

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

Dated, Chandigarh the 1st July, 2025

To

All the Administrative Secretaries to Govt. Haryana.


Subject:- Knowledge Co-creation Programme(International Study Tour),
Executive Development Programme& onsite Training Programme-
Call for nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 25.06.2025 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 and 4/38/2010-2Training, dated 14.10.2016.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 1st July, 2025

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 25.06.2025 for information.


Superintendent, Training

Fwd: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

1 message

25 June 2025 at 10:01

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

Handwritten:
25/6/25
5 Tr.

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>
To: "SSPS Haryana" <ssps@hry.nic.in>
Date: Wed, 25 Jun 2025 09:49:10 +0530
Subject: Fwd: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

===== Forwarded message =====

===== Forwarded message =====

From: director <director@nctsr.in>
To: <cs@hry.nic.in>
Date: Tue, 24 Jun 2025 23:23:39 +0530
Subject: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

===== Forwarded message =====

Training Branch

81072
25/6/25

NATIONAL INSTITUTE OF SECRETARIAT TRAINING & DEVELOPMENT

(An ISO 9001:2015 Organisation)

Office No.-315, P-3, Third Floor, Paramount Golf Mart, Sector Zeta, NCR Delhi, Greater Noida, Pin 201306 Uttar Pradesh, India. Ph. +91-120- 2682110, +91-120-2682111 Fax No:-+91-120-2682109. Whatsapp No +91-9811094923 E Mail:- infonistd@gmail.com, info@nistd.in

Ref No 26-49-669,
New Delhi Dated

To,

The Hon,ble Chief Secretary
Government of Haryana Room No. 4, 4th Floor Haryana Civil Secretariat, Sector-1, Chandigarh - 160019

SUBJECT: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program - Call for Nominations

Dear Sir/Madam,

Greetings from **National Institute of Secretariat Training & Development (NISTD)**, (Established by Govt. of NCT of Delhi, Labour Department) registered Under the Societies Registration Act XXI of 1860, serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, plays a crucial role in the **professional development of government officers**, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution, and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our

specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to **provide participants with a comprehensive understanding of cutting-edge practices and innovations globally**. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. The program addresses critical global challenges while emphasizing the development of **"Smart and Sustainable Cities"**. It offers a comprehensive array of training initiatives, spanning disciplines such as:

- Seismology
- Earthquake Engineering
- Tsunami Disaster Mitigation
- Operation and Maintenance of Urban Water Supply Systems
- Public Health
- Food Security
- Civil Supplies
- Disaster Risk Reduction
- Infrastructure Development
- Gender Mainstreaming Policies
- Renewable Energy
- Forestry Management

Through these initiatives, participants **gain valuable insights into modern management practices**, enabling them to effectively contribute to the growth and sustainability of urban centres. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavour, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

The Executive Development Programs offered by the National Institute of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives.

These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to **access up-to-date managerial tools and techniques through formal education**. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations:

- Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services.
- Stress Management ensures the mental and emotional health of government officials, translating to better decision-making.
- Project and Financial Management are essential for efficient resource allocation and successful project execution.
- Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency.
- Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace.
- Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency.
- Digital Transformation enhances service delivery.
- Hazardous Waste Management aligns with environmental goals.

Overall, these topics collectively **empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavours**.

Please find here with attachment of Knowledge Co-creation Programme (International Study Tour), Executive Development Programmes & Onsite Training Program Call for Nominations

Thanking you and kindly do the needful & expecting for confirmation and further response at the earliest.

Regards,

Akash Choudhary
Manager (TRG)
Mob: +91-9811094923



National Institute Of Secretariat Training & Development
(An ISO 9001:2015 Organisation)
Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120- 2682110, +91-120-2682111, Fax No:-+91-120-2682109
E Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in

Ref No:- NISTD/OS/399/2025

New Delhi, Dated 23rd April, 2025

To,
The Hon,ble Chief Secretary
Government of Haryana Room No. 4, 4th
Floor Haryana Civil Secretariat, Sector-1, Chandigarh - 160019

Subject: Capacity Building Onsite Training programs for Engineers & Admin staff

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Established by Govt. of NCT of Delhi, Labour Department) registered Under the Societies Registration Act XXI of 1860, serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

Capacity Building for better cities is the effort to strengthen and improve the abilities of personnel and organizations to be able to perform their tasks in a more effective, efficient and sustainable manner. It needs to be appreciated that capacity building is a long term and ongoing effort which needs to be institutionalized in the planning and implementation process starting from the ULB to state to the central level programs. Capacity Building needs to be a continuous and ongoing initiative whose aim is to improve and facilitate the skill sets and processes involving human and other perceivable inputs. There is a need to calibrate and benchmark continuously against measurable indicators over a period of time in order to make course corrections to achieve the desired results.

