



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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New Delhi, Dated 04th November, 2024

To,

By Registered Post

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

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Ministry of Human Resource Development, (Department of Education), Govt. of India, serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing significantly to the improvement of administrative services at both the central and state levels.

The Executive Development Programs offered by NISTD are grounded in a philosophy of continual learning, making them particularly suitable for busy executives. These programs are specifically designed to meet the needs of professionals who face time constraints and challenges in enrolling for traditional, lengthy courses. They offer a valuable opportunity for individuals who may have been unable to access up-to-date managerial tools and techniques through formal education

List of Executive Development Programs

| S.NO. | Title of Programme | Programme Date | Venue | Course Fee INR Per Participant + 18% GST Extra | |
|---------|---|----------------------------|---|--|----------------------------------|
| | | | | Non Residential (RS) | Residential (Twine Sharing) (Rs) |
| EDP 001 | Gender Sensitization | 08th & 09th December, 2024 | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 002 | Workshop on Team Building and Leadership | 08th & 09th December, 2024 | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 003 | Workshop on Communication Skills | 08th & 09th December, 2024 | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 004 | Personal Effectiveness | 08th & 09th December, 2024 | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 005 | Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place | 08th & 09th December, 2024 | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 006 | Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs) | 08th & 09th December, 2024 | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |

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| EDP 007 | Workshop on effective Presentation Skills | 08th & 09th December,2024 | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 008 | Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place | 08th & 09th December,2024 | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 009 | Workshop on Decision making | 22nd & 23rd December,2024 | Hotel Bogmallo Beach Resort,South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 010 | Collaborative Leadership | 22nd & 23rd December,2024 | Hotel Bogmallo Beach Resort,South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 011 | Strategy and Strategic Planning | 22nd & 23rd December,2024 | Hotel Bogmallo Beach Resort,South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 012 | Creativity & Innovation | 22nd & 23rd December,2024 | Hotel Bogmallo Beach Resort,South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 013 | Creative and Positive Thinking | 22nd & 23rd December,2024 | Hotel Bogmallo Beach Resort,South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 014 | Service Orientation | 22nd & 23rd December,2024 | Ocean Palms Goa Resort, Calangute Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 015 | Change Management | 22nd & 23rd December,2024 | Ocean Palms Goa Resort, Calangute Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 016 | Conflict Management | 22nd & 23rd December,2024 | Ocean Palms Goa Resort, Calangute Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 017 | Negotiation Skills | 22nd & 23rd December,2024 | Ocean Palms Goa Resort, Calangute Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 018 | Work Life Balance & Anger Management | 22nd & 23rd December,2024 | Ocean Palms Goa Resort, Calangute Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | Promoting Cohesive work environment through Gender sensitization | 22nd & 23rd December,2024 | Ocean Palms Goa Resort, Calangute Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | Internal & National Security | 22nd & 23rd December,2024 | Holiday Inn Resort Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | Orientation Course for Deputy Secretaries / Directors | 22nd & 23rd December,2024 | Holiday Inn Resort Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | Workshop on Noting & Drafting | 22nd & 23rd December,2024 | Holiday Inn Resort Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 023 | Workshop on e-Office | 22nd & 23rd December,2024 | Holiday Inn Resort Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | Advanced course on Record Management | 22nd & 23rd December,2024 | Holiday Inn Resort Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Handling Parliamentary Matters | 22nd & 23rd December,2024 | Holiday Inn Resort Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of SocioReligious Communities (SRCs) | 05 th & 06 th January, 2025 | Lemon Tree Hotel, Port Blair,Andeman & Nicobar | 36,390.00 (INR) | 66,690.00 (INR) |

