

Greeting From National Institute of Secretariat Training & Development !
Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

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:-

Code No.	Topics	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	20-21 January,2024 (Last Date 12TH Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 002	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 January,2024 (Last Date 12th Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 003	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 004	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 005	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 006	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 007	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 008	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 February,2024 (Last Date 06 th February,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 009	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	11-12 February,2024 (Last Date 06 th February,2024)	Keys Select Hotel,Kochi Kochi , Kerala -682013	36,690.00	56,390.00

EDP 010	"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 February,2024 (Last Date 06 th February,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 011	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25-26 February, 2024 (Last Date 19 th February,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 012	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	25-26 February, 2024 (Last Date 19 th February,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 013	Project Management in Construction Industry,	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 014	Modern Survey Techniques Including GIS/GPS & total Station.and Stress Management. Under Capacity Building program	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 015	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 016	Preventive Vigilance & Strategic Financial Management.	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 017	Organizational Productivity through Digital, Transformation.	10-11 March,2024 Last Date 06 th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 018	Construction Management TQM & Safety in Under Capacity Building program	10-11 March,2024 Last Date 06 th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 019	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March,2024 Last Date 16 th March 2023	Lemon Tree Hotel, Port Blair,Andaman & Nicobar	36,690.00	56,390.00
EDP 020	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	24-25 March,2024 Last Date 16 th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 021	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14-15 April,2024 Last Date 06 th March, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 022	Project Management for Engineers Under Capacity Building	28-29 April,2024 Last Date 19 th April,2024	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 023	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	28-29 April,2024 Last Date 19 th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 024	Leadership & Managerial Skills, Management & Business Administration	28-29 April,2024 Last Date 19 th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 025	PRP/ Schedule IV implementation, general requirements in Food Industry.	11-12 May,2024 Last Date 06 th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 026	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	11-12 May,2024 Last Date 06 th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 032	Leadership & Managerial Skills, Management & Business Administration	11-12 May,2024 Last Date 06 th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 027	Leadership & Managerial Skills, Management & Business Administration	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 028	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

EDP 029	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 030	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 031	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 032	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

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

Please find here with attachment of EDP Brochures:-

- https://nistd.co/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_e-Procurement..pdf
- https://nistd.co/Big_Data_Analytics,_Preparation_of_Expenditure_Finance_Committee%20_Standig_Finance_Committee.pdf
- https://nistd.co/Developing_Manageerial_Leadership_Skills..pdf
- https://nistd.co/Digital_Transformation_of_Organisation..pdf
- [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)
- [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)
- https://nistd.co/Office_systems_and_office_procedures_E-governance,_Noting_and_Drafting,_records_management...pdf
- https://nistd.co/Office_procedures_including_Noting_and_Drafting...pdf

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 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.
- 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.
- 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.

Payment:-

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. via RTGS/NEFT . Your prompt attention to these matters will help facilitate a smooth.

Bank Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Institute of Secretariat Training and Development
Bank Name	Bank Of Maharashtra
Branch	Greater Noida, Uttarpradesh
Current A/C No	60455558551
IFSC Code	MAHB0001294
MICR CODE (9 Digit No.)	110014031

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.

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.

Transportation: Participants are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours Truly,

For National Institute Of Secretariat Training & Development

Deepak
Deepak Kumar

Addl. Director (Training)

