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12/05/22



कामिक (क-1) विभाग
सचिवालय, राजस्थान, जयपुर
प्राप्ति क्रमांक 952715
दिनांक 16/05/22

National Institute Of Secretariat Training & Development

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Ref No :- NISTD/M/969/2022

New Delhi, India The Dated 12th May, 2022

To,

By E Mail

The Principal Secretary to Government
Department of Personnel
Main Building, Secretariat, Jaipur (Rajasthan), India
secy-dop@rajasthan.gov.in, ds-dop@rajasthan.gov.in

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Established by Department of Labour, Govt. of National Capital Territory of Delhi) Registration Certificate of Establishment No. :2022094022, representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.

Executive Development Programs conducted by NISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programmes:

S No	Topics	Date & Duration 3 Days	Venue	Course Fee (RS) Per Participant		
				Non Residential	Twine Sharing	Single Sharing
1.	Advance Course On Secretarial Effectiveness : Capacity Building	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh, India	36,690.00	49,690.00	63,690.00
2.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh	36,690.00	49,690.00	63,690.00
3.	Transformational Leadership & Managing Change	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh	36,690.00	49,690.00	63,690.00
4.	Performance Management through Talent Management	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	36,690.00	49,690.00	63,690.00
5.	Stress Management for Achieving & Sustaining Performance	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	36,690.00	49,690.00	63,690.00
6.	Smart Governance: Public Service Delivery in Digital India	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	36,690.00	49,690.00	63,690.00

7.	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management " Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
8.	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules , "Stress & Stress Management " Under Capacity Building in Government Departments Autonomous & PSUs"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
9.	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. "Stress & Stress Management ", Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
10.	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation , Under MACP" Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
11.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	18-20 June, 2022 (Last Date 13 th June,2022)	The Grand Mamta Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
12.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress." & GST , Swatch Bharat Mission	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India The Grand Mamta Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
13.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel R The Grand Mamta Srinagar adisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
14.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
15.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules & GST , Swatch Bharat Mission	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
16.	"Establishment Rules & General Administration Matters" & GST , Swatch Bharat Mission Of Government	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Asian Park ★ Munawara Abad, Srinagar	36,690.00	49,690.00	63,690.00

	Departments Autonomous Bodies & PSU".		Jammu & Kashmir, India			
17.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST , Swatch Bharat Mission	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
18.	"Finance Management in Govt. with Financial & Administrative Powers	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
19.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	03-05 July, 2022 (Last Date 01 st July,2022)	Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand.	36,690.00	49,690.00	63,690.00
20.	Seminar on ISO 9001, ISO 14001 and ISO 45001.	03-05 July, 2022 (Last Date 01 st July,2022)	Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand	36,690.00	49,690.00	63,690.00
21.	Leadership Excellence and Effective Decision Making.	03-05 July, 2022 (Last Date 01 st July,2022)	Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand	36,690.00	49,690.00	63,690.00
22.	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	03-05 July, 2022 (Last Date 01 st July,2022)	Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand	36,690.00	49,690.00	63,690.00
23.	ENHANCING ORGANIZATIONAL PRODUCTIVITY THROUGH DIGITAL TRANSFORMATION.	03-05 July, 2022 (Last Date 01 st July,2022)	Corbett Suman Grand Jim Corbett Ramnagar Uttarakhand	36,690.00	49,690.00	63,690.00
24.	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station and Stress Management. Under Capacity Building program	23-25 July, 2022 (Last Date 16 th July,2022)	"Hotel Shambhala" Leh-194 101, Ladakh (India).	36,690.00	49,690.00	63,690.00
25.	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST "Stress & Stress Management " Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2022(Last Date 16 th July,2022)	"Hotel Shambhala" Leh-194 101, Ladakh (India).	36,690.00	49,690.00	63,690.00
26.	"Office Systems & Office Procedures, E- Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress."	23-25 July, 2022(Last Date 16 th July,2022)	"Hotel Shambhala" Leh-194 101, Ladakh (India).	36,690.00	49,690.00	63,690.00
27.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	23-25 July, 2022(Last Date 16 th July,2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
28.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	23-25 July, 2022 (Last Date 16 th July,2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00

