



India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

trg@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/R/23-47-1140

New Delhi

To
The Hon'ble Chief Secretary
Government of Rajasthan Secretariat, Jaipur – 302005

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. [IISTD mandate is to impart training to officers of Central Secretariat Service \(CSS\) and officers of other organized/subsidiary services functioning in the Central Secretariat.](#)

Executive Development Programs conducted by IISTD 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 Programs:

Course Code	Topics	Date		Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Duration			Non-Residential	Residential	
		3 Days				Twin Sharing	Single Sharing
IISTD 036	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	5 – 7 January, 2023		Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 037	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation	5 – 7 January, 2023		Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 038	Preventive Vigilance & Strategic Financial Management	5 – 7 January, 2023		Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-



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IISTD 039	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	5 – 7 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 040	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	5 – 7 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 041	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	5 – 7 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 042	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	23 - 25 January, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 043	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	23 - 25 January, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 044	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement, RTI & GST	23 - 25 January, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 045	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	23 - 25 January, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 046	Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	23 - 25 January, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 047	E-Governance & Advance IT Tools: Transforming Government Sector& GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	9 - 11 Feb, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 048	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	9 - 11 Feb, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 049	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	9 - 11 Feb, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 050	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	9 - 11 Feb, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 051	Procurement & Contract Management for Building & Roads Projects	9 - 11 Feb, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 052	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	9 - 11 Feb, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 053	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	23 - 25 Feb, 2023	Hotel Madhuban Sarovar Portico, Mussorie	29,999/-	48,999/-	59,999/-
IISTD 054	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	23 - 25 Feb, 2023	Hotel Madhuban Sarovar Portico, Mussorie	29,999/-	48,999/-	59,999/-
IISTD 055	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	23 - 25 Feb, 2023	Hotel Madhuban Sarovar Portico, Mussorie	29,999/-	48,999/-	59,999/-
IISTD 056	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation,	23 - 25 Feb, 2023	Hotel Madhuban Sarovar	29,999/-	48,999/-	59,999/-



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	Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress		Portico, Mussorie			
IISTD 057	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	23 - 25 Feb, 2023	Hotel Madhuban Sarovar Portico, Mussorie	29,999/-	48,999/-	59,999/-
IISTD 058	Leadership Excellence and Effective Decision Making.	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 059	Latest Changes in Pay Fixation, Focus on Recent Orders & Modified Assured Career Progression	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 060	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 061	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 062	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 063	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 064	Total quality person (TQP), Work life Balance, Emotional Intelligence	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 065	Quality Control and Quality Assurance in Concrete	16 - 18	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-



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	Construction including Extreme weather Concreting	March, 2023				
IISTD 066	Stress & Stress Management & Staff Development in Improving	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 067	Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 068	Establishment Rules & General Administration Matters	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 069	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies),	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 070	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 071	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 072	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 073	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 074	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-



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IISTD 075	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 076	Pension Scheme and New Pensions Scheme in Wake of VII th Pay Commission Report & Grant of Financial Up-gradation, Under MACP	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 077	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 078	Total quality person (TQP), Work life Balance, Emotional Intelligence	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 079	Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 080	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	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 081	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 082	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 083	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 084	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 085	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 086	Establishment Rules & General Administration Matters	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 087	Project Management for Engineers Under Capacity Building	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 088	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 090	Finance Management in Govt. with Financial & Administrative Powers	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 091	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 092	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in. In addition to the above Programme other customized programs to the choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

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).
- The Non-Residential fee covers the Training charges, working lunch only.



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- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- 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 IISTD 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.

These programs will help the officers of Central/ State Government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD. 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.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of “India Institute of Secretariat Training & Development” payable at New Delhi.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri Somveer
Director (Training)