

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

Dated, Chandigarh the 27th December, 2024

To

All the Administrative Secretaries to Govt. Haryana.

Subject:- International Study Tour/Executive Development Program- Call for Nominations/ In- House Training Program/ RTI & GeM Training Program/ webinars for Engineering/ Secretaries/ Executives/ Assistants/ admin Staff in Collaboration with IISTD.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 20.12.2024 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

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

Dated Chandigarh, the 27th December, 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 20.12.2024 for information.


Superintendent, Training

Fwd: The CHIEF SECRETARY, HARYANA: IISTD organizing - Executive Development Program-Call for Nomination & In-house Short-Term Training

1 message

SSPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

20 December 2024 at 11:04

From: "Dr. Vivek Joshi" <cs@hry.nic.in>
To: "SSPS Haryana" <ssps@hry.nic.in>
Sent: Friday, December 20, 2024 8:34:44 AM
Subject: Fwd: The CHIEF SECRETARY, HARYANA: IISTD organizing - Executive Development Program-Call for Nomination & In-house Short-Term Training

Sir/Madam,
Find enclosed the trailing emails for information and necessary action please.
Regards
PS/CS

From: ad@iistd.in
To: "Dr. Vivek Joshi" <cs@hry.nic.in>
Sent: Thursday, December 19, 2024 11:59:48 PM
Subject: The CHIEF SECRETARY, HARYANA: IISTD organizing - Executive Development Program-Call for Nomination & In-house Short-Term Training

By E-Mail & Registered Post

Ref No IISTD/NEW/24-30-971

New Delhi, Dated, 19 December 2024

To,
The CHIEF SECRETARY, HARYANA

Subject: International Study Tour / Executive Development Program- Call for Nominations/ In-House Training Program/ RTI & GeM Training Program/ Webinars for Engineering/ Secretaries / Executives/ Assistants/ Admin staff in collaboration with IISTD

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

Please find enclosed herewith details of training programs & Nomination Form:

1. International Study Tour (Knowledge Co-creation Programme)- Call for Nominations (Please refer to StudyTour.Pdf file).
2. Executive Development Programs (Please refer to EDP.Pdf file)
3. In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff (Please refer to Inhouse.Pdf file)
4. Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin (Please refer to Webinar.Pdf file)
5. 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities (Please refer to RTI.Pdf file)
6. 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2022). (Please refer to Gem.Pdf file)
7. 3 Days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle, Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel/ Digital Personal Data Protection Act 2023 & Privacy Compliance (Please refer to Vigilance.Pdf file)
8. Nomination Form (Please refer to NominationForm.Pdf file)

Schedule of Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle, Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel & Training Program on Digital Personal Data Protection Act 2023 & Privacy Training programs as follows:

- From 10 to 12 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 10 to 12 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 17 to 19 March, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 13 to 15 May, 2025 at Hotel Deskitsal, Leh
- From 22 to 24 July, 2025 at Hotel Deskitsal, Leh
- From 23 to 25 September, 2025 at Lemon Tree Hotel, Port Blair
- From 27 to 29 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 18 to 20 November, 2025 at Lemon Tree Hotel, Port Blair
- From 08 to 10 December, 2025 at Hotel Olive County Manali
- From 17 to 19 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Schedule of RTI & GeM training programs is as follows:

- From 12 to 14 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 13 to 15 Jan, 2025 at Hotel Corbett The Grand, Jim Corbett
- From 12 to 14 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 19 to 21 March, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 17 to 19 April, 2025 at Hotel Asian Park, Srinagar
- From 15 to 17 May, 2025 at Hotel Deskitsal, Leh
- From 12 to 14 June, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 24 to 26 July, 2025 at Hotel Deskitsal, Leh
- From 21 to 23 August, 2025 at Shanker, Kathmandu, Nepal
- From 25 to 27 September, 2025 at Lemon Tree Hotel, Port Blair
- From 29 to 31 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 20 to 22 November, 2025 at Lemon Tree Hotel, Port Blair
- From 10 to 12 December, 2025 at Hotel Olive County Manali
- From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett
- From 19 to 21 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa

It is requested that the nomination of suitable candidates may please be forwarded at the earliest. Kindly do the needful & expecting for confirmation and further response.

