



# National Institute Of Secretariat Training & Development

(An ISO 9001;2015 Organisation)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

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

New Delhi, Dated 07<sup>th</sup> December, 2024

To,

The Chief Secretary  
Secretariat  
Jaipur Rajasthan 302005

Secy DoP

23/12

कार्यालय मुख्य सचिव  
28/12/2024

By Registered Post

880/2024/462596

## Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Department of Education, Govt. of India), serves as an autonomous body dedicated to enhancing the skills and capabilities of officers in various sectors of the Indian industry. Our primary objective is to provide comprehensive training to officers belonging to Central and State Government Services, as well as other organized/subsidiary services. This initiative aims to empower these officers to perform their duties more effectively and efficiently, thereby contributing to the overall improvement of administrative services.

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 (Single Shairing) (RS)	Residential (Twine Sharing) (Rs)
EDP 001	Advanced Course on Right to Information Act and Modern Office Management	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 002	Managerial Leadership & Team Building	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 003	Stress Management and Strategic Financial Planning for Organizational Excellence	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)

EDP 004	Managing Work Life Balance	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 006	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 007	Improving Leadership, Managerial & Administrative Skills	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 008	Leadership & Team Building	05th & 06th January, 2025	Sea Shell Coral Cove, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 009	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	05th & 06th January, 2025	Sea Shell Coral Cove, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 010	Soft Skills for ProductivityImprovement	05th & 06th January, 2025	Hotel Sentinel, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 011	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	05th & 06th January, 2025	Hotel Sentinel, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Productivity Improvement Tools and Techniques	05th & 06th January, 2025	Hotel Sentinel, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 013	Human Rights and Anti- Corruption & Anti- bribery Management System to improve Governance as part of ESG	05th & 06th January, 2025	Sea Princess Beach Resort, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 014	Good Governance & Transparency through RTI	05th & 06th January, 2025	Sea Princess Beach Resort, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 015	Modern Office Management, Team building, Leadership & Performance Management	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 016	Finance & GFR for functional & Non- Finance Executives	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 017	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Environment, Social and Governance (ESG)- Way to Sustainability	09th & 10th February,2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 019	Effective Office Administration and Financial Management	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 020	Finance & Accounts	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 021	New Labour Codes, Industrial & Personnel Relation	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)

