No.T-17025/1/2022 –Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing
*****

Old JNU Campus, Block IV, Third Floor,
New Mehrauli Road, New Delhi-110067
Dated: 04th June, 2026

Office Memorandum

Subject: 31st Orientation Programme for Directors/ Deputy Secretaries joining the Government of India under the Central Staffing Scheme– reg.

The undersigned is directed to refer to this Department's OM dated 25.03.2026 (copy enclosed) and ISTM's letter dated 21.05.2026 (copy enclosed) and state that the 31st Orientation Programme (OCD-31), has been scheduled to held from **29th June to 1st July, 2026** for Directors and Deputy Secretaries joining the Government of India under the Central Staffing Scheme after 01.01.2025. The previous OCD-30, scheduled to be held from 22nd April, 2026, has been merged with the new OCD-31 programme. The details of the said OCD-31 course may be perused in ISTM's letter dated 21.05.2026.

2. Sh. Deepak Kumar Bist, Joint Director, ISTM will be the Course Coordinator for the said OCD-31 Course. There is no course fee payable and the period of the training will be treated as 'on duty'. Ministries/Departments are requested to convey the same to the officers as per the list attached and to relieve them to join the programme at ISTM, Old JNU Campus, New Delhi-110067 on **29th June, 2026 at 09:15 AM**.

3. The concerned MDOs are **requested to confirm and communicate the nomination** of the officers to **Sh. Deepak Kumar Bist, Joint Director & Course Coordinator**, ISTM, Old JNU Campus, New Delhi-110067 or at deepakkumar.bist@gov.in, [Tel: 011-26737604]. For any further query regarding the aforesaid programme the concerned officers are advised to contact Sh. Bist at the above-mentioned details.

4. It may be noted that the officers who were earlier nominated for the OCD-30 course and had registered for the same need not be nominated or register again as they will automatically be considered.

5. In case any officer, who has previously attended the said course, has been included again in the enclosed list due to inadvertent error, the same may be ignored and the officer need not be nominated again for the OCD-31 programme

Digitally signed by
Ram Bhagat Kushwaha
Date: 04-06-2026
14:46:47

(Ram Bhagat Kushwaha)
Under Secretary to the Government of India
Tel: 011- 26706305
E-mail: rb.kushwaha@nic.in

To: As per list attached

Copy to:

1. The Director, ISTM, Administrative Block, Old JNU Campus, New Delhi.
2. Shri Deepak Kumar Bist, Joint Director and Course Coordinator, ISTM, New Delhi for information.
3. NIC, Training Division, Old JNU Campus, New Delhi with a request to upload the circular on the Department website.

	List of DS/Directors & Equivalent to Govt. of India joining under Central Staffing Scheme							
Sr. No.	**Ministry**	**Department**	**Sl. No.**	**Name (Sh./ Ms.)**	**Service**	**Cadre**	**Batch**	**Designation**
1	Agriculture & Farmers Welfare	Agriculture & Farmers Welfare	1	Vipul Tripathi	IRAS	XX	2011	Director
			2	Avinash Lavania	IAS	MP	2009	Director
2	Cabinet Sectt	Cabinet Sectt	3	Namrata Gandhi	IAS	CG	2013	Deputy Secretary
3	Chemicals & Fertilizers	Fertilizers	4	Amar Kushawha	IAS	TN	2012	Director
		Pharmaceuticals	5	Suvasis Das	IRS (IT)	XX	2014	Deputy Secretary
4	Civil Aviation	Civil Aviation	6	Smitha Mol M S	IAS	TR	2013	Deputy Secretary
			7	Tanvi Sundriyal	IAS	MP	2010	Director
5	Commerce & Industry	Commerce	8	Anweshkumar Aileni	IRSME	XX	2013	Deputy Secretary
			9	Brindha Boopathy	IRS (C&IT)	XX	2015	Deputy Secretary
			10	Davinder Chodha	IRS (IT)	XX	2015	Deputy Secretary
			11	Richa Prakash Choudhary	IAS	CG	2014	Deputy Secretary
			12	Tariq Thomas	IAS	UT	2011	Director
			13	Raghvendra Singh	IA&AS	XX	2013	Deputy Secretary
			14	Haris S	IAS	CG	2015	Deputy Secretary
		Promotion of Industry and Internal Trade	15	M Arvind	IAS	TN	2011	Director
6	Consumer Affairs, Food & Public Distribution	Food & Public Distribution	16	Runul Pratap	IA&AS	XX	2014	Deputy Secretary
		Consumer Affairs	17	Prashant Dubey	IDAS	XX	2013	Deputy Secretary
7	Culture	Culture	18	Inderjeet Singh	IAS	RJ	2010	Director
8	Defence	Defence	19	Sivaprasad S	IRS (C&IT)	XX	2009	Director
			20	Komaljit Meena	IRS (IT)	XX	2012	Director
			21	Shilpi Chopda	IRS (IT)	XX	2015	Deputy Secretary
			22	Pavan Kumar Malapati	IAS	KN	2012	Director
			23	Maya Kumari	CPES	XX	2014	Deputy Secretary
			24	Sumity Garg	IRS (C&IT)	XX	2015	Deputy Secretary
			25	Reema Jain	IES	XX	2013	Deputy Secretary
			26	Rahul Raja	IRS (C&IT)	XX	2014	Deputy Secretary
9	Education	Higher Education	27	Vijaykumar Vinayakrao Patil	IOFS	XX	2006	Director
			28	Nitish Suri	ITradeS	XX	2011	Director
			29	Harish Kumar Kallega	IES	XX	2013	Deputy Secretary
			30	Heera Lal	IRS (C&IT)	XX	2015	Deputy Secretary
			31	Richa Verma	IAS	HP	2012	Director