Thanking You

Regards

Shri. Somveer

Director (Training)

India Institute of Secretariat Training & Development

L-29/26, Jai Prakash Nagar, G-8, Delhi-110053

Ph. +011-22941056 & 22941014,

Mobile: 9891987306

E-Mail: trg@iistd.in, training@iistd.in,

Website: www.iistd.in





India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092
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By E-Mail & Registered Post

New

Ref No IISTD/NEW/EDP/24-30-971
Delhi

To
The CHIEF SECRETARY, HARYANA

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

Executive Development Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

Course Code	Topics	Duration 3 Days	Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Date		Non-Residential	Twin Sharing Residential	Single Sharing
IISTD 054	Materials management, purchase policy & procedure, E-Procurement in Govt. departments, autonomous bodies	12 to 14 Dec, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 055	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	12 to 14 Dec, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 056	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 Dec, 2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-



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IISTD 057	Right to Information Act for CPIO and Appellate Authorities	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 058	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 059	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs	12 to 14 Dec,2024	Hotel Lemon Tree, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 060	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	13 to 15 Jan,2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 061	Right to Information Act for CPIO and Appellate Authorities	13 to 15 Jan,2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 062	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	13 to 15 Jan,2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 063	Management of Training & Training of Trainers	13 to 15 Jan, 2025	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 064	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 065	Right to Information Act for CPIO and Appellate Authorities	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 066	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 067	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 068	Hazardous Waste Management and Pollution Prevention, Gain valuable skills from a worldclass expert in waste management and pollution control	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-



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IISTD 069	Management of Training & Training of Trainers	12 to 14 Feb, 2025	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 070	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 071	Right to Information Act for CPIO and Appellate Authorities	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 072	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 073	Management of Training & Training of Trainers	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 074	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 075	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 076	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	19 to 21 March, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 077	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 078	Right to Information Act for CPIO and Appellate Authorities	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 079	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 080	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-



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IISTD 081	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	17 to 19 April, 2025	Hotel Asian Park, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 083	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 084	Right to Information Act for CPIO and Appellate Authorities	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 085	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 086	Amendment To CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIIth Pay Commission Report & Grant of Financial Up gradation Under MACP In Government Departments Autonomous Bodies & PSUs.	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 087	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 088	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	15 to 17 May, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 089	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 090	Right to Information Act for CPIO and Appellate Authorities	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 091	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 092	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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	social equity Stress and its impact on work and methods of managing stress					
IISTD 093	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 094	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	12 to 14 June, 2025	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 095	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 096	Right to Information Act for CPIO and Appellate Authorities	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 097	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 098	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 099	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 100	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	24 to 26 July, 2025	Hotel Deskitsal, Leh	29,999/-	48,999/-	59,999/-
IISTD 101	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 102	Right to Information Act for CPIO and Appellate Authorities	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 103	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-



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IISTD 104	Quality control & Quality assurance in Construction	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 105	Preparation of DPRs (Cost estimation) for Building & Roads Projects	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 106	CPM tool for construction management & Project Management in Construction Industry	21 to 23 August, 2025	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 107	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 108	Right to Information Act for CPIO and Appellate Authorities	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 109	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 110	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 111	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 112	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	25 to 27 Sept, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 113	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 114	Right to Information Act for CPIO and Appellate Authorities	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-



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IISTD 115	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 116	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 117	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 118	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	29 to 31 October, 2025	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 119	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 120	Right to Information Act for CPIO and Appellate Authorities	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 121	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 122	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 123	PFMS, Accounting Rules, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 124	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	20 to 22 Nov, 2025	Lemon Tree Hotel, Port Blair	29,999/-	48,999/-	59,999/-
IISTD 125	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-



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IISTD 126	Right to Information Act for CPIO and Appellate Authorities	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 127	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 128	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 129	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 130	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 131	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 132	Right to Information Act for CPIO and Appellate Authorities	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 133	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 134	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 135	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 136	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



India Institute of Secretariat Training & Development

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Phone: 011 22941056 & 22941014, Mobile: 9891987306

