



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/24-41-1140

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 3 Days	Non-Residential	Residential
		Twin Sharing				Single Sharing
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	18 - 20 March, 2024	Hotel Bogmallo	29,999/-	48,999/-	59,999/-



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	of Goods, Works, Consultancy & Other Services		Beach Resort, Goa			
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/-
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/-



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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/-
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/-



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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 Government Departments Autonomous Bodies & PSUs.	06 to 08 June, 2024	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
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	25 to 27 July, 2024	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-



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	expert in waste management and pollution control					
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/-
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/-



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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/-
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	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 002	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 003	Right to Information Act for CPIO and Appellate Authorities	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 022	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 013	Finance for non-finance executives	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 014	Project Management	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 015	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	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.
- 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.



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- 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)

