



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/NEW/EDP/24-8-1453

New

Delhi

To

The Chief Secretary

Rajasthan

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	Duration 3 Days	Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Date		Non-Residential	Residential	
					Twin Sharing	Single Sharing
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/-



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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/-
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/-



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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 Beach Resort, Goa	29,999/-	48,999/-	59,999/-
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/-
IISTD 077	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 078	Right to Information Act for CPIO and Appellate Authorities	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 079	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 080	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-



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IISTD 081	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 083	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 084	Right to Information Act for CPIO and Appellate Authorities	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 085	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 086	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.	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 087	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 088	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 089	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 090	Right to Information Act for CPIO and Appellate Authorities	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 091	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 092	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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	social equity Stress and its impact on work and methods of managing stress					
IISTD 093	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 094	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 095	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 096	Right to Information Act for CPIO and Appellate Authorities	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 097	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 098	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 099	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 100	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 101	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 102	Right to Information Act for CPIO and Appellate Authorities	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 103	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-



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IISTD 104	Quality control & Quality assurance in Construction	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 105	Preparation of DPRs (Cost estimation) for Building & Roads Projects	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 106	CPM tool for construction management & Project Management in Construction Industry	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 107	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 108	Right to Information Act for CPIO and Appellate Authorities	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 109	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 110	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	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 111	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 112	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 113	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 114	Right to Information Act for CPIO and Appellate Authorities	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-



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IISTD 115	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 116	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 117	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 118	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 119	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 120	Right to Information Act for CPIO and Appellate Authorities	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 121	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 122	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 123	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 124	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 125	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-



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IISTD 126	Right to Information Act for CPIO and Appellate Authorities	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 127	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 128	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	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 129	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 130	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 131	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 132	Right to Information Act for CPIO and Appellate Authorities	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 133	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 134	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 135	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 136	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



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IISTD 137	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 138	Right to Information Act for CPIO and Appellate Authorities	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 139	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 140	Quality control & Quality assurance in Construction	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 141	Preparation of DPRs (Cost estimation) for Building & Roads Projects	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 142	CPM tool for construction management & Project Management in Construction Industry	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 143	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 144	Right to Information Act for CPIO and Appellate Authorities	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 145	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 146	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 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 147	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 148	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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Departments Autonomous Bodies & PSUs.						
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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.
- 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

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.



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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

Somveer

Shri Somveer
Director (Training)





India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/NEW/GEM/24-8-1453

New Delhi

To
The Chief Secretary
Rajasthan

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, **(Updated June, 2022)**

- 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](#)
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Dear Sir/Madam,

1. 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.
2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided



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for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.

- [Manual for Procurement of Goods \(Updated August, 2024\)](#)
- [Manual for Procurement of Consultancy & Other Services \(Updated June, 2022\)](#)
- [Manual for Procurement of Works \(Updated June, 2022\)](#)

4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 75,171 Buyer organizations and 6551222 Sellers and Service providers **Government e-Marketplace with its latest 4.0 upgrade is growing rapidly**. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
 - To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
 - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
 - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
 - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.

6. Course Contents:

General Financial Rules 2017:

- An overall perspective
- Role of GFRs in Government Procurement
- GFRs 2017 on Procurement of Goods
- GFRs 2017 on Procurement of Services

Manual for Procurement

- Manual for Procurement of Goods **(Updated June, 2022)**
- Manual for Procurement of Consultancy & Other Services **(Updated June, 2022)**
- Manual for Procurement of Works **(Updated June, 2022)**



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Government e-Marketplace (GeM)

- Overview of GeM and objectives
- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM
- Authorisation of Primary user and Secondary users
- Registration of Organization
- Creation of User Accounts on GeM portal and activation
- Important Terms and Conditions for GeM
- Placement of Order for Goods
- Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal
- Procedure for Payment and Payment initiation in GeM
- Creation and finalization of Bid and Reverse Auction on GeM portal

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of “India Institute of Secretariat Training & Development” payable at New Delhi.

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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.
- 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.
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- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

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.



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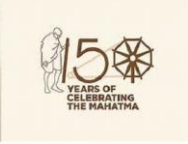
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For India Institute of Secretariat Training & Development

Somveer

Shri Somveer

Director (Training)





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By E-Mail & Registered Post

Ref No IISTD/NEW/INH/24-8-1453

New Delhi

To,
The Chief Secretary
Rajasthan

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

Somveer

Shri Somveer

Director (Training)





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By E-Mail & Registered Post

Ref No IISTD/NEW/RTI/24-8-1453

New Delhi

To
Transparency Officer/ Nodal Officer / FAA/ CPIO
The Chief Secretary
Rajasthan

Sub: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.

- 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
- From 17 to 19 April, 2025 at Hotel Asian Park, Srinagar
- From 15 to 17 May, 2025 at Hotel Deskitsal, Leh
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2. The Right to Information Act, 2005 mandates timely response to citizen requests for government information. The basic objective of the Right to Information Act, 2005 is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption and to make the democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance.
3. The Director, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Government of India in his memo no.10/23/2007-IR dated 9.07.2007 has also observed certain shortcomings in the functioning of the First Appellate Authorities (FAAs) not examining the appeals judiciously and their mechanical



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agreement with the decision of CPIOs, the FAAs not disposing the appeals within the prescribed time frame and CPIOs not complying with the directions of the FAAs, etc.

4. The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.
5. The Training Programme is meant for Transparency Officer /nodal Officer/PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.
 - Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
 - Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
 - Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
 - Removal of doubts and interaction with RTI experts.
6. As you are aware, the Central Information Commission has been constituted to perform the functions assigned to it under the RTI Act, 2005. One of the prominent functions includes monitoring of suo-motu disclosure by public authorities. It has been decided to conduct transparency audit of public authorities to make a quantitative and qualitative assessment of compliance of the mandate suo-motu disclosure under section 4 of the RTI Act.
7. As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.
8. In this regard, Public Authority readiness has to be manifold. To assist public authorities in Self Audit before third party Audit, IISTD is conducting 3 Days Training Program on "Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.
9. The training programme is meant for all Respondent Public Authority to Compliance with the proactive disclosure guidelines, it's an audit by third-party and its communication to the Central information commission. Refer to Self-appraisal report of Third-Party Audit of Proactive Disclosure under the RTI Act, 2005. Under Organization and Function - 1.12 Programmes to advance understanding of RTI (Section 26) - 1.12.3 Training of CPIO/APIO
10. Course Contents:
 - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
 - Role & Responsibilities of CPIO/Alternate CPIO
 - Role & Responsibilities of Appellate Authority
 - Analysis of Appellate Authority decisions- Case studies/Brainstorming
 - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
 - CIC guidelines and model code of conduct for FAAs.
 - Framework for Transparency Audit u/s 4 of the Right to Information Act by the Public Authorities



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- Preparation by Public authority for compliance with Transparency Audit of Disclosures u/s 4 of the Right to Information Act by the Public Authorities
- Interaction/Discussion/Quiz on RTI act 2005

11. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

12. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi and should be sent along with the nomination letter.

13. An early nomination in the prescribed Pro-forma of PIO/APIO/CPIO/Appellate Authority, RTI Staff, HR or Personnel and Administration Departments shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IISTD.

14. 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.

15. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the training programme, upload this on their websites for the information of all concerned and encourage the officers to apply. In addition to the above programme other customized programs to the choice can be organized.

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.
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