

15 days training program on Establishment, Administration & Finance at NCHMCT

Government of India
Ministry of Tourism
NCHMCT NOIDA

Report – Training on Establishment, Administration & Finance

Name of the Office/ Institute & location : - NCHMCT, NOIDA

Date and place of the activity : - 6th to 20th February, 2026

Title and Introduction - 15-day training on Administrative Reforms conducted at Institute of Secretariat Training & Management enhanced my administrative knowledge and skills. The training was covered various important aspects of administration, governance, and service rules.

Objectives - I gained valuable insights into topics such as General Financial Rules, CCS Conduct Rules, budget preparation, vigilance matters, and recruitment procedures. Sessions on noting and drafting, e-governance, public policy, and contract management enhanced my practical understanding of administrative functioning

Training Team - The training was conducted by experienced officers and subject experts from the ISTM, including retired IAS officers and currently serving officials of the Government of India.

Key Highlights and Takeaways - Learned about financial rules, service matters, vigilance, e-governance, and effective administrative practices.

Evaluation and Feedback - The training was well-structured, informative, and highly beneficial for professional development.

Conclusion - Overall, the programme was enriching and will help in improving my efficiency in administrative duties.

Participant – Approx 34 Nos.



Training Program on Administration Establishment and Accounts

Day-14

Resource person

Shri Nafe Singh Ex Deputy Director ISTM NEW DELHI

Topic **"TA & LTC and Income tax**

Feedback session by **Dr Sagnik Chowdhury**

(Date - 19-02-2026)