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IISTD 137	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 138	Right to Information Act for CPIO and Appellate Authorities	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 139	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 140	Quality control & Quality assurance in Construction	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 141	Preparation of DPRs (Cost estimation) for Building & Roads Projects	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 142	CPM tool for construction management & Project Management in Construction Industry	9 to 21 Feb, 2026	Hotel Pax Grand Blue, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 143	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 144	Right to Information Act for CPIO and Appellate Authorities	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 145	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 146	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 147	Establishment Rules & General Administration Matters of Government Departments, Autonomous Bodies & PSUs	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 148	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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	Departments Autonomous Bodies & PSUs.					
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Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in. In addition to the above Programme other customized programs to the choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

General Instructions

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S).
- The Non-Residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

These programs will help the officers of Central/ State Government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.



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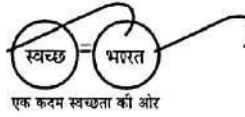
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For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest
For India Institute of Secretariat Training & Development

Somveer

Shri Somveer
Director (Training)





India Institute of Secretariat Training & Development

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Training Nomination Form	
Name of the Programme:	
Date & Location of Training Programme:	
Particulars of Nominee	
Name of the Participant(s)	
Designation	
Mailing Address	
Contact Number (with STD Code)	
Office: Fax	
E-Mail	
Nomination Status (please tick)	Non- Residential <input type="checkbox"/> Twin Sharing <input type="checkbox"/> Single Sharing <input type="checkbox"/>
Signature of the Participant	
Sponsor Details	
Sponsoring Organization	
Address	
GST Code	
E-Mail	
Date:	
Signature of the Sponsor	
With stamp of the organization	



India Institute of Secretariat Training & Development

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tig@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/ NEW/RTI/24-30-971

New Delhi

To
The CHIEF SECRETARY, HARYANA

Sub: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.

- From 12 to 14 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 13 to 15 Jan, 2025 at Hotel Corbett The Grand, Jim Corbett
- From 12 to 14 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 19 to 21 March, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 17 to 19 April, 2025 at Hotel Asian Park, Srinagar
- From 15 to 17 May, 2025 at Hotel Deskitsal, Leh
- From 12 to 14 June, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 24 to 26 July, 2025 at Hotel Deskitsal, Leh
- From 21 to 23 August, 2025 at Shanker, Kathmandu, Nepal
- From 25 to 27 September, 2025 at Lemon Tree Hotel, Port Blair
- From 29 to 31 October, 2025 at Hotel Ramnada by Wyndham Darjeeling
- From 20 to 22 November, 2025 at Lemon Tree Hotel, Port Blair
- From 10 to 12 December, 2025 at Hotel Olive County Manali
- From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett
- From 19 to 21 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. The Right to Information Act, 2005 mandates timely response to citizen requests for government information. The basic objective of the Right to Information Act, 2005 is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption and to make the democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance.
3. The Director, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Government of India in his memo no.10/23/2007-IR dated 9.07.2007 has also observed certain shortcomings in the functioning of the First Appellate Authorities (FAAs) not examining the appeals judiciously and their mechanical agreement with the decision of CPIOs, the FAAs not disposing the appeals within the prescribed time frame and CPIOs not complying with the directions of the FAAs, etc.



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4. The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.
5. The Training Programme is meant for Transparency Officer /nodal Officer/PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.
 - Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
 - Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
 - Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
 - Removal of doubts and interaction with RTI experts.
6. As you are aware, the Central Information Commission has been constituted to perform the functions assigned to it under the RTI Act, 2005. One of the prominent functions includes monitoring of suo-motu disclosure by public authorities. It has been decided to conduct transparency audit of public authorities to make a quantitative and qualitative assessment of compliance of the mandate suo-motu disclosure under section 4 of the RTI Act.
7. As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.
8. In this regard, Public Authority readiness has to be manifold. To assist public authorities in Self Audit before third party Audit, IISTD is conducting 3 Days Training Program on "Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.
9. The training programme is meant for all Respondent Public Authority to Compliance with the proactive disclosure guidelines, it's an audit by third-party and its communication to the Central information commission. Refer to Self-appraisal report of Third-Party Audit of Proactive Disclosure under the RTI Act, 2005. Under Organization and Function - 1.12 Programmes to advance understanding of RTI (Section 26) - 1.12.3 Training of CPIO/APIO
10. Course Contents:
 - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
 - Role & Responsibilities of CPIO/Alternate CPIO
 - Role & Responsibilities of Appellate Authority
 - Analysis of Appellate Authority decisions- Case studies/Brainstorming
 - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
 - CIC guidelines and model code of conduct for FAAs.
 - Framework for Transparency Audit u/s 4 of the Right to Information Act by the Public Authorities
 - Preparation by Public authority for compliance with Transparency Audit of Disclosures u/s 4 of the Right to Information Act by the Public Authorities
 - Interaction/Discussion/Quiz on RTI act 2005



