 011-26737663

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in



COURSE INFORMATION SHEET

1. **COURSE TITLE** : **Development of Attitude Knowledge & Skill for Holistic Transformation in Administration**
2. **COURSE CODE** : **DAKSHTA-08**
3. **DURATION** : **Five days (19 Jan 2026 -To- 23 Jan 2026)**
4. **AIM OF THE COURSE:**
To equip participants with vital knowledge, skill and attitude required for ASO (Assistant Section Officer).
5. **OBJECTIVES: -**
Participants will be able to:
 - Identify the role of an Assistant Section Officer in the Secretariat set up of Government of India
 - Describe Office Procedure prescribed in the Manual of Office Procedure pertaining to file management, action on receipts, aids to processing etc; Apply office procedure in the Section in a given situation.
 - Explain the meaning and purpose of recording a note; Explain the functional approach to noting.
 - Describe the various forms of communication stipulated in the MoP and Identify appropriate forms of communication in a given situation.
 - Explain important provisions of Conduct Rules applicable to members of Central Civil Services.
 - Describe important provisions of Fundamental Rules & Supplementary Rules.
 - List the salient features of the Right to Information Act 2005.
 - Explain techniques of Records Management.
 - Explain provision relating to e-office.
 - Describe Salient features of MS-Excel.
6. **METHODOLOGY:** The programme will be organized on highly participative lines. The training methods will include lecture, group discussion, case study, practical exercise etc.
7. **PARTICIPANTS (Eligibility Conditions)**
The programme is meant for the staff of the level of Senior Secretariat Assistants (SSAs in Pay level-4/6) and equivalent with 2-6 years of service.
8. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30.
2. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before 16th January, 2026.
9. **ACCEPTANCE OF NOMINATION:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM i.e. www.istm.gov.in regularly. They may be relieved only after receipt of such intimation from ISTM.
10. **COURSE FEE & OTHER EXPENSES:**
 - There is no course fee for Central Govt. and State Govt. employees. A course fee of **Rs. 5,000/-** (Rupees Five Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.
 - **Course fee can be paid through following methods.**

Procedure of payment of Course fee on Bharatkosh.gov.in

Website - Bharatkosh.gov.in

File No. ART-20/15/2024-Admin. Reforms-Administrative Reforms, Training, Pension and Public Grievances (Computer No. 517982)

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Ministry - Personnel, P.G. & P
Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM. After payment, send the screen shot/transaction details through email and bring a copy of the same at the time of reporting at ISTM.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-serve basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.jstm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.