



# National Institute Of Secretariat Training & Development

(Established by Govt. of NCT of Delhi)

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Ref NoEDP/M/63-66-369

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 ). 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	
				Residential (Twine Sharing) (Rs)	Residential (Single Shairing) (RS)
EDP 001	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	56,390.00 (INR)	76,690.00 (INR)
EDP 002	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	56,390.00 (INR)	76,690.00 (INR)
EDP 003	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 004	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	56,390.00 (INR)	76,690.00 (INR)

EDP 005	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	56,390.00 (INR)	76,690.00 (INR)
EDP 006	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	56,390.00 (INR)	76,690.00 (INR)
EDP 007	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	56,390.00 (INR)	76,690.00 (INR)
EDP 008	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	56,390.00 (INR)	76,690.00 (INR)
EDP 009	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	56,390.00 (INR)	76,690.00 (INR)
EDP 010	Office Procedures including Noting and Drafting	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 011	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	56,390.00 (INR)	76,690.00 (INR)
EDP 012	Advance Course on Secretarial Effectiveness: Capacity Building	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 013	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	56,390.00 (INR)	76,690.00 (INR)
EDP 014	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 015	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 016	Human Resource Management & Liaison Officers (SC/ST).	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 017	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 018	Citizen Centric & Service Delivery Approach & e-Office.	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 019	Big Data Analytics in Government (Basic)	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 020	Orientation Training Programme on Preventive Vigilance.	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 021	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 022	Digital Transformation of Organisation	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill,	56,390.00 (INR)	76,690.00 (INR)

			Ooty, Tamil Nadu, India		
EDP 023	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 024	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 025	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 May,2024 (Last date 19 <sup>th</sup> May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	56,390.00 (INR)	76,690.00 (INR)
EDP 026	Gender Sensitization	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 027	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	56,390.00 (INR)	76,690.00 (INR)
EDP 028	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	56,390.00 (INR)	76,690.00 (INR)
EDP 029	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	56,390.00 (INR)	76,690.00 (INR)
EDP 030	Developing Managerial Leadership Skills	09-10 June,2024 (Last Date 06th June,2024)	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 031	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 032	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span Hotel Ladakh, Leh,	56,390.00 (INR)	76,690.00 (INR)
EDP 033	Public procurement and contract management/arbitrations	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span HotelLadakh, Leh,	56,390.00 (INR)	76,690.00 (INR)
	Business Excellence for Organisational Performance	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 034	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderence of Probabilty Vigelence	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 035	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 036	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	56,390.00 (INR)	76,690.00 (INR)
EDP 037	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 038	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 039	Performance Management through Talent Management	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	56,390.00 (INR)	76,690.00 (INR)

EDP 040	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 041	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 042	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, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 043	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, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 044	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, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 045	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of V1th Pay Commission Report & Grant of Financial Up-gradation , Under MACP”	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 045 A	“Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	56,390.00 (INR)	76,690.00 (INR)
EDP 046	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	56,390.00 (INR)	76,690.00 (INR)
EDP 047	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 048	Leadership Excellence and Effective Decision Making.	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 049	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 050	Total quality person (TQP), Work life Balance, Emotional Intelligence	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
	Quality Control & Quality Assurance, Under Capacity Building program	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 051	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 052	Project Management in Construction Industry, Under Capacity Building program	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 053	Modern Survey Techniques Including GIS/GPS & total Station.	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 054	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Radisson Blu Kochi Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 055	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government	14-15 July,2024 (Last Date 06 <sup>th</sup> July,2024)	Radisson Blu Kochi Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)



