

Government of Rajasthan, 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/ Digital Personal Data Protection Act 2023 & Privacy Compliance (*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 Program on Digital Personal Data Protection Act 2023 & Privacy Training programs is as follows:

- 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
- From 14 to 16 Oct, 2024 at The Heritage Club Tripura Castle, Shillong
- From 10 to 12 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 10 to 12 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 17 to 19 March, 2025 at Hotel Bogmallo Beach Resort, Goa

Schedule of RTI & GeM training programs is as follows:

- 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
- From 16 to 18 Oct, 2024 at The Heritage Club Tripura Castle, Shillong

- From 21 to 23 Nov, 2024 at Hotel Olive County Manali
- From 12 to 14 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 13 to 15 Jan, 2025 at Hotel Corbett The Grand, Jim Corbett
- From 12 to 14 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 19 to 21 March, 2025 at Hotel Bogmallo Beach Resort, Goa

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

L-29/26, Jai Prakash Nagar, G-8, Delhi-110053

Ph. +011-22941056 & 22941014,

Mobile: 9891987306

E-Mail: [trg@iistd.in](mailto:trg@iistd.in), [training@iistd.in](mailto:training@iistd.in),

Website: [www.iistd.in](http://www.iistd.in)





# 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

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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/Inhouse/23-41-3922

New Delhi

To,  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

**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
9	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days



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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	Swachh 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
35	Project Management for Engineers	Rs.4600.00	2 Days
36	Quality control & Quality assurance	Rs.4600.00	2Days



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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 of 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.
- 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.



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- 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)







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By E-Mail & Registered Post

Ref No IISTD/EDP/24-41-3922

New Delhi

To  
The Chief Secretary  
Government of Rajasthan, 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 001	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 002	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 003	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 004	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 005	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 006	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 007	Leadership, Ethics and Governance	09 to 11 May,2024	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 008	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 009	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 010	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 011	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 012	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 013	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 014	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 015	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 016	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 017	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 018	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 019	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 020	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 021	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 022	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 023	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 024	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 025	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 026	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 027	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 028	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 029	Leadership, Ethics and Governance	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 030	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 031	Right to Information Act for CPIO and Appellate Authorities	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 032	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 033	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 034	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 035	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 036	E-Governance & Advance IT Tools: Transforming Government Sector& GST	26 - 28 August, 2024	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 037	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/-



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IISTD 038	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 039	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 040	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 041	Finance for non-finance executives	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 042	Project Management	23 to 25 Sept, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 043	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/-
IISTD 044	Office Effectiveness Management with focus on Lean Office, 5S and Productivity, Improvement Practices	16 - 18 Oct, 2024	The Heritage Club Tripura Castle, Shillong	29,999/-	48,999/-	59,999/-
IISTD 045	Leadership, Ethics and Governance	16 - 18 Oct, 2024	The Heritage Club Tripura Castle, Shillong	29,999/-	48,999/-	59,999/-
IISTD 046	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	16 - 18 Oct, 2024	The Heritage Club Tripura Castle, Shillong	29,999/-	48,999/-	59,999/-
IISTD 047	Right to Information Act for CPIO and Appellate Authorities	16 - 18 Oct, 2024	The Heritage Club Tripura Castle, Shillong	29,999/-	48,999/-	59,999/-
IISTD 048	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	16 - 18 Oct, 2024	The Heritage Club Tripura Castle, Shillong	29,999/-	48,999/-	59,999/-
IISTD 049	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules	21 to 23 Nov, 2024	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 050	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 Nov, 2024	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 051	Right to Information Act for CPIO and Appellate Authorities	21 to 23 Nov, 2024	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-



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IISTD 052	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	21 to 23 Nov, 2024	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 053	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	21 to 23 Nov, 2024	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 054	Materials management, purchase policy & procedure, E-Procurement in Govt. departments, autonomous bodies	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 055	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 056	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 057	Right to Information Act for CPIO and Appellate Authorities	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 058	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 059	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 060	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	13 to 15 Jan,2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 061	Right to Information Act for CPIO and Appellate Authorities	13 to 15 Jan,2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 062	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	13 to 15 Jan,2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



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IISTD 063	Management of Training & Training of Trainers	13 to 15 Jan, 2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 064	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 065	Right to Information Act for CPIO and Appellate Authorities	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 066	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 067	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 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 068	Hazardous Waste Management and Pollution Prevention, Gain valuable skills from a worldclass expert in waste management and pollution control	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 069	Management of Training & Training of Trainers	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 070	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 071	Right to Information Act for CPIO and Appellate Authorities	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 072	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 073	Management of Training & Training of Trainers	19 to 21 March, 2025	Hotel Bogmallo	29,999/-	48,999/-	59,999/-



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			Beach Resort, Goa			
IISTD 074	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 075	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	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 076	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	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](http://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.
- 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





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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)

