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National Institute Of Secretariat Training & Development

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Ref NoEDP/M/63-36-669

To,

By E-mail

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer /
Chairman / Managing Director / Director / Competent Authority

Subject:-Executive Development Program-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Govt. of NCT of Delhi, Labour Department). NISTD 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.

The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

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	Topics	Date & Duration	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vlth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP" Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 002	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 003	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 004	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 005	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 006	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 007	Materials management and purchase policy & procedure, E-procurement & GST Under Capacity Building program	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 008	Project Management for Engineers Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 009	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 010	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 011	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 012	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 013	"Right to Information Act 2005, Case Studies/ Court Cases &	28-29 April,2024 Last Date 19th	Saboo Resorts Leh- UT Of	36,690.00	56,390.00

	Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs		Kashmir)		
EDP 079	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 080	Right to Information Act for CPIO and Appellate Authorities	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 081	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 082	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 083	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 084	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 085	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 086	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression"	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 087	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 088	"Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 088 A	"Establishment Rules & General Administration Matters"	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 089	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 090	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 091	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 092	Project Management in Construction Industry,	25-26 August,2024 (Last Date 19 th August,2024)	Holiday Inn Chandigarh, UT, India	36,690.00	56,390.00
EDP 093	Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00
EDP 093 A	<u>Leadership & Managerial Skills, Management & Business Administration</u>	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00

EDP 094	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00
EDP 095	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 096	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 097	Preventive Vigilance & Strategic Financial Management.	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 098	Work Life Balance and Stress Management.	25-26 August,2024 (Last Date 19 th August,2024)	Holiday Inn Chandigarh, UT, India	36,690.00	56,390.00
EDP 099	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 0100	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 0100 A	Digital Workplace : Essentials for non-IT Executives.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 0101	<u>Leadership & Managerial Skills, Management & Business Administration</u>	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 0102	Building Organizational Excellence in Digital Era.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 0103	Organizational Productivity through Digital, Transformation.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)		36,690.00	56,390.00
EDP 0104	Supply chain management,	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 0105	Construction Management TQM & Safety in Under Capacity Building program	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 0106	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 0107	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 0108	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 0109	<u>Leadership & Managerial Skills, Management & Business Administration</u>	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00

		July,2024)	India		
EDP 064	Quality Control & Quality Assurance, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 065	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	36,690.00	56,390.00
EDP 066	Project Management in Construction Industry, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	36,690.00	56,390.00
EDP 067	Modern Survey Techniques Including GIS/GPS & total Station.	14-15 July,2024 (Last Date 06 th July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	36,690.00	56,390.00
EDP 067 A	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 068	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs.	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 069	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 070	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 071	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 July,2024 (Last Date 19 th July,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 072	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	28-29 July,2024 (Last Date 19 th July,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 073	Office Procedures including Noting and Drafting	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 074	Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO., Handling of CAT Cases	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 075	Citizen Centric & Service Delivery Approach & e-Office.	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 075 A	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 076	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 077	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 078	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu&	36,690.00	56,390.00

	Building program				
EDP 050	Advance Course On Secretarial Effectiveness : Capacity Building	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
	Administrative Effectiveness, Focus: Preventive Vigilance, e- Procurement	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 051	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 052	Performance Management through Talent Management	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 053	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 054	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 055	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 056	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 057	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 058	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation , Under MACP"	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 059	"Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06 th July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 060	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 July,2024 (Last Date 06 th July,2024)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	36,690.00	56,390.00
EDP 060 A	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 061	Leadership Excellence and Effective Decision Making.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 062	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 063	Total quality person (TQP), Work life Balance, Emotional Intelligence	14-15 July,2024 (Last Date 06 th	Taj Malabar Resort & Spa Cochin, Kerla,	36,690.00	56,390.00

