

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

To

Dated, Chandigarh the 12<sup>th</sup> November, 2024

All the Administrative Secretaries to Govt. Haryana.

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

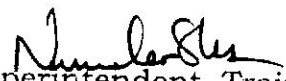
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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an letter ref. no. Ref. No.EDP/M/63-66-969 dated 30.10.2024 received from Indian Council for Training & Social Research, Plot No. A-62, Golf Forest Paramount, Delhi NCP, Greater Noida, Pin-201306 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 *SH*

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

Dated Chandigarh, the 12<sup>th</sup> November, 2024

A copy of the above is forwarded to Indian Council for Training & Social Research, Plot No. A-62, Golf Forest Paramount, Delhi NCP, Greater Noida, Pin-201306, w.r.t his letter ref. no.EDP/M/63-66-969 dated 30.10.2024 and KCP/M/63-66-699 dated 30.10.2024 for information.

  
Superintendent, Training



## National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India  
Ph. +91-0120- 2682110, 0120-2682111, Fax No: +91-120-2682109, Whatsapp No +91-9811094923  
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref NoEDP/M/63-66-969

To,  
The CHIEF SECRETARY,

New Delhi, India, the Dated 30th October, 2024  
By E-mail

HARYANA

**Subject: Executive Development Program - Call for Nominations**

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), **Ministry of Human Resource Development, (Department of Education), Govt. of India**, serves as an autonomous body dedicated to enhancing the skills and capabilities of officers in various sectors of the Indian industry. Our primary objective is to provide comprehensive training to officers belonging to Central and State Government Services, as well as other organized/subsidiary services. This initiative aims to empower these officers to perform their duties more effectively and efficiently, thereby contributing to the overall improvement of administrative services.

The **Executive Development Programs** offered by NISTD are grounded in a philosophy of continual learning, making them particularly suitable for busy executives. These programs are specifically designed to meet the needs of professionals who face time constraints and challenges in enrolling for traditional, lengthy courses. They offer a valuable opportunity for individuals who may 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 informed about the latest advancements in the business world while enhancing their managerial skills effectively.

The training topics covered are highly relevant to modern government operations, including:

- **Office Systems and E-Governance:** Streamlining administrative processes and embracing technology-driven citizen services.
- **Stress Management:** Ensuring mental and emotional well-being for better decision-making.
- **Project and Financial Management:** Essential for efficient resource allocation and successful project execution.
- **Quality Control:** Maintaining high standards in government projects.
- **Record and Database Management:** Facilitating informed decisions and transparency.
- **Change Management:** Enabling smooth transitions in organizational processes.
- **Gender Sensitivity:** Fostering an inclusive workplace.
- **Leadership, Public Procurement, and Contract Management:** Vital for effective governance.
- **Right to Information Act:** Promoting transparency in operations.
- **Digital Transformation:** Enhancing service delivery in a tech-driven environment.
- **Hazardous Waste Management:** Aligning with environmental goals.

Collectively, these topics 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 (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (Single Shairing) (RS)	Residntial (Twine Sharing) (Rs)
EDP 001	Effective Cabinet Notes (Advanced)	10th & 11th November,2024	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 002	Basic Management Services	10th & 11th November,2024	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 003	Monitoring & Evaluation of Government Schemes	10th & 11th November,2024	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	46,390.00 (INR)	56,690.00 (INR)
EDP 004	Statistical Tools and Techniques	10th & 11th November,2024	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Workshop on Project Management	10th & 11th November,2024	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 006	Public Policy for Good Governance	10th & 11th November,2024	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 007	Improving Organisational Effectiveness	10th & 11th November,2024	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 008	Improving Performance	10th & 11th November,2024	Sterling Mount Abu, Mount Abu, (Rajasthan)	46,390.00 (INR)	56,690.00 (INR)
EDP 009	Workshop on OMF & DGQI	24th & 25th November,2024	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 010	Project Planning, Appraisal & Implementation	24th & 25th November,2024	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 011	Record Management - Right to Information	24th & 25th November,2024	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Right to Information - Public Information Officers	24th & 25th November,2024	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 013	Seminar on Right to Information	24th & 25th November,2024	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 014	Proactive Disclosure of information under RTI-Act & Third Party Audit	24th & 25th November,2024	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	46,390.00 (INR)	56,690.00 (INR)
EDP 015	Stress Management	24th & 25th November,2024	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	46,390.00 (INR)	56,690.00 (INR)
EDP 016	Ethics and Value in Public Governance	24th & 25th November,2024	Sterling Holiday Resorts		