Sr. No.	Ministry	Department	Sl. No.	Name (Sh./ Ms.)	Service	Cadre	Batch	Designation
			32	Shreyansh Mohan	IRS (C&IT)	XX	2015	Deputy Secretary
10	Electronics & Information Technology	Electronics & Information Technology	33	Mohammed Y Safirulla K	IAS	KL	2010	Director
11	Environment, Forest & Climate Change	Environment, Forest & Climate Change	34	Anuj Chandak	IInfoS	XX	2013	Deputy Secretary
12	Finance	Economic Affairs	35	S Divyadharshini	IAS	TN	2011	Director
			36	Shashi Kajle	IRS (IT)	XX	2007	Director
			37	Laya Madduri	IAS	AM	2010	Director
			38	Masroor Ahmad	IA&AS	XX	2015	Deputy Secretary
			39	Prakash Rajpurohit	IAS	RJ	2010	Director
			40	Amrutha Varshini Palla	IRS (IT)	XX	2014	Deputy Secretary
		Financial Services	41	Rohan Chand Thakur	IAS	HP	2009	Director
			42	Aisha Khan	IOFS	XX	2014	Deputy Secretary
		Revenue	43	Shankar Lal Kumawat	IAS	TN	2010	Director
			44	Saurabh Kumar	IAS	CG	2009	Director
		Investment and Public Asset Management	45	Atul Kumar	IRS (IT)	XX	2011	Director
			46	Pooja Awana	IPS	RJ	2012	Director
13	Fisheries, Animal Husbandry and Dairying	Animal Husbandry and Dairying	47	V Jaya Chandra Bhanu Reddy	IAS	TN	2011	Director
14	Health & Family Welfare	Health & Family Welfare	48	Dr Shailesh	IAS	TR	2013	Deputy Secretary
			49	Nikhil Dhongari	IRPS	XX	2012	Director
15	Home Affairs	Home	50	Guriqbal Singh	IPS	UT	2012	Director
			51	Manish Srivastava	IOFS	XX	2009	Director
			52	Shyam Sundar Agrawal	ICoAS	XX	2011	Director
			53	Ruchika Katyal	IAS	UT	2013	Deputy Secretary
			54	Veerendra Kumar Mishra	IPS	MP	2012	Director
			55	Suganya K	ITradeS	XX	2013	Deputy Secretary
			56	Swadha Dev Singh	IAS	OD	2014	Director
16	Housing and Urban Affairs	Housing and Urban Affairs	57	Raghavendra Pal Singh	IRS (C&IT)	XX	2008	Director
			58	Grace Lalrindiki Pachuau	IAS	TN	2014	Deputy Secretary
17	Information and Broadcasting	Information and Broadcasting	59	Vikram Singh Malik	IAS	UT	2012	Director
			60	Vijay Kumar Darak	ICoAS	XX	2016	Deputy Secretary
18	Jal Shakti	Drinking Water and Sanitation	61	Hari Narayanan Murugan	IAS	AP	2011	Director
			62	Shivaji Narasu Patil	ISS	XX	2010	Director