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11. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

12. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi and should be sent along with the nomination letter.
13. An early nomination in the prescribed Pro-forma of PIO/APIO/CPIO/Appellate Authority, RTI Staff, HR or Personnel and Administration Departments shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IISTD.
14. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in.
15. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the training programme, upload this on their websites for the information of all concerned and encourage the officers to apply. In addition to the above programme other customized programs to the choice can be organized.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
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- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development



India Institute of Secretariat Training & Development

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trg@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/NEW/GEM/24-30-971

New Delhi

To
The CHIEF SECRETARY, HARYANA

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, Updated June, 2022

- From 12 to 14 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 13 to 15 Jan, 2025 at Hotel Corbett The Grand, Jim Corbett
- From 12 to 14 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 19 to 21 March, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 17 to 19 April, 2025 at Hotel Asian Park, Srinagar
- From 15 to 17 May, 2025 at Hotel Deskitsal, Leh
- From 12 to 14 June, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 24 to 26 July, 2025 at Hotel Deskitsal, Leh
- From 21 to 23 August, 2025 at Shanker, Kathmandu, Nepal
- From 25 to 27 September, 2025 at Lemon Tree Hotel, Port Blair
- From 29 to 31 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 20 to 22 November, 2025 at Lemon Tree Hotel, Port Blair
- From 10 to 12 December, 2025 at Hotel Olive County Manali
- From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett
- From 19 to 21 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.



India Institute of Secretariat Training & Development

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- Manual for Procurement of Goods (Updated August, 2024)
 - Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
 - Manual for Procurement of Works (Updated June, 2022)
4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 75,171 Buyer organizations and 6551222 Sellers and Service providers Government e-Marketplace with its latest 4.0 upgrade is growing rapidly. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
 - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
 - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
 - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.
6. Course Contents:
- General Financial Rules 2017:
- An overall perspective
 - Role of GFRs in Government Procurement
 - GFRs 2017 on Procurement of Goods
 - GFRs 2017 on Procurement of Services
- Manual for Procurement
- Manual for Procurement of Goods (Updated June, 2022)
 - Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
 - Manual for Procurement of Works (Updated June, 2022)
- Government e-Marketplace (GeM)
- Overview of GeM and objectives



India Institute of Secretariat Training & Development

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- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM
- Authorisation of Primary user and Secondary users
- Registration of Organization
- Creation of User Accounts on GeM portal and activation
- Important Terms and Conditions for GeM
- Placement of Order for Goods
- Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal
- Procedure for Payment and Payment initiation in GeM
- Creation and finalization of Bid and Reverse Auction on GeM portal

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
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- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
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- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development



India Institute of Secretariat Training & Development

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treg@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/NIW/VIG/24-30-971

New Delhi

To
The CHIEF SECRETARY, HARYANA

Subject: Three days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/Scrutiny/
Investigation of complaints / Grievances having vigilance Angle

Three days Training Program on "Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer &
Management Personnel

Three days Training Program on Digital Personal Data Protection Act 2023 & Privacy Compliance

- From 10 to 12 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 10 to 12 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 17 to 19 March, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 13 to 15 May, 2025 at Hotel Deskitsal, Leh
- From 22 to 24 July, 2025 at Hotel Deskitsal, Leh
- From 23 to 25 September, 2025 at Lemon Tree Hotel, Port Blair
- From 27 to 29 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 18 to 20 November, 2025 at Lemon Tree Hotel, Port Blair
- From 08 to 10 December, 2025 at Hotel Olive County Manali
- From 17 to 19 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

