



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/EDP/24-34-432

New Delhi

To
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

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	3 Days		Non-Residential	Residential	
						Twin Sharing	Single Sharing
IISTD 009	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	12 - 14	Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 - 14	Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-



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IISTD 003	Right to Information Act for CPIO and Appellate Authorities	12 - 14 Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 - 14 Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 013	Finance for non-finance executives	12 - 14 Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 014	Project Management	12 - 14 Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 015	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12 - 14 Feb, 2024	Hotel The Fern Residency, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 017	New Labour Codes: Context, Provisions and Implications	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 018	Improving Leadership, Managerial and Administrative Skills	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 019	Contract Management and Arbitration	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 023	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PWD & Recruitment Rules	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	18 - 20 March, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 025	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules	11 to 13 April, 2024	Hotel Sangto Villa, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	11 to 13 April, 2024	Hotel Sangto Villa, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	11 to 13 April, 2024	Hotel Sangto Villa, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	11 to 13 April, 2024	Hotel Sangto Villa, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 030	Digital Personal Data Protection (DPDP) Act, 2023 under the heading "Secure Data-Enact Strong Data Governance"	11 to 13 April, 2024	Hotel Sangto Villa, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 009	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	11 to 13 April, 2024	Hotel Sangto Villa, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 032	Materials management, purchase policy & procedure, E-Procurement in Govt. departments, autonomous bodies	09 to 11 May, 2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 033	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	09 to 11 May, 2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	09 to 11 May, 2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	09 to 11 May, 2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-



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IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	09 to 11 May,2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 039	Digital Personal Data Protection (DPDP) Act, 2023 under the heading "Secure Data-Enact Strong Data Governance"	09 to 11 May,2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 040	Leadership, Ethics and Governance	09 to 11 May,2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 041	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs.	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 042	Book Keeping, Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 043	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 044	Amendment To CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 045	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP.	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 046	Finance management, Financial & Administrative Powers in	06 to 08 June, 2024	Hotel Bogmallo	29,999/-	48,999/-	59,999/-



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	Government Departments Autonomous Bodies & PSUs.		Beach Resort, Goa			
IISTD 006	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 048	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules,	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 049	Digital Personal Data Protection (DPDP) Act, 2023 under the heading "Secure Data-Enact Strong Data Governance"	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 054	Office Effectiveness Management with focus on Lean Office, 5S and Productivity, Improvement Practices	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 055	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 056	Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 057	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP.	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 058	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-



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IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 060	Digital Personal Data Protection (DPDP) Act, 2023 under the heading "Secure Data-Enact Strong Data Governance"	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 001	Leadership, Ethics and Governance	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 004	Office Effectiveness Management with focus on Lean Office, 5S and Productivity, Improvement Practices	26 – 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 005	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	26 – 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 006	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	26 – 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 007	E-Governance & Advance IT Tools: Transforming Government Sector& GST	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	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.



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- 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.
- 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.

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)





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By E-Mail & Registered Post

Ref No IISTD/GEM/24-34-432

New Delhi

To
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, **Updated June, 2022**

- [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](#)
- [From 26 to 28 August, 2024 at Hotel Shanker, Kathmandu, Nepal](#)

Dear Sir/Madam,

1. 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.
2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
 - [Manual for Procurement of Goods \(Updated June, 2022\)](#)
 - [Manual for Procurement of Consultancy & Other Services \(Updated June, 2022\)](#)
 - [Manual for Procurement of Works \(Updated June, 2022\)](#)



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4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 52,171 Buyer organizations and 1851222 Sellers and Service providers **Government e-Marketplace with its latest 4.0 upgrade is growing rapidly**. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
 - To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
 - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
 - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
 - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.

6. Course Contents:

General Financial Rules 2017:

- An overall perspective
- Role of GFRs in Government Procurement
- GFRs 2017 on Procurement of Goods
- GFRs 2017 on Procurement of Services

Manual for Procurement

- Manual for Procurement of Goods **(Updated June, 2022)**
- Manual for Procurement of Consultancy & Other Services **(Updated June, 2022)**
- Manual for Procurement of Works **(Updated June, 2022)**

Government e-Marketplace (GeM)

- Overview of GeM and objectives
- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM



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- Authorisation of Primary user and Secondary users
- Registration of Organization
- Creation of User Accounts on GeM portal and activation
- Important Terms and Conditions for GeM
- Placement of Order for Goods
- Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal
- Procedure for Payment and Payment initiation in GeM
- Creation and finalization of Bid and Reverse Auction on GeM portal

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

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

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable 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 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.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

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



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Shri. Somveer
Director (Training)





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By E-Mail & Registered Post

Ref No IISTD/Inhouse/23-30-432

New Delhi

To,
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: In-house Short-Term Training for Engineers/ 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.

