

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

To

Dated, Chandigarh the 19<sup>th</sup> November, 2024

All the Administrative Secretaries to Govt. Haryana.


**Subject:- 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/NRJ 63-66-639 dated 11.11.2024 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

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

Dated Chandigarh, the 19<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/NRJ63-66-639 dated 11.11.2024 and KCP/M/NRJ 63-66-699 dated 11.11.2024 for information.

  
Superintendent, Training



## National Institute Of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 2682110, 2682111, Fax No: +91-120-2682109, WhatsApp No +91-9811094923

Email: info@nistd.in, infonistd@gmail.com Website: www.nistd.in

Ref No EDP/M/NRJ/63-66-639

New Delhi, India 11<sup>th</sup> November, 2024

To,

By E-mail & Registered Post

The SPECIAL SECRETARY  
POLITICAL & SERVICES  
GOVERNMENT OF HARYANA  
ssps@hry.nic.in  
jsps@hry.nic.in

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Department of Education, Govt. of India), & An ISO 9001:2015 Certified Institute 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

Code No	Title Of Programme	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (Single Sharing) (RS)	Residential (Twine Sharing) (Rs)
EDP 001	General Financial Rule GFR Tendering & Contract Management	08th & 09th December, 2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 002	Project Management and Financial Management	08th & 09th December, 2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 003	Modern Office Administration & Management, Focus: HR & Digital India	08th & 09th December, 2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 004	Operation and Maintenance of Wastewater Treatment Plants	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Retirement empowerment training: impactful readiness for employees – uplifting programme (RETIRE- UP)	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 006	Contract Management/ Safe guards in tendering, public procurement	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 007	Human Rights and Anti-Corruption & Anti- bribery Management System to improve Governance as part of ESG	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 008	Leadership Challenges in Digital Transformation	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 009	Advanced Course on Right to Information Act and Modern Office Management	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 010	Managerial Leadership & Team Building	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 011	Stress Management and Strategic Financial Planning for Organizational Excellence	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Managing Work Life Balance	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South	46,390.00 (INR)	56,690.00 (INR)

			Goa, Goa		
EDP 013	Developing Managerial & Leadership Skills	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 014	Preparatory training for Energy Managers and Energy Auditors.	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 015	Mission LIFE: Lifestyle for Environment and Green Credit	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 016	Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 017	Improving Leadership, Managerial & Administrative Skills	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Negotiation & Conflict Resolution Strategies	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 019	Preventive Vigilance, E-Procurement and Key to Good Governance	22nd & 23rd December, 2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 020	General Financial Rule GFR Tendering & Contract Management	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 021	Negotiation & Conflict Resolution Strategies	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 022	Gender Sensitization & Prevention of Sexual Harassment at Workplace	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 023	Environment, Social and Governance (ESG)	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 024	Why is Power Quality in Electrical Systems Such a Big Issue?	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 025	Performance Management, Monitoring and Evaluation for Organizational Excellence	22nd & 23rd December, 2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 026	Policy Entrepreneurship, Program Design and Development Initiatives – Thematic Experiences and Futuristic Roadmap	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 027	Productivity Improvement through Team Building and Effective Communication	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 028	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modeling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping.	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 029	Leadership&Team Building	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 030	RighttoInformation Act, 2005 – Latest Amendments &DisciplinaryProceedings	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 031	SoftSkillsfor ProductivityImprovement	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Hotel Sentinel, Andaman& Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 032	Productivity ImprovementToolsand Techniques	05 <sup>th</sup> & 06 <sup>th</sup> January, 2025	Hotel Sentinel, Andaman& Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 033	HumanRightsandAnti-Corruption & Anti-bribery Management System to improve Governanceaspartof ESG	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 034	Good Governance & Transparencythrough RTI	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 035	Environment,Socialand Governance (ESG)-Way to Sustainability	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 036	QualityControlTools for Organizational Problem Solving	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 037	Advanced Course on ProductivityandDigital WorkplaceManagement	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 038	Effective Office Administration and FinancialManagement	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 039	Modern Office Management, Team building,Leadership&Performance Management	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 040	Finance&GFRfor functional & Non- Finance Executives	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 041	TeamWorkforBetter Performance & DevelopingaStrategy to deal with Stress	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 042	Management DevelopmentProgram for Decision Making and Problem Solving	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 043	SecretarialEffectiveness and Modern Office Management	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 044	RTI&Office 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 045	Good Governance & Transparencythrough RTI	20 <sup>th</sup> & 21 <sup>st</sup> January,2025	Novotel Kochi Infopark, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)