Sr. No.	Ministry	Department	Sl. No.	Name (Sh./ Ms.)	Service	Cadre	Batch	Designation
19	Law & Justice	Justice	63	Prateek Kumar Mishra	IRS (IT)	XX	2011	Director
20	Micro, Small & Medium Enterprises	Micro, Small & Medium Enterprises	64	Md Salik Parwaiz	IRS (C&IT)	XX	2009	Director
			65	Danish Ashraf	IAS	UT	2011	JOINT DEVELOPMENT COMMISSIONER
21	Mines	Mines	66	Johny Tom Varghese	IAS	TN	2014	Deputy Secretary
22	Minority Affairs	Minority Affairs	67	Sravan Kumar Jatavath	IAS	TN	2014	Deputy Secretary
			68	Ms. Neha Giri	IAS	RJ	2010	Director
23	New & Renewable Energy	New & Renewable Energy	69	Mir Mohammed Ali	IAS	KL	2011	Director
24	NITI Aayog	NITI Aayog	70	Gaurav Katiyar	IES	XX	2013	Deputy Secretary
25	Personnel, Public Grievances & Pensions	Personnel and Training	71	Alok Ranjan Ghosh	IAS	BH	2011	Director
			72	Sheikh Arshad Ayub	IAS	UT	2013	Deputy Secretary
			73	Apoorva Bharadwaj	IRS (IT)	XX	2007	Director
			74	Sumeet Singh	IRTS	XX	2008	Director
			75	Shalini Mahajan	IES	XX	2013	Deputy Secretary
			76	Prerna Joshi	IES	XX	2012	Director
			77	Pawan Kumar	ICoAS	XX	2010	Director
			78	Paras Mehendiratta	IRSME	XX	2014	Deputy Secretary
			79	Tamanna Sinha	IES	XX	2012	Director
			80	Ajit Kumar Ranjan	IAS	NL	2015	Deputy Secretary
			81	Puneet Bijaraniya	IPoS	XX	2013	Deputy Secretary
			82	Akash Jain	IRS (IT)	XX	2013	Deputy Secretary
			83	Pinky Sawariya	ISS	XX	2012	Director
			84	Srimant Kumar	ISS	XX	2011	Joint Secretary
		Administrative Reforms & Public Grievances	85	Garima Yadav	IAS	UP	2014	Deputy Secretary
26	Petroleum & Natural Gas	Petroleum & Natural Gas	86	Sagar Singh Kalsi	IPS	UT	2010	Director
			87	Bhupinder Kumar	IAS	UT	2011	Director
27	Ports, Shipping and Waterways	Ports, Shipping and Waterways	88	Vipul Singhal	IRTS	XX	2008	Director
			89	Samarth Verma	IAS	OD	2011	Director
	Power	Power	90	Pranav Tayal	IPS	UT	2011	Director
			91	Ravi Dhawan	IAS	UT	2011	Director
29	Road Transport & Highways	Road Transport & Highways	92	Harleen Kaur	IAS	UT	2012	Director

Sr. No.	Ministry	Department	Sl. No.	Name (Sh./ Ms.)	Service	Cadre	Batch	Designation
30	Social Justice & Empowerment	Empowerment of Persons with Disabilities	93	Ashish Thakare	IAS	OD	2011	Director
		Social Justice & Empowerment	94	Gaurav Singh Rajawat	IAS	UT	2011	Director
31	Steel	Steel	95	Maimun Alam	IRS (IT)	XX	2007	Director
			96	Ambica Anand	ISS	XX	2009	Director
			97	Amit Kumar	IDAS	XX	2014	Deputy Secretary
32	Youth Affairs & Sports	Sports	98	Sandeep Rewaji Rathod	IAS	TR	2009	Director
			99	Zuber Mohd	IOFS	XX	2014	Deputy Secretary

No.T-17025/1/2022 –Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Old JNU Campus, Block IV, Third Floor,
New Mehrauli Road, New Delhi-110067
Dated: 25th March, 2026

Office Memorandum

Subject: 30th Orientation Programme for Directors/ Deputy Secretaries joining the Government of India under the Central Staffing Scheme– reg.

