

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

Dated, Chandigarh the 24<sup>th</sup> September, 2024

To

All the Administrative Secretaries to Govt. Haryana.

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

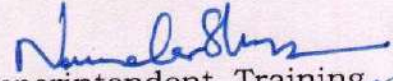
\*\*\*\*\*

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an letter Ref.No. EDP/M/63-66-969 dated 09.09.2024 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 Haryana i.e (<http://csharyana.gov.in>).

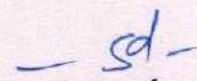
The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

  
Superintendent, Training *82*

Endst. No. 42/08/2023-5Trg. Dated Chandigarh, the 24<sup>th</sup> September, 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 Email letter dated 09.09.2024 for information.

  
Superintendent, Training





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com

Ref NoEDP/M/63-66-969

To,

By E-mail

The 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) registered Under the Societies Registration Act XXI of 1860, 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.	Title of Programme	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
1.	Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry, "Project Management and Financial Management"	22nd & 23rd September, 2024 (Check in 21st & Check out 24th noon)	Hotel Radisson Srinagar, (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
2.	"Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3.	22nd & 23rd September, 2024	Hotel Radisson Srinagar,	56,390.00 (INR)	66,690.00 (INR)



	Military modernization and defense procurement 4. Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation	(Check in 21st & Check out 24th noon)	( Jammu & Kashmir)		
3.	"Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms 4. Consumer protection laws and regulations 5. E-commerce regulation and digital trade frameworks	22nd & 23rd September, 2024 (Check in 21st & Check out 24th noon)	Hotel Radisson Srinagar, ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
4.	Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus	22nd & 23rd September, 2024 (Check in 21st & Check out 24th noon)	Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
5.	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	22nd & 23rd September, 2024 (Check in 21st & Check out 24th noon)	Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
6.	"Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards 4. Maternal and child health programs 5. Global health governance and pandemic response strategies	22nd & 23rd September, 2024 (Check in 21st & Check out 24th noon)	Hotel Lemon Tree Srinagar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
7.	"Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management 4. Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization	22nd & 23rd September, 2024 (Check in 21st & Check out 24th noon)	Hotel Lemon Tree Srinagar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
8.	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013	56,390.00 (INR)	66,690.00 (INR)
9.	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013	56,390.00 (INR)	66,690.00 (INR)
10.	"Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Keys Select Hotel, Kochi Kochi , Cochin Kerala - 682013	56,390.00 (INR)	66,690.00 (INR)



11.	"Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
12.	"Organizational Culture Assessment, Change Management & Strategic Leadership" (Developing a Positive Culture where People and Performance Thrive)"	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Kochi Marriott Hotel, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
13.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
14.	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
15.	"Culture and Heritage" 1. Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
16.	Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers,	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
17.	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
18.	"Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
19.	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects- FIDIC 99	13th & 14th October, 2024 (Check in 12th & Check out 15th noon)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
20.	"Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Hotel Shangri-la Leh UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)



21.	"Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
22.	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
23.	"Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Hotel Northern Singge Leh Leh, Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
24.	"Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Hotel Northern Singge Leh Leh, Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
25.	"Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Hotel Northern Singge Leh Leh, Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
26.	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Singge Palace Hotel, Leh Leh, UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
27.	"Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Singge Palace Hotel, Leh Leh, UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
28.	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Singge Palace Hotel, Leh Leh, UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
29.	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20th & 21st October, 2024 (Check in 19th & Check out 22nd noon)	Saboo Resorts Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)



30.	"E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,	20th & 21st October,2024 (Check in 19th & Check out 22nd noon)	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
31.	Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"	20th & 21st October,2024 (Check in 19th & Check out 22nd noon)	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
32.	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
33.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
34.	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
35.	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
36.	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
37.	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
38.	"Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,"	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
39.	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards In tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	10th & 11th November,2024 (Check in 09th & Check out 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
40.	"Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster	24th & 25th November,2024 (Check in 23rd & Check out 26th noon)	Country Inn Tarika Riverside Resort,	56,390.00 (INR)	66,690.00 (INR)



	recovery and reconstruction efforts 5. Technological innovations in disaster management.		Jim Corbett, Ramnagar, (Uttarakhand)		
41.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24th & 25th November, 2024 (Check in 23rd & Check out 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
42.	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	24th & 25th November, 2024 (Check in 23rd & Check out 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
43.	Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building		Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
44.	"Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization	24th & 25th November, 2024 (Check in 23rd & Check out 26th noon)	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
45.	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics	24th & 25th November, 2024 (Check in 23rd & Check out 26th noon)	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
46.	"International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies	24th & 25th November, 2024 (Check in 23rd & Check out 26th noon)	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	56,390.00 (INR)	66,690.00 (INR)
47.	"Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices	24th & 25th November, 2024 (Check in 23rd & Check out 26th noon)	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	56,390.00 (INR)	66,690.00 (INR)
48.	Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications	08th & 09th December, 2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)



