

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

Dated, Chandigarh the 17th December, 2025

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 08.12.2025 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.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 17th December, 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 08.12.2025 for information.


Superintendent, Training

Fwd: The Chief Secretary: in collaboration with IISTD organizing - In-house Short-Term Training/ Executive Development Program-Call for Nomination

1 message

8 December 2025 at 11:04

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

Handwritten signature
8/12/25

Handwritten signature

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

From: Anurag Rastogi <cs@hry.nic.in>
To: "SSPS Haryana" <ssps@hry.nic.in>
Date: Mon, 08 Dec 2025 09:14:19 +0530
Subject: Fwd: The Chief Secretary: in collaboration with IISTD organizing - In-house Short-Term Training/ Executive Development Program-Call for Nomination

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

Training Branch
Entry No. 148405
Date: 8/12/25

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

From: DGTRG <dgtrg@iistd.in>
To: <cs@hry.nic.in>
Date: Fri, 05 Dec 2025 18:09:21 +0530
Subject: The Chief Secretary: in collaboration with IISTD organizing - In-house Short-Term Training/ Executive Development Program-Call for Nomination

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

By E-Mail & Registered Post

Ref No IISTD/NEW/25-8-1443

New Delhi, Dated, 5 December 2025

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, 2024) , (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 is as follows:

- 7 From 08 to 10 December, 2025 at Hotel Olive County Manali
- 7 From 17 to 19 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- 7 From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Schedule of RTI & GeM training programs is as follows:

- 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 Inder Residency Resort & Spa Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa
- From 21 to 23 April, 2026 at Lemon Tree Hotel, Port Blair.
- From 19 to 21 May, 2026 at Hotel Deskitsal, Leh Laddakh.
- From 16 to 18 June, 2026 at Hotel Olive County Manali.
- From 21 to 23 July, 2026 at Hotel Bogmallo Beach Resort, Goa
- From 17 to 19 August, 2026 at Hotel Deskitsal, Leh Laddakh.
- From 22 to 24 September, 2026 at Hotel Asian Park, Srinagar, Kashmir.
- From 06 to 08 October, 2025 at Hotel Ramada by Wyndham Darjeeling.
- From 25 to 27 November, 2026 at Lemon Tree Hotel, Port Blair.

From 15 to 17 December, 2026 at Hotel La Nicholas (by Summit Hotels), Shillong

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





8 attachments


 EDP(1443).pdf
418K


 NominationForm.pdf
846K


 Inhouse(1443).pdf
250K

 Webinar(1443).pdf
261K

 StudyTour(1443).pdf
298K

 RTI(1443).pdf
199K

 GeM(1443).pdf
172K

 Vigilance(1443).pdf
242K

PUC-I



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

By E-Mail & Registered Post

Ref No IISTD/NEW/EDP/25-8-1443
 Delhi

New

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		
				Non-Residential		Residential
				Residential	Twin Sharing	Single Sharing
IISTD 101	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/-
IISTD 102	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 103	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/-



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

IISTD 104	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 105	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 106	Professional Work & Personal Life Balance for High Productivity in Organization	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 107	Handling of Court Cases & Legal Matters	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 108	DPC Proceedings and Proceedings, and Seniority.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 109	Prevention of Sexual Harassment of Women at Workplace for ICC Members	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 110	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 111	Emotional intelligence for Effective Leadership & Work Life Balance	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 112	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills*	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 113	Systematic Problem Solving, Conflict resolution and change Management	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 114	Leadership & Managerial Skills, Management & Business Administration	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 115	Work Life Balance and Stress Management. Zen Mind & Stress Management for improving and Enhancing Efficiency of Staff	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 116	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 117	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



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IISTD 118	Quality control & Quality assurance in Construction	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 119	Preparation of DPRs (Cost estimation) for Building & Roads Projects	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 120	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills*	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 121	Systematic Problem Solving, Conflict resolution and change Management	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 122	Handling of Court Cases & Legal Matters	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 123	DPC Proceedings and Proceedings, and Seniority.	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 124	Prevention of Sexual Harassment of Women at Workplace for ICC Members	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 125	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 126	Modern Survey Techniques including GIS/GPS & Total Station	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 127	Public Procurement and Contracts management	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 128	Negotiation & Conflict Resolution Strategies	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 129	CPM tool for construction management & Project Management in Construction Industry	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 130	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/-



