

No.42/07/2022-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 14th, September, 2022.

To

All the Administrative Secretaries of Haryana State.

Subject: - Executive Development Programme- Call for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. **IISTD/R/22-47-2869** dated 16.08.2022 received through email from India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action accordingly keeping in mind Govt. instructions issued vide letter no. 4/38/2010-2 Trg. dated 14.10.2016 (copy attached).

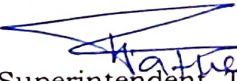
Yours faithfully,


Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/07/2022-5Trg.

Dated Chandigarh, the 14th, September, 2022.

A copy is forwarded to India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi -110053, w.r.t his letter no. **IISTD/R/22-47-2869** dated 16.08.2022 for information.


Superintendent, Training
for Chief Secretary to Govt., Haryana.

क्रमांक 4/38/2010-2प्रशिक्षण

हरियाणा सरकार
मुख्य सचिव कार्यालय
प्रशिक्षण शाखा

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

सेवा में,

- 1 हरियाणा के अतिरिक्त मुख्य सचिव एवं वित्तायुक्त/ सभी अतिरिक्त मुख्य सचिव/ सभी प्रधान सचिव, हरियाणा सरकार।
- 2 सभी विभागाध्यक्ष, हरियाणा सरकार।
- 3 सभी मण्डल आयुक्त, हरियाणा सरकार।
- 4 सभी उपायुक्त/अतिरिक्त/उपमण्डल अधिकारी (नागरिक)।

विषय:- अधिकारियों को प्रशिक्षण कार्यक्रम/विचारगोष्ठियों तथा कार्यशालाओं (भारत वर्ष के भीतर) हेतु खर्च की सीमा बढ़ाने बारे।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान सरकार के पत्र क्रमांक 4/38/2010-2प्रशिक्षण दिनांक 22 नवम्बर, 2011 की ओर दिलाऊँ तथा सूचित करूँ कि काफी समय से अधिकारियों को प्रशिक्षण कार्यक्रम/ विचारगोष्ठियों तथा कार्यशालाओं में भाग लेने के लिये भेजने हेतु निर्धारित खर्च की सीमा को बढ़ाने बारे मामला सरकार के विचारधीन था। विचारोपरान्त अब हरियाणा सरकार ने राज्य के प्रशासनिक अधिकारियों/अन्य अधिकारियों के मामले में प्रशिक्षण का कुल खर्च (अनिवार्य प्रशिक्षण के अतिरिक्त) की सीमा को निम्नानुसार बढ़ाने बारे निर्णय लिया है:-

Sr. No.	Category	Ceiling (in Rs.)
1.	All India Service Officers IAS/IPS and other officers posted as HOD or above level (अनिवार्य प्रशिक्षण के अतिरिक्त)	40,000/-
2.	HCS, HPS (अनिवार्य प्रशिक्षण के अतिरिक्त)	30,000/-
3.	All others officers	20,000/-

तदनुसार अनुरोध है कि भविष्य में अधिकारियों के आवेदन-पत्र अग्रप्रेषित करते समय खर्च की उक्त सीमा को दृष्टिगत रखा जाये।

यह हिदायतें सभी प्रशिक्षण कार्यक्रमों इत्यादि के लिये सभी विभागों के अधिकारियों द्वारा भाग लेने पर लागू होंगी तथा प्रशिक्षण पर खर्च की सीमा बढ़ाने बारे यह हिदायतें अतिरिक्त मुख्य सचिव, हरियाणा सरकार, वित्त विभाग की उनके अशा: क्रमांक 5/6(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 द्वारा प्रदान की गई सहमति उपरान्त जारी की गई हैं।

Dhanu

अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार

प्र0 क्रमांक, 4/38/2010-2प्रशिक्षण

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

इसकी एक-एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को भेजी जाती है:-

- 1 अतिरिक्त मुख्य सचिव, हरियाणा सरकार वित्त विभाग को उनके अशा: क्रमांक 5/6(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 के संदर्भ में।
- 2 अवर सचिव, सामान्य (लेखा शाखा)।

Dhanu

अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार



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 & 22941014, Mobile: 9891987306

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

By E-Mail & Registered Post

Ref No IISTD/R/22-47-2869

New Delhi

To
The Chief Secretary
Secretariat
Chandigarh, Haryana

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), an autonomous body (Established under 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	Date	Venue	Course Fee (RS) / Participant+ 18% GST Extra		
		Duration		Non-Residential	Residential	
		3 Days			Twin Sharing	Single Sharing
IISTD 021	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 022	Public Procurement, E-Procurement, Govt. E-Marketplace (GeM), PFMS	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 023	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-



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IISTD 024	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 025	Civil Construction Engineering/ Management	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 026	Organizational Productivity through Digital Transformation	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 027	Construction material (Road & Building)	15 -17 September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 028	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management. Under Capacity Building program	15 -17 September, 2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 029	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs.	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 030	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 031	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 032	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-



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	Government Departments Autonomous Bodies & PSUs.					
IISTD 033	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 034	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 035	Right to Information Act for CPIO and Appellate Authorities	13 -15 October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 036	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 037	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 038	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	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 039	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 040	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-



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	Capacity Building program in Govt. departments, autonomous bodies & PSUs					
IISTD 041	New Methods & Materials in Construction Technology & Building Repairing	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 042	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 043	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	17 -19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 044	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
IISTD 045	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
IISTD 046	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
IISTD 047	Public Procurement for Government Officers (GeM& GFRs 2017, 2019) & Arbitration	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
IISTD 048	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-



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IISTD 049	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 050	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	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 051	Preventive Vigilance & Strategic Financial Management	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 052	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 053	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 054	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 055	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 056	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	23 - 25 February, 2023	Hotel Bogmallo Beach	29,999/-	48,999/-	59,999/-



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			Resort, South Goa, Goa			
IISTD 057	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement, RTI & GST	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 058	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 059	Public Procurement for Government Officers (GeM& GFRs 2017, 2019) & Arbitration	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 060	E-Governance & Advance IT Tools: Transforming Government Sector& GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	16 - 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 061	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	16 - 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 062	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	16 - 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 063	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 064	Procurement & Contract Management for Building & Roads Projects	16 - 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-



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IISTD 065	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 066	Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter & GST Under Capacity Building in Government Department, autonomous	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	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.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

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.



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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.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services.

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 Singh
Director (Training)





India Institute of Secretariat Training & Development

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Training Nomination Form		
Name of the Programme:		
Duration:	Two Days	
Particulars of Nominee		
Name of the Participant(s)		
Designation		
Mailing Address		
Contact Number (with STD Code)		
Office: Fax		
E-Mail		
Nomination Status (please tick)	Residential ☒	Non-Residential ☐
Signature of the Participant		
Sponsor Details		
Sponsoring Organization		
Address		
GST Code		
E-Mail		
Date:		
Signature of the Sponsor		
With stamp of the organization		