



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 07th December, 2024

To,

The Chief Secretary
Secretariat
Jaipur Rajasthan 302005

Secy DoP

23/12

कार्यालय मुख्य सचिव
28/12/2024
80/2024/462596

By Registered Post

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) |

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|---------|---|------------------------------|--|--------------------|--------------------|
| 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) |

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|---------|---|-------------------------------------|--|-----------------|-----------------|
| EDP 022 | E- procurement of Goods and Services and related GFR Rules | 09th & 10th February,2025 | Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 023 | Advanced Course on Secretarial Effectiveness, Capacity Building Programme | 09th & 10th February,2025 | Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 024 | Advanced Course on Effective Digital Office Management | 23rd & 24th February,2025 | Sinclair's Retreat Ooty (Tamil Nadu) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 025 | Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management | 23rd & 24th February,2025 | Sinclair's Retreat Ooty (Tamil Nadu) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 026 | Project Management and Financial Management | 09th March,2025 To 10th March, 2025 | Lemon Tree Premier Buddhanilkantha Kathmandu (Nepal) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 027 | Digital Transformation through e-Governance & ICT | 09th March,2025 To 10th March, 2025 | Hotel Kathmandu Marriott Hotel Kathmandu (Nepal) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 028 | Stress Management for Improving Productivity | 09th March,2025 To 10th March,2025 | Hotel The Soaltee Kathmandu (Nepal) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 029 | Management Development Program for Decision Making and Problem Solving | 09th March,2025 To 10th March,2025 | Hyatt Regency Kathmandu (Nepal) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 030 | Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management | 09th March,2025 To 10th March,2025 | Hyatt Regency Kathmandu (Nepal) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 031 | Emotional intelligence for Effective Leadership & Work Life Balance | 23rd March,2025 To 24th March,2025 | Hotel Northern Singge Leh Leh, Ladakh,India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 032 | Public Procurement and Contracts management | 23rd March,2025 To 24th March,2025 | Hotel Northern Singge Leh Leh, Ladakh,India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 033 | Systematic Problem Solving, Conflict resolution and change Management | 23rd March,2025 To 24th March,2025 | The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 034 | Negotiation & Conflict Resolution Strategies | 23rd March,2025 To 24th March,2025 | The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 035 | Professional Work & Personal Life Balance for High Productivity in Organization | 23rd March,2025 To 24th March,2025 | The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 036 | Environment, Social and Governance (ESG)- Way to Sustainability | 23rd March,2025 To 24th March,2025 | Singge Palace Hotel, Leh (Ladhakh) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 037 | CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development | 23rd March,2025 To 24th March,2025 | Singge Palace Hotel, Leh (Ladhakh) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 038 | Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management | 23rd March,2025 To 24th March,2025 | Singge Palace Hotel, Leh (Ladhakh) | 46,390.00 (INR) | 56,690.00 (INR) |

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.

- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Details For RTGS, NEFT & Ecs Payment

| | |
|-------------------------|--|
| Beneficiary Name | National Institute Of Secretariat Training & Development |
| Bank Name | Punjab & Sindh Bank |
| Branch | Chander Nagar, Dist Ghaziabad-201011 |
| Currant A/C No | 09061100000517 |
| IFSC Code | PSIB0000906 |
| MICR CODE (9 Digit No.) | 110023100 |

Or Payment be made through Bank Draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi
Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For National Institute Of Secretariat Training & Development



Deepak Kumar
Asst. Director (Training)