It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed In-house training with excellent and experienced faculty (well known in their fields internationally & nationally). Onsite training Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for administrative staff and Engineers.

S.No.	Training Topic	Course Fee/Participant + GST 18%	Duration
1	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	Rs.4600.00	2 Days
2	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
3	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs.4600.00	2 Days
4	Preventive Vigilance & Strategic Financial Management.	Rs.4600.00	2 Days
5	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs.4600.00	2 Days
6	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System & a tool of Transparency	Rs.4600.00	2 Days
7	Purchase Policy, Procedure, Risk & Contract Management in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
8	Materials management, purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies	Rs.5900.00	3 Days



India Institute of Secretariat Training & Development

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Phone: 011 22941056 & 22941014, Mobile: 9891987306

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9	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
10	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
11	Book Keeping, Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
12	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
13	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs.	Rs.5900.00	3 Days
14	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
15	Amendment To CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP In Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
16	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP.	Rs.5900.00	3 Days
17	Leadership Excellence and Effective Decision Making.	Rs.4600.00	2 Days
18	Enhancing Organizational Productivity Through Digital Transformation.	Rs.4600.00	2 Days
19	Innovation: Change Management for Organizational Excellence.	Rs.4600.00	2 Days
20	Work Life Balance and Stress Management.	Rs.4600.00	2 Days
21	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs.4600.00	2 Days
22	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs.4600.00	2 Days
23	Leadership and Decision Making	Rs.4600.00	2 Days
24	Ethics and Values	Rs.4600.00	2 Days
25	Swatch Bharat Mission	Rs.4600.00	2 Days
26	Managing Stress for Personal Efficacy	Rs.4600.00	2 Days
27	Digital Workplace: Essentials for non-IT Executives.	Rs.4600.00	2 Days
28	Digital exploration tools	Rs.4600.00	2 Days
29	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs.4600.00	2 Days
30	Application of GIS Software	Rs.4600.00	2 Days
31	Building Construction & Maintenance	Rs.4600.00	2Days
32	Construction material (Road & Building)	Rs.4600.00	2Days
33	Estimate/contract preparation	Rs.4600.00	2Days
34	CPM tool for construction management	Rs.4600.00	2Days



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35	Project Management for Engineers	Rs.4600.00	2 Days
36	Quality control & Quality assurance	Rs.4600.00	2Days
37	Project preparation, DPR preparation and core network	Rs.4600.00	2Days
38	Project Management in Construction Industry	Rs.4600.00	2Days
39	Preliminary buildings & road construction requirement and survey.	Rs.4600.00	2Days
40	Modern Survey Techniques including GIS/GPS & Total Station.	Rs.4600.00	2 Days
41	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs.4600.00	2Days
42	Procurement & contract management for Building & Roads Projects	Rs.5900.00	3 Days
43	Quality Control and material Testing Procedures & Laboratory Practice	Rs.4600.00	2Days
44	Feasibility study & Preparation of Detailed Project Reports (DPR).	Rs.4600.00	2Days
45	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs.4600.00	2Days
46	Design Construction and Maintenance of Flexible Pavements.	Rs.4600.00	2Days
47	Planning of Electrical Sub Station, including Fire Fighting Arrangements	Rs.4600.00	2Days
48	Indoor and Outdoor Lighting Design & Relevant NBC Provisions	Rs.4600.00	2Days
49	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs.5900.00	3 Days
50	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs.4600.00	2Days
51	Construction and Maintenance of Flexible & Rigid Pavements including use of new materials technologies	Rs.4600.00	2Days
52	Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting	Rs.4600.00	2Days
53	Computer applications: Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs.5900.00	3 Days
54	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs.4600.00	2Days
55	Repair and Rehabilitation or Concrete Structure including water Proofing material and Techniques.	Rs.5900.00	3 Days
56	Advances in alteration zone mapping using image processing of hyperspectral and Multispectral data for mineral investigation	Rs.4600.00	2 Days
57	Geochemical Modeling for Ore body knowledge and exploration targeting	Rs.4600.00	2 Days
58	Advances in Geophysical data processing and modeling for subsurface imaging	Rs.4600.00	2 Days
59	Advances in Hydrostatic rigs and deep hole drilling	Rs.4600.00	2 Days
60	Advances in exploration Geology and Geophysics using Artificial Intelligence and other new-age technologies	Rs.4600.00	2 Days
61	QA & QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs.4600.00	2 Days
62	Resource Estimation for Mineral Deposits.	Rs.4600.00	2 Days
63	3-D Modeling for Mineral Exploration.	Rs.4600.00	2 Days
64	Basic principles of Exploration Project preparation, Execution and its Management.	Rs.4600.00	2 Days