	economic growth and developmental impetus.				
EDP 060	Procurement and Contract Management	23rd & 24th February, 2025	Sinclair's Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 060 A	Design Thinking in Human Resource Management	23rd & 24th February, 2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 061	NeuroLinguistic Programming	23rd & 24th February, 2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 062	Soft skills for productivity improvement	23rd & 24th February, 2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 063	Administrative Effectiveness, Focus: POSH & RTI	23rd & 24th February, 2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 064	Enhancing Leadership, Managerial and Administrative Skills	23rd & 24th February, 2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 065	Leadership, Team Building and Performance Management	23rd & 24th February, 2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 066	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	23rd & 24th February, 2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 067	Project Management and Financial Management	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Lemon Tree Premier Buddhanilkantha Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 067 A	Digital Transformation through e-Governance & ICT	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hotel Kathmandu Marriott Hotel Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 068	Stress Management for Improving Productivity	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hotel The Soaltee Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 069	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modeling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping.	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hotel Yak & Yeti Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 070	Future Leadership Development Programme for organisational effectiveness & productivity	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hotel Hyatt Place Kathmandu, (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 071	Administrative Effectiveness, Focus: Preventive Vigilance & e-Procurement	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hotel Hyatt Place Kathmandu, (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 072	Advanced Course on Right to Information Act and Modern Office Management	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hotel Hilton Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 073	Modern Office Management, Team Building, Leadership & Performance Management	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Radisson Hotel Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)

EDP 074	Management Development Program for Decision Making and Problem Solving	09 <sup>th</sup> March, 2025 To 10 <sup>th</sup> March, 2025	Hyatt Regency Kathmandu ( Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 075	Emotional Intelligence for Effective Leadership & Work Life Balance	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	Hotel Northern Singge Leh Leh, Ladakh, India	46,390.00 (INR)	56,690.00 (INR)
EDP 075 A	Public Procurement and Contracts management	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	Hotel Northern Singge Leh Leh, Ladakh, India	46,390.00 (INR)	56,690.00 (INR)
EDP 076	Systematic Problem Solving, Conflict resolution and change Management	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh, India	46,390.00 (INR)	56,690.00 (INR)
EDP 077	Negotiation & Conflict Resolution Strategies	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh, India	46,390.00 (INR)	56,690.00 (INR)
EDP 078	Professional Work & Personal Life Balance for High Productivity in Organization	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh, India	46,390.00 (INR)	56,690.00 (INR)
EDP 079	Environment, Social and Governance (ESG)-Way to Sustainability	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	Singge Palace Hotel, Leh (Ladakh)	46,390.00 (INR)	56,690.00 (INR)
EDP 080	CORPORATE SOCIAL RESPONSIBILITY (CSR)-Business meets Community for Sustainable Development	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	Singge Palace Hotel, Leh (Ladakh)	46,390.00 (INR)	56,690.00 (INR)
EDP 081	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modelling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping.	23 <sup>rd</sup> March, 2025 To 24 <sup>th</sup> March, 2025	Singge Palace Hotel, Leh (Ladakh)	46,390.00 (INR)	56,690.00 (INR)

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 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 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 a star hotel
- Daily breakfast, lunch, and dinner for each participant
- The training professional fee per participant covers the following:
- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

**PARTICIPANTS' PROFILE**

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non-Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

**Payment:** Advance payment or before the start of the training program via RTGS/NEFT is required.

**Details For RTGS, NEFT & Ecs Payment**

<b>Beneficiary Name</b>	National Institute Of Secretariat Training & Development
<b>Bank Name</b>	Punjab & Sindh Bank
<b>Branch</b>	Chander Nagar, Dist Ghaziabad-201011
<b>Current A/C No</b>	09061100000517
<b>IFSC Code</b>	PSIB0000906
<b>MICR CODE (9 Digit No.)</b>	110023100

Or Payment be made through Bank Draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi

**Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.**

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

**OUR FACULTY**

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

**METHODOLOGY**

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

Substituting nominees is allowable.

**Schedule of Breaks during the Training Session**

**MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM**

**LUNCHTIME: 01:00 PM to 02:00 PM**

**AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM**

**ADMISSION PROCEDURE**

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

**PROGRAMME DURATION & SCHEDULE**

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

**REPORTING TIME**

Participants are required to arrive for registration at the venue by 9:00 AM.

**PROVIDED BY US**

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

**Transportation:** Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

**Change of Schedule**

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

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

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

**Yours Truly,**

**For National Institute Of Secretariat Training & Development**



**Deepak Kumar**

**Addl Director (Training)**



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 : \_\_\_\_\_

NominationStatus      Residential ☐      Non-Residential (pleasetick) ☐

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

Signature \_\_\_\_\_

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

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