	<b>Departments Autonomous Bodies &amp; PSUs.</b>				
EDP 056	<b>Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped &amp; Recruitment Rules In Government Departments Autonomous Bodies &amp; PSUs.</b>	<b>14-15 July,2024 (Last Date 06<sup>th</sup> July,2024)</b>	Radisson Blu Kochi Cochin, Kerla, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 057	<b>“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS &amp; GST “ Under Capacity Building program</b>	<b>14-15 July,2024 (Last Date 06<sup>th</sup> July,2024)</b>	Radisson Blu Kochi Cochin, Kerla, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 058	<b><u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u></b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	The Grand Mamta, Srinagar ( Jammu & Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 059	<b>Government e-Market place (Portal), Procurement from GeM, e-tendering, e- Governance &amp; GST</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	The Grand Mamta, Srinagar ( Jammu & Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 060	<b>Office Procedures including Noting and Drafting</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 060 A	<b>Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO., Handling of CAT Cases</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 061	<b><u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u></b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 062	<b>Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance &amp; GST Under Capacity Building program in Govt. departments, autonomous bodies &amp; PSUs</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 063	<b><u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u></b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 064	<b>Book Keeping &amp; Accounting, Accounting Standards &amp; Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies &amp; PSUs.</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Regenta Central Srinagar Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 065	<b>Finance Management in Govt. with Financial &amp; Administrative Powers in Government Departments Autonomous Bodies &amp; PSUs. In Government Departments Autonomous Bodies &amp; PSUs</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Regenta Central Srinagar Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 066	<b>Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Regenta Central Srinagar Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 067	<b>Right to Information Act for CPIO and Appellate Authorities</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Lemon Tree Hotel Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 067 A	<b>Construction and Maintenance of Flexible &amp; Rigid Pavements(Including Use of New Materials &amp; Technologies),</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Lemon Tree Hotel Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 068	<b>Preparation of DPRs (Incl Cost Estimation) for Building &amp; Roads Projects,</b>	<b>28-29 July,2024 ( Last Date 19<sup>th</sup> July,2024)</b>	Lemon Tree Hotel Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 069	<b>Procurement &amp; Contract Management for Building &amp; Roads Projects, Quality Control and</b>	<b>28-29 July,2024</b>	Lemon Tree Hotel Srinagar	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>

	Material Testing Procedures & Laboratory Practice	( Last Date 19 <sup>th</sup> July,2024)	( Jammu& Kashmir)		
EDP 070	“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 <sup>th</sup> August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 071	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	11-12 August,2024 ( Last Date 06 <sup>th</sup> August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 072	”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 <sup>th</sup> August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 073	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	11-12 August,2024 ( Last Date 06 <sup>th</sup> August,2024)	Park Inn By Radisson Ayodhya	56,390.00 (INR)	76,690.00 (INR)
EDP 074	“Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	11-12 August,2024 ( Last Date 06 <sup>th</sup> August,2024)	Park Inn By Radisson Ayodhya	56,390.00 (INR)	76,690.00 (INR)
EDP 075	“Establishment Rules & General Administration Matters”	11-12 August,2024 ( Last Date 06 <sup>th</sup> August,2024)	Park Inn By Radisson Ayodhya	56,390.00 (INR)	76,690.00 (INR)
EDP 075 A	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	11-12 August,2024 ( Last Date 06 <sup>th</sup> August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 076	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 <sup>th</sup> August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 077	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	11-12 August,2024 ( Last Date 06 <sup>th</sup> August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 078	Project Management in Construction Industry,	25-26 August,2024 ( Last Date 19th August,2024)	Holiday Inn Chandigarh, UT, India	56,390.00 (INR)	76,690.00 (INR)
EDP 079	Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program	25-26 August,2024 ( Last Date 19th August,2024)	Radisson Chandigarh UT India	56,390.00 (INR)	76,690.00 (INR)
EDP 080	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	25-26 August,2024 ( Last Date 19th August,2024)	Radisson Chandigarh UT India	56,390.00 (INR)	76,690.00 (INR)
EDP 081	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	25-26 August,2024 ( Last Date 19th August,2024)	Radisson Chandigarh UT India	56,390.00 (INR)	76,690.00 (INR)
EDP 082	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	25-26 August,2024 ( Last Date 19th August,2024)	HOLIDAY INN CHANDIGARH, UT India	56,390.00 (INR)	76,690.00 (INR)
EDP 083	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	25-26 August,2024 ( Last Date 19th August,2024)	HOLIDAY INN CHANDIGARH, UT India	56,390.00 (INR)	76,690.00 (INR)
EDP 084	Preventive Vigilance & Strategic Financial Management.	25-26 August,2024 ( Last Date 19th August,2024)	HOLIDAY INN CHANDIGARH, UT India	56,390.00 (INR)	76,690.00 (INR)
EDP 085	Work Life Balance and Stress Management.	25-26 August,2024 ( Last Date 19th August,2024)	Holiday Inn Chandigarh, UT, India	56,390.00 (INR)	76,690.00 (INR)
EDP 086	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)

