



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

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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3/12

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)

3.	Finance & Accounts	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
4.	New Labour Codes, Industrial & Personnel Relation	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
5.	E- procurement of Goods and Services and related GFR Rules	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
6.	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
7.	Advanced Course on Effective Digital Office Management	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
8.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
9.	Project Management and Financial Management	09th March,2025 To 10th March, 2025	Lemon Tree Premier Buddhanilkantha Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
10.	Digital Transformation through e- Governance & ICT	09th March,2025 To 10th March, 2025	Hotel Kathmandu Marriott Hotel Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
11.	Stress Management for Improving Productivity	09th March,2025 To 10th March,2025	Hotel The Soaltee Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
12.	Management Development Program for Decision Making and Problem Solving	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
13.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
14.	Emotional intelligence for Effective Leadership & Work Life Balance	23rd March,2025 To 24th March,2025	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
15.	Public Procurement and Contracts management	23rd March,2025 To 24th March,2025	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
16.	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	56,390.00 (INR)	66,690.00 (INR)
17.	Negotiation & Conflict Resolution Strategies	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
18.	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	56,390.00 (INR)	66,690.00 (INR)
19.	Environment, Social and Governance (ESG)- Way to Sustainability	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	56,390.00 (INR)	66,690.00 (INR)

20.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	56,390.00 (INR)	66,690.00 (INR)
21.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	56,390.00 (INR)	66,690.00 (INR)
22.	Leadership & Managerial Skills, Management & Business Administration	14 th To 15 th April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
23.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14 th To 15 th April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
24.	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14 th To 15 th April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
25.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14 th To 15 th April,2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
26.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14 th To 15 th April,2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
27.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	14 th To 15 th April,2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
28.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14 th To 15 th April,2025	Regenta Central Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
29.	Leadership & Team Building	14 th To 15 th April,2025	Clarks Inn Srinagar The Grand Mamta Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
30.	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	14 th To 15 th April,2025	Clarks Inn Srinagar The Grand Mamta Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
31.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	28 th To 29 th April,2025	ABN Sarovar Portico Jim Corbett, (Uttrakhand)	56,390.00 (INR)	66,690.00 (INR)
32.	Productivity Improvement Tools and Techniques	28 th To 29 th April,2025	ABN Sarovar Portico Jim Corbett, (Uttrakhand)	56,390.00 (INR)	66,690.00 (INR)
33.	Human Rights and Anti-Corruption & Anti- bribery Management System to improve Governance as part of ESG	28 th To 29 th April,2025	ABN Sarovar Portico Jim Corbett, (Uttrakhand)	56,390.00 (INR)	66,690.00 (INR)

34.	Good Governance & Transparency through RTI	28 th To 29 th April,2025	ABN Sarovar Portico Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
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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 , respectively, for the entire duration. These charges should be paid in advance to NISTD.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.

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

Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9811094923.

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