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IISTD 131	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 132	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 133	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 134	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication, Under Capacity program Building	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 135	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 136	Professional Work & Personal Life Balance for High Productivity in Organization	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 137	Emotional intelligence for Effective Leadership & Work Life Balance	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 138	Stress & Stress Management & Staff Development in improving "Enhancing Efficiency and Behavioral Skills"	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 139	Handling of Court Cases & Legal Matters	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 140	DPC Proceedings and Proceedings, and Seniority.	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 141	Prevention of Sexual Harassment of Women at Workplace for ICC Members	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 142	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-



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IISTD 143	Systematic Problem Solving, Conflict resolution and change Management	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 144	Leadership & Managerial Skills, Management & Business Administration	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 145	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 146	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 147	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 148	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 149	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 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 150	PFMS, Accounting Rules, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 151	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 152	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 153	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 154	Environment, Social and Governance (ESG) - Way to Sustainability	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 155	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills*	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 156	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 157	Handling of Court Cases & Legal Matters	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 158	DPC Proceedings and Proceedings, and Seniority.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 159	Prevention of Sexual Harassment of Women at Workplace for ICC Members	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 160	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 161	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 162	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 163	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 164	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-



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IISTD 165	Total Quality Person (TQP), Work Life Balance, Emotional Intelligence	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 166	Professional Work & Personal Life Balance for High Productivity in Organization	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 167	Emotional Intelligence for Effective Leadership & Work Life Balance	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 168	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 169	Systematic Problem Solving, Conflict resolution and change Management	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 170	Leadership & Managerial Skills, Management & Business Administration	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 171	Work Life Balance and Stress Management, Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 172	Handling of Court Cases & Legal Matters	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 173	DPC Proceedings and Proceedings, and Seniority.	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 174	Prevention of Sexual Harassment of Women at Workplace for ICC Members	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 175	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 176	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 177	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 178	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-



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

IISTD 179	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 180	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 181	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 182	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 183	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 184	Environment, Social and Governance (ESG) - Way to Sustainability	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 185	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 186	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 187	Handling of Court Cases & Legal Matters	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 188	DPC Proceedings and Proceedings, and Senlarity.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 189	Prevention of Sexual Harassment of Women at Workplace for ICC Members	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 190	Corporate Social Responsibility (CSR) - Business meets Community	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-



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Phone: 011 22941056 & 22941014, Mobile: 9891987306, 8368990063

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

	for Sustainable Development					
IISTD 191	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 192	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 193	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 194	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 195	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 196	Professional Work & Personal Life Balance for High Productivity in Organization	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 197	Handling of Court Cases & Legal Matters	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 198	DPC Proceedings and Proceedings, and Seniority.	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 199	Prevention of Sexual Harassment of Women at Workplace for ICC Members	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 200	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 201	Emotional intelligence for Effective Leadership & Work Life Balance	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 202	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills*	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 203	Systematic Problem Solving, Conflict resolution and change Management	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 204	Leadership & Managerial Skills, Management & Business Administration	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-



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IISTD 205	Work Life Balance and Stress Management, Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 206	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 207	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 208	Quality control & Quality assurance in Construction	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 209	Preparation of DPRs (Cost estimation) for Building & Roads Projects	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 210	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 211	Systematic Problem Solving, Conflict resolution and change Management	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 212	Handling of Court Cases & Legal Matters	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 213	DPC Proceedings and Proceedings, and Seniority.	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 214	Prevention of Sexual Harassment of Women at Workplace for ICC Members	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 215	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 216	Modern Survey Techniques including GIS/GPS & Total Station	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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IISTD 217	Public Procurement and Contracts management	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 218	Negotiation & Conflict Resolution Strategies	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 219	CPM tool for construction management & Project Management in Construction Industry	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 220	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 221	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 222	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 223	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 224	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication, Under Capacity program Building	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 225	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 226	Professional Work & Personal Life Balance for High Productivity in Organization	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 227	Emotional intelligence for Effective Leadership & Work Life Balance	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 228	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 229	Handling of Court Cases & Legal Matters	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-