29.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules.	23-25 July, 2022 (Last Date 16 th July, 2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
30.	"Establishment Rules & General Administration Matters" & GST, Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU".	23-25 July, 2022 (Last Date 16 th July, 2022)	The Driftwood Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
31.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills.	23-25 July, 2022 (Last Date 16 th July, 2022)	The Driftwood Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
32.	"Finance Management in Govt. with Financial & Administrative Powers	23-25 July, 2022 (Last Date 16 th July, 2022)	The Driftwood Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
33.	Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers, RTI & GST. in Under Capacity Building program in Government Departments Autonomous Bodies & PSUs".	23-25 July, 2022 (Last Date 16 th July, 2022)	;Singge Palace Hotel, Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
34.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	23-25 July, 2022 (Last Date 16 th July, 2022)	Singge Palace Hotel, Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
35.	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management, RTI & GST. Stress & Stress Management " Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2022 (Last Date 16 th July, 2022)	Singge Palace Hotel, Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
36.	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	06-08 August, 2022	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India	36,690.00	49,690.00	63,690.00
37.	Preventive Vigilance & Strategic Financial Management.	06-08 August, 2022	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India	36,690.00	49,690.00	63,690.00
38.	Work Life Balance and Stress Management.	06-08 August, 2022	Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006	36,690.00	49,690.00	63,690.00
39.	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	06-08 August, 2022	Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006	36,690.00	49,690.00	63,690.00
40.	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	06-08 August, 2022	Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006	36,690.00	49,690.00	63,690.00
41.	Digital Workplace : Essentials for non-IT Executives.	06-08 August, 2022	Sarovar Portico Dehradun 56, Rajpur Road,	36,690.00	49,690.00	63,690.00

			Dehradun – 248001 Uttarakhand, India			
42.	Building Organizational Excellence in Digital Era.	06-08 August, 2022	Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India	36,690.00	49,690.00	63,690.00
43.	Organizational Productivity through Digital Transformation.	06-08 August, 2022	Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India	36,690.00	49,690.00	63,690.00
44.	Project Management- Tools & Techniques.	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	36,690.00	49,690.00	63,690.00
45.	Supply chain management,	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	36,690.00	49,690.00	63,690.00
46.	Total Quality Management	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	36,690.00	49,690.00	63,690.00
47.	Logistics and Inventory Management	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	36,690.00	49,690.00	63,690.00
48.	e-governance & Advance IT Tools: Transforming Government Sector", "Stress & Stress Management " Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
49.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
50.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. "Stress & Stress Management ", RTI & GST.Under Capacity Building In Govt. departments, autonomous bodies & PSUs"	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
51.	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication, Under Capacity program Building in Govt. departments, autonomous bodies & PSUs"	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
52.	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter , Under Capacity Building In Government Department, autonomous	21-23 August,2022	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00

