



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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New Delhi, Dated 25th December, 2024

To,

Shri SUDHANSH PANT, IAS
Chief Secretary of Rajasthan
Government of Rajasthan,
Secretariat, Jaipur-302005

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By Registered Speed Post



Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), registered Under the Societies Registration Act XXI of 1860, serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims 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 to the overall improvement of administrative services within the central and state government.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.No.	Title of Programme	Programme Date	Venue	Course Fee INR RS. Per Participant	
				Residential (Twine Sharing) (Rs)	Residential (Single Sharing) (Rs)
1.	Environment, Social and Governance (ESG)- Way to Sustainability	09th & 10th February,2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
2.	Effective Office Administration and Financial Management	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)