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IISTD 230	DPC Proceedings and Proceedings, and Seniority.	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 231	Prevention of Sexual Harassment of Women at Workplace for ICC Members	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 232	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 233	Systematic Problem Solving, Conflict resolution and change Management	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 234	Leadership & Managerial Skills, Management & Business Administration	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 235	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 236	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 237	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 238	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 239	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 240	PFMS, Accounting Rules, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 241	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-



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	Accounting in Government Departments Autonomous Bodies & PSUs.					
IISTD 242	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 243	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 244	Environment, Social and Governance (ESG) - Way to Sustainability	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 245	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 246	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 247	Handling of Court Cases & Legal Matters	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 248	DPC Proceedings and Proceedings, and Seniority.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 249	Prevention of Sexual Harassment of Women at Workplace for ICC Members	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 250	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 251	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 252	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-



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IISTD 253	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 254	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 255	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 256	Professional Work & Personal Life Balance for High Productivity in Organization	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 257	Emotional intelligence for Effective Leadership & Work Life Balance	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 258	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 259	Systematic Problem Solving, Conflict resolution and change Management	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 260	Leadership & Managerial Skills, Management & Business Administration	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 261	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 262	Handling of Court Cases & Legal Matters	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 263	DPC Proceedings and Proceedings, and Seniority.	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 264	Prevention of Sexual Harassment of Women at Workplace for ICC Members	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 265	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-



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IISTD 266	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 267	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 268	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 269	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 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 270	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 271	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 272	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 273	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 274	Environment, Social and Governance (ESG) - Way to Sustainability	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 275	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills*	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-



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IISTD 276	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 277	Handling of Court Cases & Legal Matters	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 278	DPC Proceedings and Proceedings, and Seniority.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 279	Prevention of Sexual Harassment of Women at Workplace for ICC Members	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 280	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 281	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 282	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 283	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 284	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 285	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 286	Professional Work & Personal Life Balance for High Productivity in Organization	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 287	Handling of Court Cases & Legal Matters	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-



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IISTD 288	DPC Proceedings and Proceedings, and Seniority.	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 289	Prevention of Sexual Harassment of Women at Workplace for ICC Members	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 290	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 291	Emotional intelligence for Effective Leadership & Work Life Balance	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 292	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 293	Systematic Problem Solving, Conflict resolution and change Management	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 294	Leadership & Managerial Skills, Management & Business Administration	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 295	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-

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.



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- 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.

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

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092
Phone: 011 22941056 & 22941034, Mobile: 9891987306
trg@iistd.in; training@iistd.in Website: <https://iistd.in>

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	

PUC-II



India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/NEW/INH/25-B-1443

New Delhi

To,
The Chief Secretary
Haryana

Subject: In-house Short-Term Training for Engineers/ 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.

It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed In-house training with excellent and experienced faculty (well known in their fields internationally & nationally). Onsite training Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for administrative staff and Engineers.

S.No.	Training Topic	Course Fee/Participant + GST 18%	Duration
1	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	Rs.4600.00	2 Days
2	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
3	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs.4600.00	2 Days
4	Preventive Vigilance & Strategic Financial Management.	Rs.4600.00	2 Days
5	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs.4600.00	2 Days
6	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System & a tool of Transparency	Rs.4600.00	2 Days
7	Purchase Policy, Procedure, Risk & Contract Management in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
8	Materials management, purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies	Rs.5900.00	3 Days
9	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days



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10	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
11	Book Keeping, Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
12	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
13	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs.	Rs.5900.00	3 Days
14	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
15	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.	Rs.4600.00	2 Days
16	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP.	Rs.5900.00	3 Days
17	Leadership Excellence and Effective Decision Making.	Rs.4600.00	2 Days
18	Enhancing Organizational Productivity Through Digital Transformation.	Rs.4600.00	2 Days
19	Innovation: Change Management for Organizational Excellence.	Rs.4600.00	2 Days
20	Work Life Balance and Stress Management.	Rs.4600.00	2 Days
21	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs.4600.00	2 Days
22	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs.4600.00	2 Days
23	Leadership and Decision Making	Rs.4600.00	2 Days
24	Ethics and Values	Rs.4600.00	2 Days
25	Swatch Bharat Mission	Rs.4600.00	2 Days
26	Managing Stress for Personal Efficacy	Rs.4600.00	2 Days
27	Digital Workplace: Essentials for non-IT Executives.	Rs.4600.00	2 Days
28	Digital exploration tools	Rs.4600.00	2 Days
29	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs.4600.00	2 Days
30	Application of GIS Software	Rs.4600.00	2 Days
31	Building Construction & Maintenance	Rs.4600.00	2Days
32	Construction material (Road & Building)	Rs.4600.00	2Days
33	Estimate/contract preparation	Rs.4600.00	2Days
34	CPM tool for construction management	Rs.4600.00	2Days
35	Project Management for Engineers	Rs.4600.00	2 Days
36	Quality control & Quality assurance	Rs.4600.00	2Days
37	Project preparation, DPR preparation and core network	Rs.4600.00	2Days