Details of the 'Terms and Conditions' of the program.

- Minimum batch Size: 40-50 Nos Participants
- Faculty: Senior IISTD consultant and expert would conduct the training Programme.



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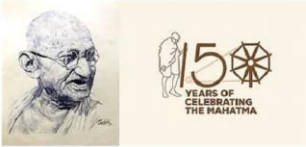
- The participants will be issued soft copies of course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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)





India Institute of Secretariat Training & Development

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Training Nomination Form	
Name of the Programme:	
Duration:	Two Days
Particulars of Nominee	
Name of the Participant(s)	
Designation	
Mailing Address	
Contact Number (with STD Code)	
Office: Fax	
E-Mail	
Nomination Status (please tick)	Residential <input checked="" type="checkbox"/> Non-Residential <input type="checkbox"/>
Signature of the Participant	
Sponsor Details	
Sponsoring Organization	
Address	
GST Code	
E-Mail	
Date:	
Signature of the Sponsor	
With stamp of the organization	



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By E-Mail & Registered Post

Ref No IISTD/RTI/24-34-432

New Delhi

To
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.

- 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
- From 26 to 28 August, 2024 at Hotel Shanker, Kathmandu, Nepal

Dear Sir/Madam,

1. 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.
2. The Right to Information Act, 2005 mandates timely response to citizen requests for government information. The basic objective of the Right to Information Act, 2005 is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption and to make the democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance.
3. The Director, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Government of India in his memo no.10/23/2007-IR dated 9.07.2007 has also observed certain shortcomings in the functioning of the First Appellate Authorities (FAAs) not examining the appeals judiciously and their mechanical agreement with the decision of CPIOs, the FAAs not disposing the appeals within the prescribed time frame and CPIOs not complying with the directions of the FAAs, etc.
4. The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them



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with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.

5. The Training Programme is meant for PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.
 - Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
 - Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
 - Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
 - Removal of doubts and interaction with RTI experts.
6. Course Contents:
 - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
 - Role & Responsibilities of CPIO/Alternate CPIO
 - Role & Responsibilities of Appellate Authority
 - Analysis of Appellate Authority decisions- Case studies/Brainstorming
 - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
 - CIC guidelines and model code of conduct for FAAs
 - Interaction/Discussion/Quiz on RTI act 2005
7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.
9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable 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.



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- 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.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

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)





India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/Study/23-34-432

New Delhi

To
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: Knowledge Co-creation Programme (International Study Tour) - 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.

The Complexities and ever changing nature of today's business environment necessitates constant evolution and upgradation of one's knowledge repository. While there is no match for Experimental Learning, one needs to keep abreast of Emerging Technologies and Good Practices to Improve productivity on the project and overall work, which are generally Technical in Nature. It's our Great Pleasure to convey you that we have conducted Study Tour for Construction Professionals, Specialized Program" These Programs have been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector.

As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers. This Program has been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector. As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers.