EDP 087	<b>INNOVATION &amp; CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.</b>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 088	<b>Digital Workplace : Essentials for non-IT Executives.</b>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 088 A	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 089	<b>Building Organizational Excellence in Digital Era.</b>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 090	<b>Organizational Productivity through Digital, Transformation.</b>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 091	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Regenta Place Green Leaf Manali Himachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 092	<b>Construction Management TQM &amp; Safety in Under Capacity Building program</b>	08th September,2024 To 09th September,024 ( Last Date 03rd September,2024)	Regenta Place Green Leaf Manali Himachal Pradesh, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 093	<b>Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management &amp; GST Under Capacity Building</b>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	The Grand Mamta, Srinagar ( Jammu & Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 093 A	<b>“Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts” Under Capacity Building in Govt. departments, autonomous bodies</b>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	The Grand Mamta, Srinagar ( Jammu & Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 094	<b>“Gender Sensitivity &amp; Prevention and Redressal of Sexual Harassment of Women at Workplace” &amp; GST Under Capacity Building program</b>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 095	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 096	<b>“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS &amp; GST “ Under Capacity Building program</b>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 097	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 098	<b>Renewable Energy, Policies &amp; Regulations and Electrical Vehicle Charging Under Capacity Building program</b>	22nd September,2024 To 23rd September,024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 099	<b>“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report &amp; Grant of Financial Up-gradation &amp; GST Under MACP” Under Capacity Building</b>	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>
EDP 0100	<b>e-governance &amp; Advance IT TooJs: Transforming Government Sector” &amp; GST Under Capacity Building</b>	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	<b>56,390.00 (INR)</b>	<b>76,690.00 (INR)</b>

EDP 0100 A	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 0101	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 0102	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 0103	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 0104	Materials management and purchase policy & procedure, E-procurement & GST Under Capacity Building program	06-07 October,2024 ( Last Date 03rd Oct.2024)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	56,390.00 (INR)	76,690.00 (INR)
EDP 0105	Project Management for Engineers Under Capacity Building	20-21 October,2024 ( Last Date 16th Oct,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0106	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	20-21 October,2024 ( Last Date 16th Oct,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0107	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	20-21 October,2024 ( Last Date 16th Oct,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0108	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	20-21 October,2024 ( Last Date 16th Oct,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0109	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	20-21 October,2024 ( Last Date 16th Oct,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0110	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	20-21 October,2024 ( Last Date 16th Oct,2024)	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0111	<u>Leadership &amp; Managerial Skills, Management &amp; Business Administration</u>	20-21 October,2024 ( Last Date 16th Oct,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	76,690.00 (INR)
EDP 0112	Government e-Market place (Portal), Procurement from GeM , e-tendering, e- Governance & GST	20-21 October,2024 ( Last Date 16th Oct,2024)	Spic N Span HotelLadakh, Leh,	56,390.00 (INR)	76,690.00 (INR)

Registration Form download :- [https://nistd.co/EDP\\_Registration\\_form.pdf](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\\_1.pdf](https://nistd.co/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_e-Procurement_1.pdf)
2. [https://nistd.co/Big\\_Data\\_Analytics\\_,Preparation\\_of\\_Expenditure\\_Finance\\_Committee\\_Standing\\_Finance\\_Committee\\_1.pdf](https://nistd.co/Big_Data_Analytics_,Preparation_of_Expenditure_Finance_Committee_Standing_Finance_Committee_1.pdf)
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5. [https://nistd.co/Drafting\\_of\\_Request\\_for\\_Proposal\\_\(RFP\)\\_Monitoring\\_&\\_Evaluation\\_of\\_Government\\_Schemes\\_1.pdf](https://nistd.co/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes_1.pdf)
6. [https://nistd.co/Office\\_procedures\\_including\\_Noting\\_and\\_Drafting\\_1.pdf](https://nistd.co/Office_procedures_including_Noting_and_Drafting_1.pdf)
7. [https://nistd.co/Office\\_systems\\_and\\_office\\_procedures\\_E-governance,\\_Noting\\_and\\_Drafting,\\_records\\_management\\_1.pdf](https://nistd.co/Office_systems_and_office_procedures_E-governance,_Noting_and_Drafting,_records_management_1.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 36,600 and INR 36,600 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 seating 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)





# National Institute Of Secretariat Training & Development

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)

