

collaboration with IISTD

By E-Mail & Registered Post

Ref No IISTD/R/23-15-1515

New Delhi, Dated, 11 November 2023

To,  
The Chief Secretary  
Rajasthan

**Subject: International Study Tour / Executive Development Program - Call for Nominations/ In-House Training Program/ RTI & GeM Training Program/ Webinars for Engineering/ Secretaries / Executives/ Assistants/ Admin staff in collaboration with IISTD**

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.

Please find enclosed herewith details of training programs & Nomination Form:

1. International Study Tour (Knowledge Co-creation Programme) - Call for Nominations *(Please refer to StudyTour.Pdf file)*.
1. Executive Development Programs *(Please refer to EDP.Pdf file)*
2. In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff *(Please refer to Inhouse.Pdf file)*
3. Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin *(Please refer to Webinar.Pdf file)*
4. 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities *(Please refer to RTI.Pdf file)*
5. 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2022) . *(Please refer to Gem.Pdf file)*
6. 3 Days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle. *(Please refer to Vigilance.Pdf file)*
7. Nomination Form *(Please refer to NominationForm.Pdf file)*

Schedule of Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle Ttraining programs is as follows:

From 27 to 29 Nov, 2023 at Hotel Ramada by Wyndham Darjeeling

From 21 to 23 Dec, 2023 at Hotel Madhuban Sarovar Portico, Mussoorie

From 10 to 12 Jan 2024 at Hotel Corbett the Grand, Jim Corbett

From 14 to 16 Feb, 2024 at Hotel The Fern Residency, Udaipur

From 20 to 22 Mar, 2024 at Hotel Bogmallo Beach Resort, Goa

Schedule of RTI & GeM training programs is as follows:

- From 23 to 25 Nov, 2023 at Hotel Ramada by Wyndham Darjeeling
- From 18 to 20 Dec, 2023 at Hotel Madhuban Sarovar Portico, Mussoorie
- From 08 to 10 Jan, 2024 at Hotel Corbett the Grand, Jim Corbett
- From 12 to 14 Feb, 2024 at Hotel The Fern Residency, Udaipur
- From 18 to 20 March, 2024 at Hotel Bogmallo Beach Resort, Goa
- From 11 to 13 April, 2024 at Hotel Sangto Villa, Leh Laddakh
- From 09 to 11 May, 2024 at Hotel Clarks Inn, Srinagar
- From 06 to 08 June, 2024 at Hotel Bogmallo Beach Resort, Goa
- From 25 to 27 July, 2024 at Hotel Park Inn by Radisson, Amritsar

It is requested that the nomination of suitable candidates may please be forwarded at the earliest. Kindly do the needful & expecting for confirmation and further response.

Thanking You

Regards

Shri. Somveer

Director (Training)

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