IISTD has planned to organise the international study tours on different topics in below mentioned cities:

Course Code	Topics	Programme Date	Country to be Visited	Tour Cost (Rs) Per Participant + 18 %% GST Extra
IST -17	Smart Metering, E- Charging, Renewable Energy Resources & Battery Energy Storage System. Smart and Sustainable Cities under Capacity Building program.	12 Dec, 2023 to 19 Dec, 2023	Singapore, Kuala Lumpur & Bangkok	3,30,000/-





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	Technical Cooperation Program with Government of Singapore, Malaysia & Thailand	7 Days international		
IST -18	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program. Technical Cooperation Program. Government of Singapore, Malaysia & Thailand	12 Dec, 2023 to 19 Dec, 2023 7 Days international	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -13	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program of Government of Singapore, Malaysia & Thailand	1 Mar, 2024 to 8 Mar, 2024 7 Days International	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -14	Development of Urban Road Network, Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program Government of Singapore, Malaysia & Thailand	1 Mar, 2024 to 8 Mar, 2024 7 Days International	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -15	Middle East Models of Infrastructures Developed, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program with Government of UAE	15 May, 2024 to 23 May, 2024 8 Days International	Dubai, Abu Dhabi (UAE)	3,30,000/-
IST -16	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects. Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program Government of UAE.	15 May, 2024 to 23 May, 2024 8 Days International	Dubai, Abu Dhabi (UAE)	3,30,000/-

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. Besides the above Programme other customized programs to the choice can be organized.





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General Instructions

- The names of candidates along with the photocopy of passport should be provided at least 45 days in advance to facilitate IISTD to make the necessary reservations for travel stay booking of hotels, securing visa and activities for efficient planning of the training program.
 - The training professional fee per Participant shall include following:
 - Overall program management charges including faculty charges & Training infrastructure charges
 - Return economy class airfare
 - All Transfers & Visits by luxury AC Coach, Return Air Port Transfer.
 - Visa & Clearance etc.
 - Stay in 4/5 Star Hotel, Daily Breakfast, Lunch & Dinner, Travel/ Medical/ Delay/ Baggage loss insurance for each participant.
 - The site visits are planned to give first-hand experience of the facilities providing services to the cities
 - 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.

Payment: In advance after confirmation of nomination, along with the Pre-Registration Form through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

These programs will help the 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.

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.

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)
Program Coordinator (Knowledge Co-creation Programme)





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By E-Mail & Registered Post

Ref No IISTD/VIG/24-34-432

New Delhi

To
The Principal Secretary
Department of Personnel

Subject: Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/
Investigation of complaints / Grievances having vigilance Angle

AND

Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel

- **From 14 to 16 Feb, 2024 at Hotel The Fern Residency, Udaipur**
- From 20 to 22 Mar, 2024 at Hotel Bogmallo Beach Resort, Goa
- **From 09 to 11 April, 2024 at Hotel Sangto Villa, Leh Laddakh**
- From 07 to 09 May, 2024 at Hotel Clarks Inn, Srinagar
- **From 04 to 06 June, 2024 at Hotel Bogmallo Beach Resort, Goa**
- From 23 to 25 July, 2024 at Hotel Park Inn by Radisson, Amritsar
- **From 28 to 30 June, 2024 at Hotel Shanker, Kathmandu, Nepal**

Dear Sir/Madam,

1. 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.
2. The prime objective & it aims at making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further another field wherein huge budgetary allotment is being spent is in procurement of Goods and Services. In order to contain corruption, at the same time to promote transparency, e- procurement system is in vogue in all Government Departments and Public Sector Units. Training throws light on the concept of E-Procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.
3. Anti-corruption measures of the Central Government are responsibility of (i) the Central Vigilance Commission (ii) Administrative Vigilance Division (AVD) in the Department of Personnel & Training; (iii) Central Bureau of Investigation (CBI); (iv) Vigilance units in the Ministries / Departments of Government of India, Central Public Sector Enterprises and other autonomous organisations; (v) Disciplinary authorities; and (vi) Supervisory officers.