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2. Reference to Central Vigilance Commission Circular No. 024/VGL/081/36147 Dated 01/08/2024 on Observance of Vigilance Awareness Week, 2024. The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2024 would be observed from 28th October 2024 to 3rd November 2024 on the following theme:
"Culture of Integrity for Nation's Prosperity"



India Institute of Secretariat Training & Development

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3. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with focus on following areas:
 - a. Capacity Building programs
 - b. Identification and implementation of Systemic Improvement measures
 - c. Up-dation of Circulars / Guidelines / Manuals
 - d. Disposal of complaints received before 30.06.24
 - e. Dynamic Digital Presence
4. The prime objective & it aims at making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further another field wherein huge budgetary allotment is being spent is in procurement of Goods and Services. In order to contain corruption, at the same time to promote transparency, e- procurement system is in vogue in all Government Departments and Public Sector Units. Training throws light on the concept of E-Procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.
5. Anti-corruption measures of the Central Government are responsibility of (i) the Central Vigilance Commission (ii) Administrative Vigilance Division (AVD) in the Department of Personnel & Training; (iii) Central Bureau of Investigation (CBI); (iv) Vigilance units in the Ministries / Departments of Government of India, Central Public Sector Enterprises and other autonomous organisations; (v) Disciplinary authorities; and (vi) Supervisory officers.
6. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
 - Manual for Procurement of Goods (Updated June, 2022)
 - Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
 - Manual for Procurement of Works (Updated June, 2022)
7. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians. Training Objectives are:
 - To ensure prompt observance of proper conduct ethics related to integrity.
 - To institute pro-active vigilance and preventive vigilance and help employees to take unbiased and effective decisions.
 - To eliminate factors which provide opportunity for corruption and malpractices by in-depth examination of the Organization and procedures.
 - To conduct regular, periodical and surprise visit to check quality and progress of the work.
 - To sensitize the Corporation for implementing rotational transfers for employees posted at sensitive posts.
 - To encourage team spirit, innovation and to develop a transparent and accountable system.
 - To advise the Corporation towards removal of discretionary powers so that decisions can be taken in a transparent manner.



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- To streamline investigations so that it acts on deterrent to the corrupt elements at the same time encourage honest employees.
- To create vigilance awareness among employees to bring about the change in the work culture and work ethics.
- To implement CVC guidelines/circulars in the Organization.
- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017

6. Course Contents:

- Preventive Vigilance "A Conceptual Framework, Basics of Discipline, Misconduct and Disciplinary proceedings, Enquiry Proceedings.
- Tender guidelines, Government e-Marketplace (GeM), General Financial Rules, DOE OM's & CVC guidelines related to Public Procurement. Commission's guidelines on Intensive Examination of Procurement & Other Contracts.
- Constitutional Dimensions of Right to Information Act 2005, Exemptions from disclosure of information.
- Prevention of Corruption Act, 1988, Management audit of vigilance unit (MAVU), Adoption and implementation of Integrity Pact-Revised, Standard Operating Procedure
- DOPT instruction on Vigilance Matters: Grant of Vigilance Clearance to AIS Officers & Central Civil Services/Central Civil posts, Handling of complaints in Ministries/Departments.
- Complaint Handling System, Action on anonymous / pseudonymous complaints, Procedure for Handling of complaints sent for necessary action to the organisations concerned, Implementation of final penalty orders issued by the Competent Authority and submission of compliance report.
- CVC guidelines / Circular on Inquiry/ Disciplinary matters, Timely completion of Departmental Inquiries. Obtaining documents from CBI for the purpose of departmental inquiry proceedings.
- Drafting of Charge sheet and Disciplinary proceeding, Regular Departmental Action for Minor/ Major Penalty. Guidelines for dealing with disagreement between DA and CVC in cases of granting Sanction for Prosecution.

8. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

9. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

10. Methodology: The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

11. The participants will be issued course material (Soft Copy) during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.



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- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Somveer

Shri Somveer
Director (Training)

