

No.42/08/2023-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 13th June, 2024

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:I- Knowledge Co-creation Programme (International Study Tour)-
Call for Nominations.**

Subject:II- Executive Development Programme – Call for nominations.

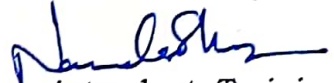
**Subject:III- In house- Onsite Training programs for Engineers & Admin
Staff.**

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an letter ref. no.KCP/SAC/Let/63-66-966 dated 21.05.2024 received from National Institute of Secretariat Training & Development Plot No. B-11C, Inderprastha, NCR New Delhi, Ghaziabad -201012, This e- mail has also been uploaded on the website of Chief Secretary to Government of Haryana i.e (<http://csharyana.gov.in>).

The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

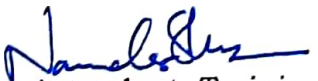
Yours faithfully,


Superintendent, Training *sq*

Endst. No. 42/08/2023-5Trg.

Dated Chandigarh, the 11th June, 2024

A copy of the above is forwarded to National Institute of Secretariat Training & Development Plot No. B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201012, w.r.t his letter ref. no.KCP/SAC/Let/63-66-966 dated 03.05.2024 for information.


Superintendent, Training *sq*



National Institute Of Secretariat Training & Development

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9212114923
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No:- EDP/SAC/Let/33-69-339

New Delhi, India, the Dated 03rd May, 2024

To,

By Registered Post

The Chief Secretary Secretariat
QR62+HCW, Capitol Complex,
Near Punjab Vidhan Sabha, Sector 1,
Chandigarh, 160001

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	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	Leadership & Managerial Skills, Management & Business Administration	09-10 June,2024 (Last Date 06th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00	76,690.00
EDP 002	Advance Course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh, UT Of Ladakh,India	56,390.00	76,690.00
EDP 003	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	76,690.00
EDP 004	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 005	Leadership & Managerial Skills, Management & Business Administration	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 006	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 007	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 008	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	56,390.00	76,690.00
EDP 009	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	56,390.00	76,690.00
EDP 010	"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	56,390.00	76,690.00

EDP 011	Leadership & Managerial Skills, Management & Business Administration	14-15 July, 2024 (Last Date 06 th July, 2024)	Keys Select Hotel, Kochi Kochi, Kerala 682013	56,390.00	76,690.00
EDP 012	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00	76,690.00
EDP 013	Leadership Excellence and Effective Decision Making.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00	76,690.00
EDP 014	Leadership Competencies For Organisational Excellence.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00	76,690.00
EDP 015	Leadership & Managerial Skills, Management & Business Administration	14-15 July, 2024 (Last Date 06 th July, 2024)	Taj Malabar Resort & Spa Cochin, Kerala, India	56,390.00	76,690.00
EDP 016	Quality Control & Quality Assurance, Under Capacity Building Program	14-15 July, 2024 (Last Date 06 th July, 2024)	Taj Malabar Resort & Spa Cochin, Kerala, India	56,390.00	76,690.00
EDP 017	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)	56,390.00	76,690.00
EDP 018	Leadership & Managerial Skills, Management & Business Administration	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00	76,690.00

Registration Form download :- https://nistd.co/EDP_Registration_form.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 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 fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- 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 Third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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.

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

Yours Truly,

For National Institute Of Secretariat Training & Development