			Jim Cobett, Almora Uttarakhand, India	46,390.00 (INR)	56,690.00 (INR)
EDP 017	Gender Sensitization	08th & 09th December,2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Workshop on Team Building and Leadership	08th & 09th December,2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 019	Workshop on Communication Skills	08th & 09th December,2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 020	Personal Effectiveness	08th & 09th December,2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 021	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	08th & 09th December,2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 022	Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs)	08th & 09th December,2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 023	Workshop on effective Presentation Skills	08th & 09th December,2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 024	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	08th & 09th December,2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 025	Workshop on Decision making	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 026	Collaborative Leadership	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 027	Strategy and Strategic Planning	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 028	Creativity & Innovation	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 029	Creative and Positive Thinking	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 030	Service Orientation	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 031	Change Management	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 032	Conflict Management	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 033	Negotiation Skills	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)

	Work Life Balance & Anger Management	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 034	Promoting Cohesive work environment through Gender sensitization	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 035	Internal & National Security	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 036	Orientation Course for Deputy Secretaries / Directors	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 037	Workshop on Noting & Drafting	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 038	Workshop on e-Office	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 039	Advanced course on Record Management	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 040	Handling Parliamentary Matters	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 041	Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of SocioReligious Communities (SRCs)	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 042	Improving Organization Effectiveness through Performance Management and Rationalized Evaluation system	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 043	In-Service Course for Library & Information Science Professionals	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 044	Variable & Immersive Karmayogi Advanced Support(VIKAS) Programme	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 045	Performance Management and Appraisal	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 045 A	Transformation from Human to Humane	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 046	Citizen Centricity	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 047	Material & Inventory Management	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 048	Supply Chain Management	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 049	MS-Power Point	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 050	MS-Office Suite	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 0050	MS-Excel	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Lemon Tree Hotel, Port Blair, Andaman & Nicobar		

				46,390.00 (INR)	56,690.00 (INR)
EDP 051	MS-Excel (Advance)	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 052	Workshop on Cyber Security	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 053	Data Analytics using MS- Excel	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 054	Big Data Analytics in Government - Basic	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	Keys Select Hotel, Kochi Kochi , Cochin Kerala - 682013	46,390.00 (INR)	56,690.00 (INR)
EDP 055	Big Data Analytics in Government - Advanced	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	HOLIDAY INN COCHIN Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 056	Handling Social Media and Information Retrieval	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	Kochi Marriott Hotel, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 057	Workshop on Emerging Technology and Dashboard	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	Novotel Kochi Infopark, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 058	Project Management and Financial Management	20 <sup>th</sup> & 21 <sup>st</sup> January, 2025	Novotel Kochi Infopark, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 059	Modern Office Administration & Management, Focus: HR & Digital India	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Radisson Blu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 060	Operation and Maintenance of Wastewater Treatment Plants	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Radisson Blu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 060 A	Retirement empowerment training : impactful readiness for employees – uplifting programme (RETIRE- UP)	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Radisson Blu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 061	Contract Management/Safeguards in tendering, public procurement	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Country Inn & Suites by Radisson Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 062	Human Rights and Anti- Corruption & Anti- bribery Management System to improve Governance as part of ESG	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Country Inn & Suites by Radisson Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 063	Leadership Challenges in Digital Transformation	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Country Inn & Suites by Radisson Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 064	Advanced Course on Right to Information Act and Modern Office Management	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 065	Managerial Leadership & Team Building	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 066	Stress Management and Strategic Financial Planning for Organizational Excellence	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 067	Managing Work Life Balance	09 <sup>th</sup> & 10 <sup>th</sup> February, 2025	Hotel Vivanta Jammu (Jammu & Kashmir)		

				46,390.00 (INR)	56,690.00 (INR)
EDP 067 A	Developing Managerial & Leadership Skills	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 068	Preparatory training for Energy Managers and Energy Auditors.	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 069	Mission LIFE: Lifestyle for Environment and Green Credit	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 070	Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 071	Improving Leadership, Managerial & Administrative Skills	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 072	Negotiation & Conflict Resolution Strategies	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 073	Preventive Vigilance, E-Procurement and Key to Good Governance	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 074	General Financial Rule GFR Tendering & Contract Management	23rd & 24th February,2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 075	Negotiation & Conflict Resolution Strategies	23rd & 24th February,2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 075 A	Gender Sensitization & Prevention of Sexual Harassment at Workplace	23rd & 24th February,2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 076	Environment, Social and Governance (ESG)	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 077	Why is Power Quality in Electrical Systems Such a Big Issue?	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 078	Performance Management, Monitoring and Evaluation for Organizational Excellence	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 079	Policy Entrepreneurship, Program Design and Development Initiatives – Thematic Experiences and Futuristic Roadmap	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)

#### Customized Executive Development Programs

In addition to the above program, we can organize other customized Executive Development Programs to destinations of your choice.



