



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/EDP/25-20-802
Delhi

New

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

Subject: Executive Development Programme - Call for Nominations

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.

Executive Development Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

Course Code	Topics	Duration 3 Days	Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Date		Non-Residential	Residential	
					Twin Sharing	Single Sharing
IISTD 089	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 090	Right to Information Act for CPIO and Appellate Authorities	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 091	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 092	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	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 093	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 094	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 095	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 096	Right to Information Act for CPIO and Appellate Authorities	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 097	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 098	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 099	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 100	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 101	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 102	Right to Information Act for CPIO and Appellate Authorities	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-



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IISTD 103	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 104	Quality control & Quality assurance in Construction	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 105	Preparation of DPRs (Cost estimation) for Building & Roads Projects	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 106	CPM tool for construction management & Project Management in Construction Industry	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 107	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 108	Right to Information Act for CPIO and Appellate Authorities	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 109	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 110	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	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 111	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 112	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 113	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-



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IISTD 114	Right to Information Act for CPIO and Appellate Authorities	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 115	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 116	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 117	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 118	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 119	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 120	Right to Information Act for CPIO and Appellate Authorities	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 121	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 122	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 123	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 124	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 125	GFR 2017, Government e- Market & Latest Manual for Procurement of	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-



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	Goods, Works, Consultancy & Other Services					
IISTD 126	Right to Information Act for CPIO and Appellate Authorities	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 127	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 128	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	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 129	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 130	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 131	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 132	Right to Information Act for CPIO and Appellate Authorities	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 133	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 134	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 135	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



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IISTD 136	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 137	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 138	Right to Information Act for CPIO and Appellate Authorities	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 139	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 140	Quality control & Quality assurance in Construction	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 141	Preparation of DPRs (Cost estimation) for Building & Roads Projects	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 142	CPM tool for construction management & Project Management in Construction Industry	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 143	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 144	Right to Information Act for CPIO and Appellate Authorities	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 145	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 146	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	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 147	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 148	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
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Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in. In addition to the above Programme other customized programs to the choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

General Instructions

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S).
- The Non-Residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- 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.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

These programs will help the officers of Central/ State Government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.



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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)





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Training Nomination Form		
Name of the Programme:		
Date & Location of Training Programme:		
Particulars of Nominee		
Name of the Participant(s)		
Designation		
Mailing Address		
Contact Number (with STD Code)		
Office: Fax		
E-Mail		
Nomination Status (please tick)	Non- Residential	Twin Sharing Single Sharing
Signature of the Participant		
Sponsor Details		
Sponsoring Organization		
Address		
GST Code		
E-Mail		
Date:		
Signature of the Sponsor		
With stamp of the organization		