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4. *"No one shall be condemned unheard"* is one of the basic principles of natural justice. This equally applies to Disciplinary enquiry. To put this principle into practice is however, a difficult job. This problem arises because the rules and laws for conducting Disciplinary enquiry have to be garnered from myriad decisions of High Courts and the Supreme Court. Inadequate understanding of the basic principles and the emerging trends as evident through judicial interpretations, has often resulted in setting aside of findings of Disciplinary enquiries. Departure from impartiality and objectivity in Disciplinary enquiry, in other words denial of opportunity to the delinquent employee to prove his innocence amounts to denial of justice. Undoubtedly, the quality of Disciplinary enquiry has an important role to play in building up morale and trust in the organization
5. This IO & PO training programme has been designed to give the participants an in depth understanding of the basic principles of natural justice and element of objectivity in procedures relating to Disciplinary enquiry. In addition to the conceptual and pragmatic issues relating to the subject, judgements of High Courts and the Supreme Court will also be discussed during the programme with a view to enlighten and enrich the participants on various aspects of Disciplinary enquiry so that they can perform their role, in this regard, effectively.
6. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
 - [Manual for Procurement of Goods \(Updated June, 2022\)](#)
 - [Manual for Procurement of Consultancy & Other Services \(Updated June, 2022\)](#)
 - [Manual for Procurement of Works \(Updated June, 2022\)](#)
7. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians. Training Objectives are:
 - To ensure prompt observance of proper conduct ethics related to integrity.
 - To institute pro-active vigilance and preventive vigilance and help employees to take unbiased and effective decisions.
 - To eliminate factors which provide opportunity for corruption and malpractices by in-depth examination of the Organization and procedures.
 - To conduct regular, periodical and surprise visit to check quality and progress of the work.
 - To sensitize the Corporation for implementing rotational transfers for employees posted at sensitive posts.
 - To encourage team spirit, innovation and to develop a transparent and accountable system.
 - To advise the Corporation towards removal of discretionary powers so that decisions can be taken in a transparent manner.
 - To streamline investigations so that it acts on deterrent to the corrupt elements at the same time encourage honest employees.



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- To create vigilance awareness among employees to bring about the change in the work culture and work ethics.
- To implement CVC guidelines/circulars in the Organization.
- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017

6. Vigilance Course Contents:

- *Preventive Vigilance "A Conceptual Framework, Basics of Discipline, Misconduct and Disciplinary proceedings, Enquiry Proceedings.*
- *Tender guidelines, Government e-Marketplace (GeM), General Financial Rules, DOE OM's & CVC guidelines related to Public Procurement. Commission's guidelines on Intensive Examination of Procurement & Other Contracts.*
- *Constitutional Dimensions of Right to Information Act 2005, Exemptions from disclosure of information.*
- *Prevention of Corruption Act, 1988, Management audit of vigilance unit (MAVU), Adoption and implementation of Integrity Pact-Revised, Standard Operating Procedure*
- *DOPT instruction on Vigilance Matters: Grant of Vigilance Clearance to AIS Officers & Central Civil Services/Central Civil posts, Handling of complaints in Ministries/Departments.*
- *Complaint Handling System, Action on anonymous / pseudonymous complaints, Procedure for Handling of complaints sent for necessary action to the organisations concerned, Implementation of final penalty orders issued by the Competent Authority and submission of compliance report.*
- *CVC guidelines / Circular on Inquiry/ Disciplinary matters, Timely completion of Departmental Inquiries. Obtaining documents from CBI for the purpose of departmental inquiry proceedings.*
- *Drafting of Charge sheet and Disciplinary proceeding, Regular Departmental Action for Minor/ Major Penalty. Guidelines for dealing with disagreement between DA and CVC in cases of granting Sanction for Prosecution.*

8. Broad IO & PO Training Course Content

- Constitutional provisions relating to disciplinary proceedings
- Principles of Natural Justice.
- Departmental Investigations prior to disciplinary cases.
- Analysis of charge sheet.
- Role & Functions of Inquiry Officer.
- Role & Functions of Presenting Officer & Defence Asstt.
- Preliminary Hearing
- Regular Hearing and recording of evidence
- Evaluation of Evidence.
- Drafting of Inquiry Report & Action on IO's Report.
- Mock Inquiry

9. The Workshop fee per participant will be



India Institute of Secretariat Training & Development

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

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

10. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.
11. Methodology: The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.
12. The participants will be issued course material (Soft Copy) during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable 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 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.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

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)





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By E-Mail & Registered Post

Ref No IISTD/webinar/23-34-432

New Delhi

To,
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin 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.

This is regarding the ongoing training programmes/ workshops being organized by the IISTD for the benefit of employees of Central/ State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies and other organizations. The details of training programmes/ workshops being organized during the year 2022-23 are enclosed which may be circulated to all employees of your organisation for ensuring wider participation and nominations. It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed Webinar: In-house training with excellent and experienced faculty (well known in their fields internationally & nationally).