EDP 031	Human Resource Management & Liaison Officers (SC/ST).	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 032	<u>Leadership & Managerial Skills, Management & Business Administration</u>	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 033	Citizen Centric & Service Delivery Approach & e-Office.	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
	Big Data Analytics in Government (Basic)	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 034	Orientation Training Programme on Preventive Vigilance.	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 035	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 036	Digital Transformation of Organisation	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 037	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 038	Performance Management for Organisational Effectiveness	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 039	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 040	Gender Sensitization	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 041	Hands-on training on energy efficiency in electrical utilities	09-10 June,2024 (Last Date 06th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 042	Advance course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 043	Advance course on modern office and productivity management	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 044	Developing Managerial Leadership Skills	09-10 June,2024 (Last Date 06th June,2024)	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 045	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 045 A	Effective spare parts management	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span Hotel Ladakh, Leh,	36,690.00	56,390.00
EDP 046	Public procurement and contract management/arbitrations	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 047	Business Excellence for Organisational Performance	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 048	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderance of Probability Vigelence	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 049	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00

	Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	April,2024	Ladakh,India		
EDP 014	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024 Last Date 19th April,2024	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 015	Government e-Market place (Portal), Procurement from GeM , e-tendering, e- Governance & GST	28-29 April,2024 Last Date 19th April,2024	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 016	PRP/ Schedule IV implementation, general requirements in Food Industry.	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 017	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 018	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 019	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 020	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 021	Advanced course on Record Management, Economic Reforms and Development	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 022	Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 023	Modern Office Management and Modern Performance Management	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 024	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 025	Office Procedures including Noting and Drafting	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 026	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 027	Advance Course on Secretarial Effectiveness: Capacity Building	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 028	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 029	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 030	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

	Improvement of Record Management System, Citizen Charter & GST Under Capacity Building	April,2024	Ladakh,India		
EDP 014	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024 Last Date 19th April,2024	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 015	Government e-Market place (Portal), Procurement from GeM, e-tendering, e- Governance & GST	28-29 April,2024 Last Date 19th April,2024	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 016	PRP/ Schedule IV implementation, general requirements in Food Industry.	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 017	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 018	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 019	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 020	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 021	Advanced course on Record Management, Economic Reforms and Development	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 022	Drafting of Request for Proposal (RFP), Monitoring & Evaluation of Government Schemes	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 023	Modern Office Management and Modern Performance Management	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
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EDP 028	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 029	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 030	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

EDP 0110	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 0111	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 0112	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	22 nd September,2024 To 23 rd September,024 (Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00

Registration Form download :- https://nistd.co/EDP_Registration_form.pdf

Please find here with attachment of EDP Brochures

1. https://nistd.co/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_e-Procurement..pdf
- 2.

https://nistd.co/Big_Data_Analytics_,Preparation_of_Expenditure_Finance_Committee%20_Standing_Finance_Committee.pdf

3. https://nistd.co/Developing_Management_Leadership_Skills..pdf
4. https://nistd.co/Digital_Transformation_of_Organisation..pdf
- 5.

[https://nistd.co/Drafting_of_Request_for_Proposal_\(RFP\)_Monitoring_&_Evaluation_of_Government_Schemes..pdf](https://nistd.co/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes..pdf)

6. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination%20\(1\)..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination%20(1)..pdf)
7. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination%20\(2\)..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination%20(2)..pdf)
8. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination..pdf)

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.
- The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- 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.
- NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.
- NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
- Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
- 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.

The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop. These topics should naturally fall within the scope of the program's subject matter. Your input will contribute to tailoring the content to better suit the participants' needs and enhance the overall workshop experience.

Inclusions:

- Accommodation in 4 star hotel
- Daily breakfast for each participant
- The training professional fee per participant covers the following:
- Comprehensive program management expenses, including faculty fees and training infrastructure charges.
-

PARTICIPANTS' PROFILE

The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

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

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

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.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

Substituting nominees is allowable.

Schedule of Breaks during the Training Session

MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM

LUNCHTIME: 01:00 PM to 02:00 PM

AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

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.

PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

PROVIDED BY US

- Accommodation
- Breakfast
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

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.

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

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited sating and registrations will be accepted on a first-come, first-served basis.

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
Addl Director (Training)



Application Form for Registration
Executive Development Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status

Residential

Non-Residential (please tick)

Date: _____

Signature _____

Place:- _____

(Photocopies of the form may be used for more delegates)