53.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress.",	21-23 August,2022	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
54.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills", In Government Departments Autonomous Bodies & PSUs".	21-23 August,2022	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
55.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression", In Government Departments Autonomous Bodies & PSUs".	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
56.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
57.	"Establishment Rules & General Administration Matters", Of Government Departments Autonomous Bodies & PSU".	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
58.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills.	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
59.	"Finance Management in Govt. with Financial & Administrative Powers.	21-23 August,2022	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
60.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST "Stress & Stress Management, Under Capacity Building program In Government Departments Autonomous Bodies & PSUs"	21-23 August,2022	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
61.	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' CPM as Tool for Construction Management, Project Management for Engineers , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	21-23 August,2022	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
62.	Transformational Leadership & Managing Change.	04-05 september,2022	Sterling Ooty Fern Hill Ooty Tamil Naidu	36,690.00	49,690.00	63,690.00
63.	Performance Management through Talent Management.	04-05 september,2022	Sterling Ooty Fern Hill Ooty Tamil Naidu	36,690.00	49,690.00	63,690.00
64.	Stress Management for Achieving & Sustaining Performance.	04-05 september,2022	Sterling Ooty Fern Hill Ooty Tamil Naidu	36,690.00	49,690.00	63,690.00
65.	Smart Governance: Public Service Delivery in Digital India.	04-05 september,2022	Sterling Ooty Elk Hill Ooty Tamil Naidu	36,690.00	49,690.00	63,690.00
66.	Advance Course On Secretarial Effectiveness : Capacity Building	04-05 september,2022	Sterling Ooty Elk Hill Ooty Tamil Naidu	36,690.00	49,690.00	63,690.00
67.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	04-05 september,2022	Sterling Ooty Elk Hill, Ooty Tamil Naidu	36,690.00	49,690.00	63,690.00
68.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting , Under	18-20 September, 2022	Hotel Le Maritime	36,690.00	49,690.00	63,690.00

	Capacity Building in Govt. departments, autonomous bodies & PSUs"		Cochin, 682510 Kerla, India			
69.	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management , Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	18-20 September, 2022	Hotel Le Maritime Cochin, 682510 Kerla, India	36,690.00	49,690.00	63,690.00
70.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	18-20 September, 2022	Hotel Le Maritime Cochin, 682510 Kerla, India	36,690.00	49,690.00	63,690.00
71.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. , Under Capacity Building in Govt. departments, autonomous bodies	18-20 September, 2022	Hotel Radisson Blu Kochi Elamkulam, Cochin Kerla, India	36,690.00	49,690.00	63,690.00
72.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress."	18-20 September, 2022	Hotel Radisson Blu Kochi Elamkulam, Cochin Kerla, India	36,690.00	49,690.00	63,690.00
73.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills", RTI & GST., Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	18-20 September, 2022	Hotel Radisson Blu Kochi Elamkulam, Cochin Kerla, India	36,690.00	49,690.00	63,690.00
74.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression", In Government Departments Autonomous Bodies & PSUs".	18-20 September, 2022	Hotel Novotel Kochi Infopark Kerla, India	36,690.00	49,690.00	63,690.00
75.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules, RTI & GST.Swatch Bharat Mission	18-20 September, 2022	Hotel Novotel Kochi Infopark Kerla, India	36,690.00	49,690.00	63,690.00
76.	"Establishment Rules & General Administration Matters" & GST , Swatch Bharat Mission , Of Government Departments Autonomous Bodies & PSU".	18-20 September, 2022	Hotel Novotel Kochi Infopark Kerla, India	36,690.00	49,690.00	63,690.00
77.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST , Swatch Bharat Mission, RTI & GST.	18-20 September, 2022	Hotel Crowne Plaza Kochi Kerla, India	36,690.00	49,690.00	63,690.00
78.	"Finance Management in Govt. with Financial & Administrative Powers, RTI & GST.	18-20 September, 2022	Hotel Crowne Plaza Kochi Kerla, India	36,690.00	49,690.00	63,690.00
79.	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", RTI & GST Under Capacity Building program in	18-20 September, 2022	Hotel Crowne Plaza Kochi Kerla, India	36,690.00	49,690.00	63,690.00