The undersigned is directed to refer to the subject cited above and state that the 30th Orientation Programme for Directors and Deputy Secretaries (OCD-30) joining the Government of India under the Central Staffing Scheme after 01.01.2025, has been scheduled to be conducted at Institute of Secretariat Training and Management (ISTM), New Delhi from **22nd April to 24th April, 2026**. List of such officers who have joined various M/D/Os at the rank of Director/ Deputy Secretary or equivalent after 01.01.2025 under Central Staffing Scheme and have not attended any OCD programme is attached at Annexure-X.

2. In this regard, it is stated that the training is to be conducted in blended mode. The officers are required to undergo the e-content available on i-GOT under the title '**Orientation Programme for Directors/Deputy Secretaries**', before joining 3 days' physical training at ISTM wherein there will be six sessions a day.

3. The programme is designed to cater to the needs of an officer of the rank of Director and Deputy Secretary joining the Ministries/Departments for the first time under the Central Staffing Scheme. The course is expected to cover Parliamentary Procedure, public procurement processes, drafting of EFC/SFC and Cabinet Notes, Noting and Drafting for Middle Level Management, Policy Formulation, Implementation, Monitoring and Evaluation etc..

4. There is no course fee payable and the period of the training will be treated as 'on duty'. Ministries/Departments are requested to convey the same to the officers as per the list attached and to relieve them to join the programme at ISTM, Old JNU Campus, New Delhi-110067 on **22nd April, 2026 at 09:15 AM**.

5. The concerned MDOs are **requested to confirm and communicate the nomination** of the officers to **Sh. Deepak Kumar Bist, Joint Director & Course Coordinator**, ISTM, Old JNU Campus, New Delhi-110067 or at deepakkumar.bist@gov.in, [Tel: 011-26737604]. For any further query regarding the aforesaid programme the concerned officers are advised to contact Sh. Bist at the above-mentioned details.

6. In case the name of an officer who has already attended any of the previous Orientation Course for Directors/Deputy Directors by ISTM, is appearing in the list attached, the same may be ignored and the officer need not be nominated for the OCD-30 programme.

(Ram Bhagat Kushwaha)
Under Secretary to the Government of India
Tel: 011- 26706305
E-mail: rb.kushwaha@nic.in

To: As per list attached

Digitally signed by
Ram Bhagat Kushwaha
Date: 25-03-2026
10:36:12

Copy to:

1. The Director, ISTM, Administrative Block, Old JNU Campus, New Delhi.
2. Shri Deepak Kumar Bist, Joint Director and Course Coordinator, ISTM, New Delhi for information.
3. NIC, Training Division, Old JNU Campus, New Delhi with a request to upload the circular on the Department website.

File No.: Y-14011/4/2026-O/o JT. DIRECTOR(DKB)
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 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

Date: 21.05.2026

To
Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
The Central Vigilance Commission / Election Commission of India / UPSC

Subject: "Orientation Course for Deputy Secretaries / Directors" (OCD-30-31Merged) to be conducted from 29th June, 2026 to 01st July, 2026 in ISTM.

Sir/Madam,

I am directed to say that an "Orientation Course for Deputy Secretaries / Directors" (OCD-30-31Merged) will be conducted in this Institute from 29th June, 2026 to 01st July, 2026 (03 Days) for officers posted at various Ministerial Departments/Organizations under Central Staffing Scheme. Previous course OCD-30, which was scheduled from 22nd April, 2026 to 24th April, 2026, was postponed due to administrative reasons. Those who had registered for OCD-30 on the ISTM website are not required to fill out the form again for the OCD-30-31 Merged course, as the registration submitted by them for OCD-30 will be deemed valid for this course as well. The course content, registration procedure, and other information regarding the course and available facilities are provided in **Annexure-I**.

2. Nomination form for the Course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email.

3. Only such officials should be nominated who can attend this course on whole time basis. An officer who has already attended similar Course conducted by ISTM, should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 22nd June, 2026.

