

**Greeting From National Institute of Secretariat Training & Development !**  
**Subject:-Executive Development Programme-Call for Nominations**

Dear Sir/Madam,

The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

**List of Executive Development Programs:-**

Code No.	Topics	Date & Duration ( 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	Business Excellence For Organizational Performance	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 002	Innovation & Change Management For Organizational Excellence	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 003	Digital Workplace : Essentials for non-IT Executives.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 004	Leadership & Managerial Skills, Management & Business Administration	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 005	Building Organizational Excellence in Digital Era.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 006	Organizational Productivity through Digital, Transformation.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 007	Supply chain management,	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 008	Construction Management TQM & Safety in Under Capacity Building program	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00



EDP 009	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	10-11 March, 2024 Last Date 06th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 010	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March, 2024 Last Date 16th March 2024	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 011	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	24-25 March, 2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 012	Leadership & Managerial Skills, Management & Business Administration	24-25 March, 2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 013	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	24-25 March, 2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 014	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	24-25 March, 2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 015	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	24-25 March, 2024 Last Date 16th March 2024	Hotel Sentinel, Andaman & Nicobar	36,690.00	56,390.00
EDP 016	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP" Under Capacity Building	14-15 April, 2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 017	E-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 April, 2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 018	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April, 2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 019	Leadership & Managerial Skills, Management & Business Administration	14-15 April, 2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 020	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April, 2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00



EDP 021	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 022	Materials management and purchase policy & procedure, E- procurement & GST Under Capacity Building program	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 023	Project Management for Engineers Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 024	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 025	Leadership & Managerial Skills, Management & Business Administration	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 026	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 027	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 028	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 029	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024 Last Date 19th April,2024	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 030	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST	28-29 April,2024 Last Date 19th April,2024	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00

Registration Form download :- [https://nistd.co/EDP\\_Registration\\_form.pdf](https://nistd.co/EDP_Registration_form.pdf)

#### GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the **Third day of the course**.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

#### OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

#### METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

#### ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

#### PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

#### REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

Transportation: Participants are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

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

Yours Truly,

For National Institute Of Secretariat Training & Development

  
**Deepak Kumar**  
**Addl. Director (Training)**

