

# Fw: The Hon'ble Chief Secretary: In-house Short-Term Training & Executive Development Program-Call for Nomination by IISTD

[secy-dop@rajasthan.gov.in](mailto:secy-dop@rajasthan.gov.in)

Tue 27-02-2024 03:08 PM

To: ds-dop@rajasthan.gov.in <ds-dop@rajasthan.gov.in>;

8 attachments (1 MB)

EDP(1115).pdf; NominationForm.pdf; Inhouse(1115).pdf; Webinar(1115).pdf; StudyTour(1115).pdf; RTI(1115).pdf; GeM(1115).pdf; Vigilance(1115).pdf;

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**From:** Chief Secretary-Govt. of Rajasthan

**Sent:** 27 February 2024 03:01 PM

**To:** secy-dop@rajasthan.gov.in

**Subject:** Fw: The Hon'ble Chief Secretary: In-house Short-Term Training & Executive Development Program-Call for Nomination by IISTD

Regards,

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**Chief Secretary Office,  
Government of Rajasthan,  
Jaipur.**

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**From:** srm@iistd.in <srm@iistd.in>

**Sent:** 27 February 2024 02:09 PM

**To:** Chief Secretary-Govt. of Rajasthan

**Subject:** The Hon'ble Chief Secretary: In-house Short-Term Training & Executive Development Program-Call for Nomination by IISTD

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By E-Mail & Registered Post

Ref No IISTD/R/23-23-1115

New Delhi, Dated, 27 February 2024

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

**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. Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel (*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. Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel. Training programs is as follows:

- 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
- From 25 to 27 Sept, 2024 at Lemon Tree Hotel, Port Blair

Schedule of RTI & GeM training programs is as follows:

- 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
- From 23 to 25 Sept, 2024 at Lemon Tree Hotel, Port Blair

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)

India Institute of Secretariat Training & Development

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