

DOP/A-114030020  
17/10/24



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 05<sup>th</sup> October, 2024

To,

By Registered Post

The Principal Secretary to Government  
Department of Personnel  
Main Building Secretariat Jaipur 302005  
(Rajasthan) India

By  
JS (AI)  
15/10/24

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry.

### Mission and Objectives

The primary objective of NISTD is to provide comprehensive training to officers from the Central and State Government services, as well as those from organized and subsidiary services operating within these governmental frameworks. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. NISTD plays a crucial role in the professional development of government officials, significantly contributing to the overall improvement of administrative services at both the central and state levels.

### Executive Development Programs

NISTD's Executive Development Programs are grounded in a philosophy of continual learning, making them ideal for busy professionals. These programs are specifically designed to address the needs of executives facing time constraints that make traditional, lengthy courses impractical. They offer a valuable opportunity for individuals to access up-to-date managerial tools and techniques that may not be covered in formal education.

The programs deliver concise yet comprehensive content, enabling participants to stay informed about the latest advancements in the business world while effectively enhancing their managerial skills.

### Relevant Training Topics

The training topics offered are highly relevant to modern government operations, including:

- Office Systems and E-Governance: Streamlining administrative processes and adopting technology-driven citizen services.
- Stress Management: Supporting the mental and emotional well-being of government officials for better decision-making.
- Project and Financial Management: Ensuring efficient resource allocation and successful project execution.
- Quality Control: Maintaining high standards in government projects.
- Record and Database Management: Facilitating informed decisions and enhancing transparency.
- Change Management: Enabling smooth transitions in processes and practices.
- Gender Sensitivity: Fostering an inclusive workplace environment.
- Leadership, Public Procurement, and Contract Management: Essential for effective governance.
- Right to Information Act: Promoting transparency within government operations.
- Digital Transformation: Improving service delivery through modern technologies.
- Hazardous Waste Management: Aligning with environmental goals and sustainability.

These topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service initiatives.

By  
As (AI)  
15/10/24

G.R.P.  
By  
17-10-24

S.NO.	Title of Programme	Programme Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non-Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration”	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 002	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 003	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	46,390.00 (INR)	56,690.00 (INR)
EDP 004	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 006	“Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments”	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 007	“Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,”	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 008	“Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building”, “Contract Management / Safeguards in tendering, public procurement”, Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 009	“Emergency Services and Disaster Management” 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management.	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)



EDP 010	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 011	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 013	"Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 014	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 015	"International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	46,390.00 (INR)	56,690.00 (INR)
EDP 016	"Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices	24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon)	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	46,390.00 (INR)	56,690.00 (INR)
EDP 017	Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)

EDP 019	"Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 020	Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 021	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 022	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management& Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 023	"Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 024	"Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations	08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 025	Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,	22nd & 23rd December,2024 (Checking On 21st & Checkhout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 026	"Project Management and Financial Management"	22nd & 23rd December,2024 (Checking On 21st & Checkhout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 027	"Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement	22nd & 23rd December,2024 (Checking On 21st & Checkhout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)



EDP 028	Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 029	“Trade and Commerce” 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 030	Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 031	Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 032	“Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building”, Recent Advances in Planning, Design,	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 033	Construction & Maintenance of High Rise Buildings & Bridges	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 034	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration”	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 035	“Public Health” 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 036	Maternal and child health programs 5. Global health governance and pandemic response strategies	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 037	“Transportation and Logistics” 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management	22nd & 23rd December,2024 (Checking On 21st & Checkout On 24th noon)	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)

#### Executive Development Programs Overview

In addition to the main program, customized Executive Development Programs can be organized at your preferred destinations.

#### General Instructions

- Booking Confirmation: Upon receiving confirmation from our side, proceed with booking tickets.
- Accompanying Family:
  - Spouse (single occupancy): INR 46,690
  - Children (ages 5 to 12): INR 36,600
  - Note: These amounts are subject to an additional 18% GST and should be paid in advance to NISTD.

- **Nominations:** Acceptance depends on seat availability and timely receipt of participation fees by the final nomination date. To secure your spot, submit nominations using the attached format as soon as possible.
- **Program Fees:**
  - Fees for the Residential Program include training fees and accommodation. Once paid, fees are non-refundable; substitutions are permitted.
  - Fees for the Non-Residential Program cover training fees, lunch, and refreshments. Like the residential fee, this is also non-refundable.
- **Travel and Accommodation:** NISTD does not cover travel expenses to and from the venue. Participants must arrange their own transportation. Accommodation is not provided before or after the program dates; any extended stays are at the participant's expense.
- **Extra Charges:** Hotels will create individual accounts for participants to settle additional charges (e.g., family expenses, laundry) before check-out.
- **Identification:** Participants must bring identification cards and any necessary directives from their department.
- **Medical Costs:** NISTD is not responsible for any medical expenses incurred during the program.
- **Certificates:** Participants will receive a Certificate of Participation upon successful completion of the program.

## Inclusions

- Accommodation in a 4-star hotel
- Comprehensive program management, including faculty fees and training infrastructure

## Participants' Profile

This program is designed for professionals from various sectors, including government officials, executives from PSUs, urban planners, and representatives from cultural organizations.

## Payment Details

- Payments must be made in advance via RTGS/NEFT.
- Defense employees will have payment processed post-completion of the course.
- Advance payment is required for accommodation confirmation.

## Our Faculty

The program will be led by dedicated in-house faculty, complemented by guest lecturers with extensive experience.

## Methodology

Our approach emphasizes active participant engagement through lectures, discussions, case studies, and exercises.

## Schedule of Breaks

- Morning Refreshment: 11:15 AM - 11:30 AM
- Lunch: 01:00 PM - 02:00 PM
- Afternoon Refreshment: 03:15 PM - 03:30 PM

## Admission Procedure

Admission is on a first-come, first-served basis. Acceptance notifications will be sent promptly upon nomination receipt.

## Program Duration & Schedule

The workshop spans two days, from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions.

## Reporting Time

Participants must arrive by 9:00 AM for registration.

## Provided by Us

- Accommodation
- Breakfast, tea/coffee, snacks
- Course materials
- Notepad, pen, bag/folder
- Participation certificate
- Photography services

## Transportation

Participants are responsible for their own transport arrangements to the venue. Residential participants should check in at the hotel.

## Change of Schedule

The program will proceed as planned unless unforeseen circumstances arise.

For inquiries regarding the Executive Development Program (EDP), please contact us at +91-9811094923.

We encourage prompt submission of nominations due to limited seating. We look forward to your confirmation.

Yours Truly,

For National Institute of Secretariat Training & Development