### **General Instructions**

- **Ticket Booking:** Once you receive confirmation from your end, you may proceed with booking your tickets.
- **Accompanying Family Costs:** If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs will be INR 36,600 and INR 29,600, respectively, plus an additional 18% GST. These charges should be paid in advance to NISTD.
- **Nominations Acceptance:** Nominations will be accepted based on seat availability and timely receipt of the participation fee by the final nomination date. Given the limited seating capacity, please submit nominations using the attached format as soon as possible.
- **Fee Structure:** The fee for the residential program includes training professional fees and accommodation expenses. Once paid, the fee is non-refundable; however, substitutions are permitted. The non-residential program fee covers professional training, lunch, and refreshments during sessions.
- **Transportation:** NISTD will not cover any travel expenses between participants' residences or lodging and the training venue. All participants are responsible for arranging their own transportation to reach the venue on time.
- **Health and Safety:** Participants are encouraged to ensure their well-being throughout the training. NISTD will not be responsible for any medical costs incurred during the program.
- **Accommodation Policy:** NISTD will not provide accommodation before or after the program dates. Participants wishing to extend their stay should make their own arrangements at their own expense.
- **Additional Expenses:** The hotel will create individual accounts for each participant. Any extra charges (e.g., for family members, laundry, minibar) should be settled directly with the hotel before check-out.
- **Certification:** Upon successful completion of the program, participants will receive a Certificate of Participation.
- **Check-in/Check-out:** Participants opting for the residential program should check in on the first day and check out on the second day of the course.

We encourage participants and their management teams to communicate any specific topics or issues they wish to be addressed in the program. Your input will help tailor the content to meet participants' needs and enhance the overall experience.

### **Inclusions**

- Accommodation in a 4-star hotel
- Daily breakfast for each participant
- Training professional fee covering program management expenses, including faculty fees and training infrastructure

### **Participants' Profile**

This program is designed for a diverse group of professionals, including officials from Central/State/Union Territory governments, PSUs, autonomous bodies, and various departments. It caters to individuals in roles such as Director General, Managing Director, Chief Executive Officer, and other decision-makers.

### **Payment Information**

Advance payment is required before the training program via RTGS/NEFT. For defense employees, payment will be processed upon course completion with the submission of pre-receipted bills. Please note that outstation cheques will not be accepted.

### **Faculty**

Our dedicated in-house faculty, along with guest lecturers who are active serving officers, will conduct the program. Our team has extensive expertise, often at the level of retired Joint Secretaries.



### Methodology

Our focus is on actively engaging participants through lectures, interactive discussions, case studies, group discussions, and exercises, ensuring a comprehensive understanding of the subject matter.

### Schedule of Breaks

- **Morning Refreshment:** 11:15 AM - 11:30 AM
- **Lunch:** 01:00 PM - 02:00 PM
- **Afternoon Refreshment:** 03:15 PM - 03:30 PM

### Admission Procedure

Admission will be granted on a first-come, first-served basis. Notifications regarding acceptance into the program will be communicated promptly after receiving the nomination.

### Program Duration & Schedule

The two-day Technical Workshop is scheduled from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions. Participants must arrive by 9:00 AM for registration.

### Provided by Us

- Accommodation
- Breakfast, Lunch & Dinner
- Tea/Coffee with Snacks
- Course materials
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

**Transportation:** Participants are responsible for their arrangements to reach the venue. Those opting for residential accommodation should check in directly at the hotel.

### Change of Schedule

The program will be conducted as planned, with changes only in unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), please contact us at our Central Line: +91-9811094923.

We kindly request your cooperation in submitting nominations as soon as possible, as seating is limited and registrations are accepted on a first-come, first-served basis.

Thank you, and we look forward to your confirmation and further responses at your earliest convenience.

Yours Truly,  
For National Institute Of Secretariat Training & Development



Deepak Kumar  
Addl Director (Training)



Application Form for Registration  
Executive Development Program

Date \_\_\_\_\_ To \_\_\_\_\_,

Topic \_\_\_\_\_.

Venue \_\_\_\_\_.

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Office Address : \_\_\_\_\_

City :- \_\_\_\_\_ Pin \_\_\_\_\_ State \_\_\_\_\_

Telephone : (Off) \_\_\_\_\_ (Res) \_\_\_\_\_

Fax : \_\_\_\_\_ Mob No.: \_\_\_\_\_ E-mail : \_\_\_\_\_

Nomination Status  
tick)

Residential

☐

Non-Residential (please

☐

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Place:- \_\_\_\_\_

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