	Govt. departments, autonomous bodies & PSUs"					
80.	Materials management and purchase policy & procedure, E-procurement & GST "Stress & Stress Management", Under Capacity Building program in Govt. departments, autonomous bodies. & PSUs"	16-18 October,2022	Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806	36,690.00	49,690.00	63,690.00
81.	Project Management for Engineers, CPM as Tool for Construction Management, Project Management for Engineers .Under Capacity Building in Govt. departments, autonomous bodies	16-18 October,2022	Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806	36,690.00	49,690.00	63,690.00
82.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. "Stress & Stress Management", Under Capacity Building in Govt. departments, autonomous bodies	16-18 October,2022	Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806	36,690.00	49,690.00	63,690.00
83.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	16-18 October,2022	Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806	36,690.00	49,690.00	63,690.00
84.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress.", RTI & GST., Swatch Bharat Mission	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	36,690.00	49,690.00	63,690.00
85.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills", Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	36,690.00	49,690.00	63,690.00
86.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression", In Government Departments Autonomous Bodies & PSUs".	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	36,690.00	49,690.00	63,690.00
87.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules, RTI & GST. Swatch Bharat Mission	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	36,690.00	49,690.00	63,690.00
88.	"Establishment Rules & General Administration Matters", RTI & GST. Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU".	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	36,690.00	49,690.00	63,690.00
89.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills,	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	36,690.00	49,690.00	63,690.00
90.	"Finance Management in Govt. with Financial & Administrative Powers	16-18 October,2022	Golden Tulip Goa,	36,690.00	49,690.00	63,690.00

			Candolim Beach, Goa			
91.	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" ,Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	36,690.00	49,690.00	63,690.00
92.	Advance Course On Secretarial Effectiveness : Capacity Building	02-04 October,2022	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	36,690.00	49,690.00	63,690.00
93.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	02-04 October,2022	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	36,690.00	49,690.00	63,690.00
94.	Transformational Leadership & Managing Change.	02-04 October,2022	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	36,690.00	49,690.00	63,690.00
95.	Performance Management through Talent Management.	02-04 October,2022	Royal Park Resorts and spa Manali, Himachal Pradesh, India	36,690.00	49,690.00	63,690.00
96.	Stress Management for Achieving & Sustaining Performance.	02-04 October,2022	Royal Park Resorts and spa Manali, Himachal Pradesh, India	36,690.00	49,690.00	63,690.00
97.	Smart Governance: Public Service Delivery in Digital India.	02-04 October,2022	Royal Park Resorts and spa Manali, Himachal Pradesh, India	36,690.00	49,690.00	63,690.00

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

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GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S) and site visits. The Non residential fee covers the Training charges, working lunch and sight visits only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.16,600 and Rs.9,600 respectively for the entire duration, payable to NISTD In Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that NISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

Participant:-- Bureaucrats, Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through

meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on cities in transition and the rehabilitation of run-down neighborhoods.

The site visits are planned to give firsthand experience of the facilities providing services to the cities

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to:

The Program Coordinator (Executive Development Program)
National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109,
WhatsAppNo +91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating **Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID** ,along with DD/Cheque/RTGS/NEFT or details of UTR No. towards Participation fees should reach at following address

The Addl. Director (Trg)

National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India

Accommodation would be available if confirmed in advance payment before Commencement of the Program.

Note: Participants opting for the residential program should Check into the Hotel on the day prior to the first day of the course (afternoon). Check-out will be the morning of day 3 of the course.

Note:- The Institute encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

OUR FACULTY

We have our own regular Faculty. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers .

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a RTGS/NEFT/Demand Draft of the required amount drawn in favor of "National Institute Of Secretariat Training & Development " payable at New Delhi and should be sent in advance along with the nomination.

Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted.
Substitution of nominees is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel .

TEA/COFFEE BREAK
LUNCH

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM
01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three day Technical Workshop . Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Accommodation Breakfast, Dinner & Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate , Photography.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.

Change of Schedule

The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: You can call the Central Line +91-9811094923 for any queries regarding the Workshop. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only. We would also welcome invitation from your side for On-Site Training program at your premises

Payment: In advance or before commencement of training program through RTGS/NEFT bank draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

For National Institute Of Secretariat Training & Development



Addl. Director (Trg)



REGISTRATION FORM
Executive Development Program

Date _____ To _____,

Topic _____

Venue _____

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Residence Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status
(please tick)

Residential

☐

Non-Residential

☐

Date: _____

Signature _____

(Photocopies of the form may be used for more delegates)