S. No	Training Topic	Course Fee + GST 18%	Duration
1	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	Rs. 59999.00	2 Days
2	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
3	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
4	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
5	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
6	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 69999.00	3 Days
7	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs".	Rs. 59999.00	2 Days
8	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIIth Pay Commission Report & Grant of Financial Up gradation Under MACP	Rs. 59999.00	2 Days
9	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent orders & Modified Assured Career Progression.	Rs. 69999.00	3 Days



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10	Materials management and purchase policy & procedure, E- procurement in Govt. departments, Autonomous bodies	Rs. 69999.00	3 Days
11	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs. 59999.00	2Days
12	Preventive Vigilance & Strategic Financial Management.	Rs. 59999.00	2Days
13	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs. 59999.00	2Days
14	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System	Rs. 59999.00	2 Days
15	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
16	Leadership Excellence and Effective Decision Making.	Rs. 59999.00	2Days
17	Enhancing Organizational Productivity Through Digital Transformation.	Rs. 59999.00	2Days
18	Innovation, Change Management for Organizational Excellence.	Rs. 59999.00	2Days
19	Work Life Balance and Stress Management.	Rs. 59999.00	2Days
20	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs. 59999.00	2Days
21	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs. 59999.00	2Days
22	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills	Rs. 69999.00	3 Days
23	Leadership and Decision Making	Rs. 59999.00	2 Days
24	Ethics and Values	Rs. 59999.00	2 Days
25	Swachh Bharat Mission	Rs. 59999.00	2 Days
26	Managing Stress for Personal Efficacy	Rs. 59999.00	2 Days
27	Digital Workplace: Essentials for non-IT Executives.	Rs. 59999.00	2Days
28	Procurement & contract management for Building & Roads Projects	Rs. 69999.00	3 Days
29	CPM tool for construction management	Rs. 59999.00	2Days
30	Project Management for Engineers	Rs. 69999.00	3 Days
31	Project preparation, DPR preparation & Project Management in Construction Industry	Rs. 59999.00	2Days
32	Feasibility study & preparation of detailed project reports (DPR).	Rs. 59999.00	2Days
33	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs. 69999.00	3 Days
34	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs. 59999.00	2Days
35	QA/QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs. 59999.00	2Days
36	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs. 59999.00	2Days
37	Building construction & maintenance	Rs. 59999.00	2Days
38	New Methods & Materials in Construction Technology & Building Repairing	Rs. 59999.00	2Days
39	Construction material (Road & Building)	Rs. 59999.00	2Days
40	Estimate/contract preparation	Rs. 69999.00	3 Days
41	Quality control & Quality assurance	Rs. 59999.00	2Days
42	Preliminary buildings & road construction requirement and survey.	Rs. 59999.00	2Days
43	Modern Survey Techniques including GIS/GPS & total Station.	Rs. 69999.00	3 Days
44	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs. 59999.00	2Days
45	Quality Control and material Testing Procedures & Laboratory Practice	Rs. 59999.00	2Days
46	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs. 59999.00	2Days
47	Design Construction and Maintenance of Flexible Pavements.	Rs. 59999.00	2Days



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48	Planning of Electrical Sub Station. incl Fire Fighting Arrangements	Rs. 59999.00	2Days
49	Indoor and Outdoor lighting design & relevant NBC Provisions	Rs. 59999.00	2Days
50	Construction and maintenance of Flexible & Rigid Pavements including use of new materials & technologies	Rs. 59999.00	2Days
51	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	Rs. 59999.00	2Days
52	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs. 69999.00	3 Days
53	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs. 59999.00	2Days
54	Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.	Rs. 69999.00	3 Days
55	Application of GIS Software	Rs. 59999.00	2Days
56	Advances in alteration zone mapping using image processing of hyper spectral and Multispectral data for mineral investigation	Rs. 59999.00	2Days
57	Geochemical modeling for ore body knowledge and exploration targeting	Rs. 59999.00	2Days
58	Advances in Geophysical data processing and modeling for subsurface imaging	Rs. 59999.00	2Days
59	Advances in Hydrostatic rigs and deep hole drilling	Rs. 59999.00	2Days
60	Advances in exploration geology and geophysics using Artificial Intelligence and other new-age technologies	Rs. 59999.00	2Days
61	Resource Estimation for Mineral Deposits.	Rs. 59999.00	2Days
62	3-D Modeling for Mineral Exploration.	Rs. 59999.00	2Days
63	Basic principles of Exploration Project preparation, execution and its management.	Rs. 59999.00	2Days

Details of the 'Terms and Conditions' of the program.

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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)