The objective of Capacity Building programme as emphasised are:

- Professionalizing urban management through creation of a municipal cadre, city managers who can manage and govern cities especially in urban planning, E-governance / IT, municipal infrastructure and service delivery.
- Enhancing capacities/supply side/agencies to provide state of the art skills and resources to meet required demands of city managers and associated agencies thereby enhancing their capacities to improve city management, governance reforms, municipal infrastructure and service delivery.
- Institutionalise the use of appropriate tools and processes to enable better planning and implementation of municipal infrastructure, service delivery and governance reforms.

• **List of Training Programs:**

Code No	Training Topics	Duration	Course Fee Per Participant (Rs)
OS 01	Right to Information Act, 2005: Case Studies, Legal Perspectives, and Strengthening Record Management as a Tool for Transparency and Citizen Charter Implementation in	2 Days	3,900.00

	Government Departments, Autonomous Bodies, and PSUs"		
OS 02	"Public Procurement, E-Procurement, Government e-Marketplace (GeM), and PFMS: Enhancing Transparency and Efficiency in Government Departments, Autonomous Bodies, and PSUs"	2 Days	3,900.00
OS 03	"Integrated Office Management, E-Governance, and Stress Mitigation for Inclusive Workplace Efficiency"	2 Days	6,900.00
OS 04	"Enhancing Organizational Efficiency through Stress Management and Staff Behavioral Skills Development in Government and Autonomous Bodies"	2 Days	3,900.00
OS 05	"Strengthening Financial Management through Bookkeeping, Accounting Standards, and Accrual-Based Accounting in Government and Autonomous Bodies"	2 Days	3,900.00
OS 06	Streamlining Public Procurement: Materials Management and Digital Purchase Procedures for Government and Autonomous Bodies"	3 Days	6,900.00
OS 07	Pay Fixation Reforms and Career Progression Policies: Impact Analysis of Latest Government Orders and MACP Guidelines"	3 Days	6,900.00
OS 08	"Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	2 Days	3,900.00
OS 09	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	3,900.00
OS 10	"Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	2 Days	3,900.00
OS 11	Workplace Safety and Gender Equity: Addressing Sexual Harassment and Fostering Inclusivity in Government and PSUs"	2 Days	3,900.00
OS 12	Strengthening Institutional Governance: Establishment Norms and General Administrative Practices in Government Departments and PSUs"	2 Days	3,900.00
OS 13	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	6,900.00
OS 14	Swachh Bharat Mission	3 Days	6,900.00
OS 15	"Finance Management in Govt. with Financial & Administrative Powers	2 Days	3,900.00
OS 16	CPM as Tool for Construction Management	2 Days	3,900.00
OS 17	Project Management for Engineers	2 Days	3,900.00
OS 18	Quality Control & Quality Assurance	2 Days	3,900.00
OS 19	Project Preparation, DPR Preparation and Core Network	3 Days	6,900.00
OS 20	Project Management in Construction Industry	3 Days	6,900.00
OS 21	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	6,900.00
OS 22	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	3,900.00

OS 23	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	6,900.00
OS 24	Procurement & Contract Management for Building & Roads Projects	2 Days	3,900.00
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	3,900.00
OS 26	Cyber Security Awareness, Cyber Law Basics	2 Days	3,900.00
OS 27	Cloud Computing in Public Sector, Cloud Data Backup and Recovery, Cloud-Based File Sharing Systems	2 Days	3,900.00
OS 28	Use of AI Tools in Governance	2 Days	3,900.00
OS 29	Digital Payment System Handling, Data Analytics for Public Policy	2 Days	3,900.00
OS 30	App Development Introduction, GIS Mapping Techniques Drone Technology in Surveys	2 Days	3,900.00
OS 31	Digital Identity Verification Systems, Digitization Techniques for Record Keeping	2 Days	3,900.00
OS 32	Social Media for Public Communications, Safe Internet Practices, Tech Tools for Hospitality Management	2 Days	3,900.00
OS 33	Smart Board Usage in Classrooms, Modern Tools for Public Transport Management	2 Days	3,900.00
OS 34	Data Protection Policies for Schools	2 Days	3,900.00

In addition to the above programme other customized programs to the choice can be organized

The participants will be issued course material during the courses.

The participants will be issued course material during the course. 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.

National Institute of Secretariat Training & Development (NISTD), shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Boards/Corporations/ Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- To arrange Boarding, Lodging for faculty & NISTD Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local

Work for faculty & NISTD Staff.