49.	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
50.	"Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
51.	Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
52.	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
53.	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management& Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
54.	"Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
55.	"Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations	08th & 09th December,2024 (Check in 07th & Check out 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
56.	Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,	22nd & 23rd December,2024 (Checking On 21st & Checkhout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
57.	"Project Management and Financial Management"	22nd & 23rd December,2024 (Checking On 21st & Checkhout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
58.	"Security and Defense" 1. National security strategy and intelligence	22nd & 23rd December,2024	Hotel Bogmallo Beach	56,390.00 (INR)	66,690.00 (INR)



	analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement	(Checking On 21st & Checkout On 24th)	Resort, South Goa, Goa		
59.	Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
60.	"Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
61.	Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
62.	Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
63.	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design,	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
64.	Construction & Maintenance of High Rise Buildings & Bridges	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
65.	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
66.	"Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
67.	Maternal and child health programs 5. Global health governance and pandemic response strategies	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
68.	"Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
69.	Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
70.	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
71.	"Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration,	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
72.	Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)



73.	1 "Finance and Budgeting", International best practices in budget preparation 2. Financial forecasting and risk management	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
74.	Government accounting standards and compliance	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
75.	Public-private partnership (PPP) financial models, Taxation policies and administration	05 & 06 January, 2025 (Checking On 04th & Checkout On 06th )	Sea Shell Coral Cove, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
76.	"Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Shell Coral Cove, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
77.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Shell Coral Cove, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
78.	"Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Hotel Sentinel, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
79.	Indigenous rights and cultural diversity policies, Arts and cultural education programs , Tourism development and sustainable cultural tourism practices	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Hotel Sentinel, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
80.	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Princess Beach Resort, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
81.	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Princess Beach Resort, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
82.	"Agriculture and Food Security" , Agribusiness development and rural entrepreneurship, Food safety standards and agricultural exports	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Princess Beach Resort, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
83.	Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Princess Beach Resort, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
84.	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement",	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)
85.	Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	05 & 06 January, 2025 (Checking On 04th & Checkout On 07th )	Sea Shell Coral Cove, Andaman & Nicobar	56,390.00 (INR)	66,690.00 (INR)

Registration Form download :- [https://nistd.in/circulardoc/EDP\\_Registration\\_form.pdf](https://nistd.in/circulardoc/EDP_Registration_form.pdf)

Please find here with attachment of EDP Brochures

1. [https://nistd.in/circulardoc/Administrative\\_effectiveness\\_focus\\_RIT\\_preventive\\_vigilance\\_e-Procurement-0.pdf](https://nistd.in/circulardoc/Administrative_effectiveness_focus_RIT_preventive_vigilance_e-Procurement-0.pdf)
2. [https://nistd.in/circulardoc/Big\\_Data\\_Analytics\\_Preparation\\_of\\_Expenditure\\_Finance\\_Committee%20Standing\\_Finance\\_Committee-0.pdf](https://nistd.in/circulardoc/Big_Data_Analytics_Preparation_of_Expenditure_Finance_Committee%20Standing_Finance_Committee-0.pdf)
3. [https://nistd.in/circulardoc/Developing\\_Management\\_Leadership\\_Skills\\_1.pdf](https://nistd.in/circulardoc/Developing_Management_Leadership_Skills_1.pdf)



4. [https://nistd.in/circulardoc/Digital\\_Transformation\\_of\\_Organisation~0.pdf](https://nistd.in/circulardoc/Digital_Transformation_of_Organisation~0.pdf)
5. [https://nistd.in/circulardoc/Drafting\\_of\\_Request\\_for\\_Proposal\\_\(RFP\)\\_Monitoring\\_&\\_Evaluation\\_of\\_Government\\_Schemes\\_.pdf](https://nistd.in/circulardoc/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes_.pdf)
6. [https://nistd.in/circulardoc/Office\\_procedures\\_including\\_Noting\\_and\\_Drafting\\_.pdf](https://nistd.in/circulardoc/Office_procedures_including_Noting_and_Drafting_.pdf)
7. [https://nistd.in/circulardoc/Office\\_systems\\_and\\_office\\_procedures\\_E-governance,\\_Noting\\_and\\_Drafting.pdf](https://nistd.in/circulardoc/Office_systems_and_office_procedures_E-governance,_Noting_and_Drafting.pdf)
8. [https://nistd.in/circulardoc/Rights\\_of\\_Persons\\_with\\_Disabilities\\_\(PWDs\)\\_Patent\\_Agent\\_Examination~0.pdf](https://nistd.in/circulardoc/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination~0.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 46,690 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
- 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

LUNCH TIME: 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, Lunch & Dinner
- 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 Gupta  
(Deputy Director)







# 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)