4. Only such officials, whose nominations are accepted for the Course by the Institute of Secretariat Training & Management, will be allowed to join. Therefore, it is reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance 05 days prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure I

Yours faithfully
(Deepak Kumar Bist)
Joint Director & Course Coordinator
Email ID: deepakkumar.bist@gov.in
Tel. No.: 011 26737604

Annexure I

Course Information Sheet

Title	Orientation Course for Deputy Secretaries/Directors
Course Code	OCD-30-31Merged
Duration of the Course	29th June, 2026 to 01st July, 2026
Course Methodology	The course will be conducted in Offline mode. Lecture and Discussions along with case illustrations, whenever required, will be used.
Objective of the Course	The objective of the 03 days Course is to orient the Deputy Secretary / Director level Officers about important functional competencies required while posted under Central Staffing Scheme.
Broad Contents of the Course	Budget-Formulation, Implementation & Expenditure Management, EFC/SFC/DIB/PIB Cabinet Note, Art of Noting & Drafting at Middle Level Management, Public Policy-Execution, Monitoring & Evaluation at mid management level, Performance Management & Evaluation System (PMES) at middle management level, Digital Dashboard, DFPR in the context of AoBR & ToBR & Public Procurement Process in the Central Secretariat
Course Capacity	The maximum number of participants that can be admitted to the Course is 35.
Hostel Facility	The course is Residential. ISTM provides modest hostel facilities on single or double occupancy basis. However, availability of rooms in ISTM Hostel cannot be guaranteed and it will be made available on first come-first serve basis. Family members of the participants are not allowed to stay in the hostel with the participants. In the event of non-availability of accommodation in ISTM Hostel, the participants will be required to make their own arrangement at their own cost, as per their entitlement in their parent organization. The Hostel is situated in Old JNU Campus, New Delhi-110067 Email ID- hostel-istm@nic.in The applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele No. 011 26737716/17 and/or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login -> book hostel
Nomination form to be sent to	Deepak Kumar Bist, Joint Director Room No. 104, 1st Floor, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi-110067 Tel No. 011 26737604 Email: deepakkumar.bist@gov.in

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

File No.: Y-14011/4/2026-O/o JT. DIRECTOR(DKB)

Orientation Course for Deputy Secretaries/Directors

(OCD-30-31Merged)

Duration: 29th June, 2026 to 01st July, 2026 (03 Days)

1. **Objectives:** At the end of the course, the participants will be able to:
   - (i) Describe provisions of DFPR in the context of AoBR, ToBR and Public Procurement Process in the Central Secretariat.
   - (ii) List out the steps for preparing EFC/SFC/DIB/PIB Cabinet Note.
   - (iii) Explain steps involved in Budget-Formulation, Implementation and Expenditure Management.
   - (iv) Describe Art of Noting & Drafting at Middle Level Management.
   - (v) Explain Public Policy Execution, Monitoring and Evaluation at mid management level.
   - (vi) State provisions relating to Performance Management and Evaluation Systems (PMES) at middle management level.
   - (vii) Delineate features of a robust Digital Dashboard.

2. **Draft Session Plan:**

Date/Day	Session	Topic
29.06.2026 Monday	I	Welcome, Expectation Sharing, Orientation/Syndicate Formation
	II-III	DFPR in the context of AoBR & ToBR & Public Procurement Process in the Central Secretariat
	IV-V	EFC/SFC/DIB/PIB Cabinet Note
	VI	Budget-Formulation, Implementation & Expenditure Management & Daily Feedback
30.06.2026 Tuesday	PANCH PRANALI	
	I-II	Art of Noting & Drafting at Middle Level Management– Group Discussion
	III-IV	Public Policy-Execution, Monitoring & Evaluation at mid management level
	V-VI	Group Presentation & Daily Feedback
01.07.2026 Wednesday	PANCH PRANALI	
	I-II	Performance Management & Evaluation System (PMES) at middle management level
	III	Digital Dashboard
	IV	Enabled Learning Session Parliament Procedure, RTI, CPGRAM code of conduct, Discipline POSH Act & Daily Feedback
	V-VI	Feedback & Valediction