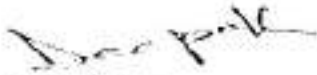
- Arrangement of Venue, lunch and 2 times tea for participants, faculty & NISTD Staff.

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

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You,

For National Institute of Secretariat Training & Development



Deepak Kumar

Addl Director (TRG)





National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

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

New Delhi, Dated 24th June, 2025

To,
The Hon,ble Chief Secretary
Government of Haryana Room No. 4, 4th
Floor Haryana Civil Secretariat, Sector-1, Chandigarh - 160019

Subject: Executive Development Program - Call for Nominations
Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Established by Govt. of NCT of Delhi), serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

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List of Executive Development Programs

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee Per Participant	
				Residential (Twine Sharing)	Residential (Single Sharing)
1.	Leadership & Managerial Skills, Management & Business Administration	11-12 August, 2025	OOTY (Tamil Nadu) India	56,600.00 (INR)	76,600.00 (INR)
2.	Professional Work & Personal Life Balance for High Productivity in Organization	11-12 August, 2025	OOTY (Tamil Nadu) India	56,600.00 (INR)	76,600.00 (INR)
3.	Environment, Social and Governance (ESG)- Way to Sustainability	11-12 August, 2025	OOTY (Tamil Nadu) India	56,600.00 (INR)	76,600.00 (INR)

4.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	11-12 August,2025	OOTY (Tamil Nadu) India	56,600.00 (INR)	76,600.00 (INR)
5.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	11-12 August,2025	OOTY (Tamil Nadu) India	56,600.00 (INR)	76,600.00 (INR)
6.	Leadership & Managerial Skills, Management & Business Administration	25-26 August,2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
7.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	25-26 August, 2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
8.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	25-26 August,2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
9.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	25-26 August,2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
10.	Leadership & Managerial Skills, Management & Business Administration	25-26 August,2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	25-26 August,2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
12.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25-26 August,2025	Kochi (Kerla) India	56,600.00 (INR)	76,600.00 (INR)
13.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	08-09 September,2025	Dalhousie (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
14.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	08-09 September,2025	Dalhousie (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
15.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	08-09 September,2025	Dalhousie (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	08-09 September,2025	Dalhousie (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)

17.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	08-09 September,2025	Dalhousie (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
18.	Leadership & Team Building	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
19.	Emotional intelligence for Effective Leadership & Work Life Balance	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
20.	Public Procurement and Contracts management	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
21.	Systematic Problem Solving, Conflict resolution and change Management	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
22.	Negotiation & Conflict Resolution Strategies	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
23.	Leadership & Managerial Skills, Management & Business Administration	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
24.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
25.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	22-23 September,2025	Manali (Himachal Pradesh) India	56,600.00 (INR)	76,600.00 (INR)
26.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	13-14 October,2025	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	13-14 October,2025	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
28.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	13-14 October,2025	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
29.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	13-14 October,2025	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
30.	Leadership & Team Building	13-14 October,2025	Jim Corbett	56,600.00 (INR)	76,600.00 (INR)

			(Uttarakhand) India		
31.	Emotional intelligence for Effective Leadership & Work Life Balance	13-14 October,2025	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
32.	Leadership & Managerial Skills, Management & Business Administration	06-07 November,2025	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
33.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	06-07 November,2025	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
34.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	06-07 November,2025	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
35.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	06-07 November,2025	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
36.	Leadership & Managerial Skills, Management & Business Administration	06-07 November,2025	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
37.	Leadership & Managerial Skills, Management & Business Administration	20-21 November,2025	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
38.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	20-21 November,2025	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
39.	Leadership & Team Building	20-21 November,2025	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
40.	Emotional intelligence for Effective Leadership & Work Life Balance	20-21 November,2025	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
41.	Public Procurement and Contracts management	20-21 November,2025	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
42.	Systematic Problem Solving, Conflict resolution and change Management	20-21 November,2025	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (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.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner.

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

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

ADMISSION PROCEDURE

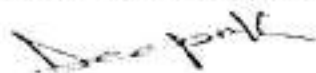
Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

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.

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 (TRG)





National Institute Of Secretariat Training & Development
Application Form for Registration
Executive Development Program

Date _____ To _____.

Topic _____

Venue _____

Name : _____

Designation: _____ Organization/Department: _____

Office Address: _____

City: _____ Pin: _____ State: _____

Telephone: (Off) _____ (Res) _____

Fax: _____ Mob No.: _____ E-mail: _____

Nomination Status: Residential ☐ Non-Residential

Date: _____ Signature: _____

Place: _____

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