



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/WEB/24-20-802

New Delhi

To,
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin 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.

This is regarding the ongoing training programmes/ workshops being organized by the IISTD for the benefit of employees of Central/ State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies and other organizations. The details of training programmes/ workshops being organized during the year 2022-23 are enclosed which may be circulated to all employees of your organisation for ensuring wider participation and nominations. It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed Webinar: In-house training with excellent and experienced faculty (well known in their fields internationally & nationally).

S. No	Training Topic	Course Fee + GST 18%	Duration
1	Digital Personal Data Protection Act 2023 & Privacy Compliance	Rs. 59999.00	2 Days
2	Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel	Rs. 59999.00	2 Days
3	Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle	Rs. 59999.00	2 Days
4	Right to Information Act for CPIO and Appellate Authorities	Rs. 59999.00	2 Days
5	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.	Rs. 59999.00	2 Days
6	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. 69999.00	3 Days
7	"Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs"	Rs. 59999.00	2 Days
8	"Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs"	Rs. 59999.00	2 Days
9	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days
10	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days



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11	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2Days
12	"Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 59999.00	2Days
13	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	Rs. 59999.00	2Days
14	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent orders & Modified Assured Career Progression.	Rs. 59999.00	2 Days
15	Materials management and purchase policy & procedure, E- procurement in Govt. departments, Autonomous bodies	Rs. 59999.00	2 Days
16	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs. 59999.00	2Days
17	Preventive Vigilance & Strategic Financial Management.	Rs. 59999.00	2Days
18	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs. 59999.00	2Days
19	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System	Rs. 59999.00	2Days
20	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2Days
21	Leadership Excellence and Effective Decision Making.	Rs. 59999.00	2Days
22	Enhancing Organizational Productivity Through Digital Transformation.	Rs. 69999.00	3 Days
23	Innovation, Change Management for Organizational Excellence.	Rs. 59999.00	2 Days
24	Work Life Balance and Stress Management.	Rs. 59999.00	2 Days
25	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs. 59999.00	2 Days
26	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs. 59999.00	2 Days
27	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills	Rs. 59999.00	2Days
28	Leadership and Decision Making	Rs. 69999.00	3 Days
29	Ethics and Values	Rs. 59999.00	2Days
30	Swatch Bharat Mission	Rs. 69999.00	3 Days
31	Managing Stress for Personal Efficacy	Rs. 59999.00	2Days
32	Digital Workplace: Essentials for non-IT Executives.	Rs. 59999.00	2Days
33	Procurement & contract management for Building & Roads Projects	Rs. 69999.00	3 Days
34	CPM tool for construction management	Rs. 59999.00	2Days
35	Project Management for Engineers	Rs. 59999.00	2Days
36	Project preparation, DPR preparation & Project Management in Construction Industry	Rs. 59999.00	2Days
37	Feasibility study & preparation of detailed project reports (DPR).	Rs. 59999.00	2Days
38	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs. 59999.00	2Days
39	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs. 59999.00	2Days
40	"QA/QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment"	Rs. 69999.00	3 Days
41	Office Effectiveness Management with focus on Lean Office, 5S and Productivity, Improvement Practices	Rs. 59999.00	2Days
42	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs. 59999.00	2Days
43	Building construction & maintenance	Rs. 69999.00	3 Days



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44	New Methods & Materials in Construction Technology & Building Repairing	Rs. 59999.00	2Days
45	Construction material (Road & Building)	Rs. 59999.00	2Days
46	Estimate/contract preparation	Rs. 59999.00	2Days
47	Quality control & Quality assurance	Rs. 59999.00	2Days
48	Preliminary buildings & road construction requirement and survey.	Rs. 59999.00	2Days
49	Modern Survey Techniques including GIS/GPS & total Station.	Rs. 59999.00	2Days
50	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs. 59999.00	2Days
51	Quality Control and material Testing Procedures & Laboratory Practice	Rs. 59999.00	2Days
52	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs. 69999.00	3 Days
53	Design Construction and Maintenance of Flexible Pavements.	Rs. 59999.00	2Days
54	Planning of Electrical Sub Station. incl Fire Fighting Arrangements	Rs. 69999.00	3 Days
55	Indoor and Outdoor lighting design & relevant NBC Provisions	Rs. 59999.00	2Days
56	Construction and maintenance of Flexible & Rigid Pavements including use of new materials & technologies	Rs. 59999.00	2Days
57	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	Rs. 59999.00	2Days
58	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs. 59999.00	2Days
59	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs. 59999.00	2Days
60	Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.	Rs. 59999.00	2Days

Details of the 'Terms and Conditions' of the program.

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- 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.
- 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)