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38	Project Management in Construction Industry	Rs.4600.00	2Days
39	Preliminary buildings & road construction requirement and survey.	Rs.4600.00	2Days
40	Modern Survey Techniques including GIS/GPS & Total Station.	Rs.4600.00	2 Days
41	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs.4600.00	2Days
42	Procurement & contract management for Building & Roads Projects	Rs.5900.00	3 Days
43	Quality Control and material Testing Procedures & Laboratory Practice	Rs.4600.00	2Days
44	Feasibility study & Preparation of Detailed Project Reports (DPR).	Rs.4600.00	2Days
45	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs.4600.00	2Days
46	Design Construction and Maintenance of Flexible Pavements.	Rs.4600.00	2Days
47	Planning of Electrical Sub Station, including Fire Fighting Arrangements	Rs.4600.00	2Days
48	Indoor and Outdoor Lighting Design & Relevant NBC Provisions	Rs.4600.00	2Days
49	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs.5900.00	3 Days
50	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs.4600.00	2Days
51	Construction and Maintenance of Flexible & Rigid Pavements including use of new materials technologies	Rs.4600.00	2Days
52	Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting	Rs.4600.00	2Days
53	Computer applications: Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs.5900.00	3 Days
54	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs.4600.00	2Days
55	Repair and Rehabilitation of Concrete Structure including water Proofing material and Techniques.	Rs.5900.00	3 Days
56	Advances in alteration zone mapping using image processing of hyperspectral and Multispectral data for mineral investigation	Rs.4600.00	2 Days
57	Geochemical Modeling for Ore body knowledge and exploration targeting	Rs.4600.00	2 Days
58	Advances in Geophysical data processing and modeling for subsurface imaging	Rs.4600.00	2 Days
59	Advances in Hydrostatic rigs and deep hole drilling	Rs.4600.00	2 Days
60	Advances in exploration Geology and Geophysics using Artificial Intelligence and other new-age technologies	Rs.4600.00	2 Days
61	QA & QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs.4600.00	2 Days
62	Resource Estimation for Mineral Deposits.	Rs.4600.00	2 Days
63	3-D Modeling for Mineral Exploration.	Rs.4600.00	2 Days
64	Basic principles of Exploration Project preparation, Execution and its Management.	Rs.4600.00	2 Days
65	Smart Meter Integration, PMU, and Asset Management in T&D Utilities	Rs.4600.00	2 Days
66	Power Cables, Jointing Techniques, and Electrical Safety Procedures	Rs.4600.00	2 Days
67	Power System Studies, Load Despatch, and Substation Automation (Smart Grids)	Rs.4600.00	2 Days
68	Operation, Maintenance & Testing of Power Transformers and HT Circuit Breakers	Rs.4600.00	2 Days



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69	Handling of Court Cases & Legal Matters	Rs.4600.00	2 Days
70	Prevention of Sexual Harassment of Women at Workplace for ICC Members	Rs.4600.00	2 Days
71	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	Rs.4600.00	2 Days
72	Operation and Maintenance (O&M) of Sub-Station and Distribution Systems	Rs.4600.00	2 Days
73	Best Practices in Distribution Operation, Management, and Metering	Rs.4600.00	2 Days
74	Transmission Line Construction (Survey, Design, and Construction Practices)	Rs.4600.00	2 Days

Details of the 'Terms and Conditions' of the program.

- Minimum batch Size: 40-50 Nos Participants
- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copies of 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.

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.

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.

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Somveer

Shri Somveer
Director (Training)



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Mahotsav

