

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

To

Dated, Chandigarh the 19th November, 2024

All the Administrative Secretaries to Govt. Haryana.

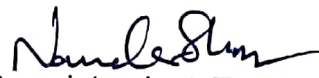
Subject:- Executive Development Programme – Call for nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an letter ref. no. Ref. No. EDP/SAC/Let/63-33-969 dated 17.10.2024 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

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

Dated Chandigarh, the 19th 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. KCP/SAC/Let/63-33-969 dated 17.10.2024 and Ref. No.EDP/SAC/Let/63-33-969 dated 17.10.2024 for information.

- 59 -
Superintendent, Training



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 17th October, 2024

To,

By Registered Post

The Chief Secretary
Secretariat
Chandigarh Haryana 160001

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

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

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	"Stress Management and Strategic Financial Planning for Organizational Excellence"	10th & 11th November, 2024 (Checking On 09th & Checkout On 12th noon)	Sterling Mount Abu, Mount Abu, (Rajasthan)	36,390.00 (INR)	66,690.00 (INR)
EDP 002	"Managing Work Life Balance,	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	36,390.00 (INR)	66,690.00 (INR)
EDP 003	Digital Workplace: Essentials for non-IT Executives	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	36,390.00 (INR)	66,690.00 (INR)

EDP 004	Developing Managerial & Leadership Skills	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jlm Corbett, Ramnagar, (Uttarakhand)	36,390.00 (INR)	66,690.00 (INR)
EDP 005	Mission LIFE: Lifestyle for Environment and Green Credit	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Country Inn Tarika Riverside Resort, Jlm Corbett, Ramnagar, (Uttarakhand)	36,390.00 (INR)	66,690.00 (INR)
EDP 006	Policy making, Institutional framework, governance and strategies – Scoping redesign prospects and initiatives	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Lemon Tree Hotel, Jlm Corbett, Ramnagar, (Uttarakhand)	36,390.00 (INR)	66,690.00 (INR)
EDP 007	Improving Leadership, Managerial & Administrative Skills	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Lemon Tree Hotel, Jlm Corbett, Ramnagar, (Uttarakhand)	36,390.00 (INR)	66,690.00 (INR)
EDP 008	Preventive Vigilance, E- Procurement and Key to Good Governance	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Sterling Holiday Resorts Jlm Cobett, Almora Uttarakhand, India	36,390.00 (INR)	66,690.00 (INR)
EDP 009	General Financial Rule GFR Tendering & Contract Management	24th & 25th November, 2024 (Checking On 23rd & Checkout On 26th noon)	Sterling Holiday Resorts Jlm Cobett, Almora Uttarakhand, India	36,390.00 (INR)	66,690.00 (INR)
EDP 010	Gender Sensitization & Prevention of Sexual Harassment at Workplace	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 011	Performance Management, Monitoring and Evaluation for Organizational Excellence	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 012	RTI and Record Management	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 013	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 014	Productivity Improvement Tools and Techniques	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 015	Human Rights and Anti- Corruption & Anti- bribery Management System to improve Governance as part of ESG	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 016	Good Governance & Transparency through RTI	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)
EDP 017	Environment, Social and Governance (ESG)- Way to Sustainability	08th & 09th December, 2024 (Checking On 07th & Checkout On 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	36,390.00 (INR)	66,690.00 (INR)

EDP 018	Quality Control Tools for Organizational Problem Solving	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 019	Advanced Course on Productivity and Digital Workplace Management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 020	Effective Office Administration and Financial Management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 021	Modern Office Management, Team building, Leadership & Performance Management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 022	Finance & GFR for functional & Non-Finance Executives	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Hotel Bogmallo Beach Resort, South Goa, Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 023	Team Work for Better Performance & Developing a Strategy to deal with Stress	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 024	Management Development Program for Decision Making and Problem Solving	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 025	Secretarial Effectiveness and Modern Office Management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 026	RTI & Office Management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 027	Good Governance & Transparency through RTI	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	36,390.00 (INR)	66,690.00 (INR)
EDP 028	Public Procurement and Contracts management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th noon)	Ocean Palms Goa Resort, Calangute Goa	36,390.00 (INR)	66,690.00 (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.
- **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.

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. 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.

Yours Truly,

For National Institute Of Secretariat Training & Development