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| EDP 027 | Improving Organization Effectiveness through Performance Management and Rationalized Evaluation system | 05 th & 06 th January, 2025 | Lemon Tree Hotel, Port Blair, Andaman & Nicobar | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | In-Service Course for Library & Information Science Professionals | 05 th & 06 th January, 2025 | Sea Shell Coral Cove, Andaman & Nicobar | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 029 | Data Analytics using MS-Excel | 20 th & 21 st January, 2025 | Radisson Blu Kochi, Cochin, Kerla, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 030 | Big Data Analytics in Government - Basic | 20 th & 21 st January, 2025 | Keys Select Hotel, Kochi Kochi, Cochin Kerala -682013 | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 031 | Big Data Analytics in Government - Advanced | 20 th & 21 st January, 2025 | HOLIDAY INN COCHIN Cochin, Kerla, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 032 | Handling Social Media and Information Retrieval | 20 th & 21 st January, 2025 | Kochi Marriott Hotel, Cochin, Kerla, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 033 | Workshop on Emerging Technology and Dashboard | 20 th & 21 st January, 2025 | Novotel Kochi Infopark, Cochin, Kerla, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 034 | Project Management and Financial Management | 20 th & 21 st January, 2025 | Novotel Kochi Infopark, Cochin, Kerla, India | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 035 | Modern Office Administration & Management, Focus: HR & Digital India | 09 th & 10 th February, 2025 | Radisson Blu Jammu (Jammu & Kashmir) | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 036 | Operation and Maintenance of Wastewater Treatment Plants | 09 th & 10 th February, 2025 | Radisson Blu Jammu (Jammu & Kashmir) | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 037 | Retirement empowerment training : impactful readiness for employees – uplifting programme (RETIRE- UP) | 09 th & 10 th February, 2025 | Radisson Blu Jammu (Jammu & Kashmir) | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 038 | Contract Management/Safeguards in tendering, public procurement | 09 th & 10 th February, 2025 | Country Inn & Suites by Radisson Jammu (Jammu & Kashmir) | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 039 | Human Rights and Anti- Corruption & Anti- bribery Management System to improve Governance as part of ESG | 09 th & 10 th February, 2025 | Country Inn & Suites by Radisson Jammu (Jammu & Kashmir) | 36,390.00 (INR) | 66,690.00 (INR) |

In addition to the above program, we can organize other customized Executive Development Programs to destinations of your choice.
General Instructions

- **Ticket Booking:** Once you receive confirmation from your end, you may proceed with booking your tickets.
- **Accompanying Family Costs:** If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs will be INR 36,600 and INR 29,600, respectively, plus an additional 18% GST. These charges should be paid in advance to NISTD.
- **Nominations Acceptance:** Nominations will be accepted based on seat availability and timely receipt of the participation fee by the final nomination date. Given the limited seating capacity, please submit nominations using the attached format as soon as possible.
- **Fee Structure:** The fee for the residential program includes training professional fees and accommodation expenses. Once paid, the fee is non-refundable; however, substitutions are permitted. The non-residential program fee covers professional training, lunch, and refreshments during sessions.
- **Transportation:** NISTD will not cover any travel expenses between participants' residences or lodging and the training venue. All participants are responsible for arranging their own transportation to reach the venue on time.
- **Certification:** Upon successful completion of the program, participants will receive a Certificate of Participation.
- **Check-in/Check-out:** Participants opting for the residential program should check in on the first day and check out on the second day of the course.

We encourage participants and their management teams to communicate any specific topics or issues they wish to be addressed in the program. Your input will help tailor the content to meet participants' needs and enhance the overall experience.

Inclusions

- Accommodation in a 4-star hotel
- Daily breakfast for each participant
- Training professional fee covering program management expenses, including faculty fees and training infrastructure

Participants' Profile

This program is designed for a diverse group of professionals, including officials from Central/State/Union Territory governments, PSUs, autonomous bodies, and various departments.

Payment Information

Advance payment is required before the training program via RTGS/NEFT. For defense employees, payment will be processed upon course completion with the submission of pre-receipted bills. Please note that outstation cheques will not be accepted.

Faculty

Our dedicated in-house faculty, along with guest lecturers who are active serving officers, will conduct the program. Our team has extensive expertise, often at the level of retired Joint Secretaries.

Methodology

Our focus is on actively engaging participants through lectures, interactive discussions, case studies, group discussions, and exercises, ensuring a comprehensive understanding of the subject matter.

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 will be granted on a first-come, first-served basis. Notifications regarding acceptance into the program will be communicated promptly after receiving the nomination.

Program Duration & Schedule

The two-day Technical Workshop is scheduled from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions. Participants must arrive by 9:00 AM for registration.

Provided by Us

- Accommodation, Breakfast, Lunch & Dinner, Tea/Coffee with Snacks, Course materials
- Notepad, Pen, Bag/Folder, Participation Certificate, Photography services

Transportation: Participants are responsible for their arrangements to reach the venue. Those opting for residential accommodation should check in directly at the hotel. For any inquiries related to the Executive Development Program (EDP), please contact us at our Central Line: +91-9811094923.

We kindly request your cooperation in submitting nominations as soon as possible, as seating is limited and registrations are accepted on a first-come, first-served basis.

Yours Truly,

For National Institute Of Secretariat Training & Development

