

No.42/12/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 03rd April, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - International Study Tour/Executive Development Programme-Call for nomination/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 inform that a copy of Email letter dated 24.03.2023 received from Sh. Somveer, Director (Trg.) India Institute of Secretariat Training & Development, L-29/26, Jai Parkash 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 keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,


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

Endst. No. 42/12/2023-3Trg.

Dated Chandigarh, the 03rd April, 2023

23/4/23

A copy is forwarded to Sh. Somveer, Director (Trg.) India Institute of Secretariat Training & Development, L-29/26, Jai Parkash Nagar, G-8, Delhi-110053 w.r.t his Email letter dated 24.03.2023 for information.


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

3/4/23



42/12/23

Training Branch <branchtrg@gmail.com>

PUC-I

Fwd: The Chief Secretary: IISTD organising In-house Short-Term Training & Executive Development Program-Call for Nomination

1 message

Pankaj <ssps@hry.nic.in>

24 March 2023 at 09:34

To: branchtrg <branchtrg@gmail.com>, Anup Singh <anup.singh-hry@hry.gov.in>

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>**To:** "Pankaj" <ssps@hry.nic.in>**Sent:** Wednesday, March 22, 2023 2:50:05 AM**Subject:** Fwd: The Chief Secretary: IISTD organising In-house Short-Term Training & Executive Development Program-Call for Nomination

Dear Sir/Madam,

This trailing mail is being forwarded for information and further necessary action please.

Regards,
PS/CS**From:** director@iistd.co.in**To:** "Sanjeev Kaushal, IAS" <cs@hry.nic.in>**Sent:** Wednesday, March 22, 2023 3:07:30 PM**Subject:** The Chief Secretary: IISTD organising In-house Short-Term Training & Executive Development Program-Call for Nomination

By E-Mail & Registered Post

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24/03

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Ref No IISTD/R/23-47-2737

New Delhi, Dated, 22 March 2023

To,
The Chief Secretary
Secretariat
Chandigarh, Haryana

Training Branch

Diary No. 35009

Dated 24/03/2023

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).
1. Executive Development Programs (Please refer to EDP.Pdf file)
2. In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff (Please refer to Inhouse.Pdf file)
3. Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin (Please refer to Webinar.Pdf file)

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4. 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities (Please refer to RTI.Pdf file)

5. 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2022) (Please refer to Gem.Pdf file)

6. Nomination Form (Please refer to NominationForm.Pdf file)

Schedule of RTI & GeM training programs is as follows:

- On 2 to 4 March, 2023 at Hotel Marigold Sarovar Portico, Shimla
- On 16 to 18 March, 2023 at Hotel Ramada, Darjeeling
- On 13 to 15 April, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 27 to 29 April, 2023 at Golden Tulip, Manali
- On 11 to 13 May, 2023 at Hotel Clarks Inn, Srinagar
- On 25 to 27 May, 2023 at The Den Corbett Resort, Jim Corbett
- On 8 to 10 June, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 26 to 28 June, 2023 at Hotel Sangto Villa, Leh Laddakh

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



Virus-free.www.avast.com

7 attachments

EDP(2737).pdf
198K

NominationForm.pdf
92K

Inhouse(2737).pdf
215K

Webinar(2737).pdf
173K

StudyTour(2737).pdf
181K

RTI(2737).pdf
170K

GeM(2737).pdf
172K



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/23-47-2737

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), 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	Date	Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Duration		Non-Residential	Residential	
		3 Days			Twin Sharing	Single Sharing
IISTD 058	Leadership Excellence and Effective Decision Making.	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 059	Latest Changes in Pay Fixation, Focus on Recent Orders & Modified Assured Career Progression	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 060	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-



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IISTD 061	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 062	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 063	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 064	Total quality person (TQP), Work life Balance, Emotional Intelligence	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 065	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 066	Stress & Stress Management & Staff Development in Improving	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 067	Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 068	Establishment Rules & General Administration Matters	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 069	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies),	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 070	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 071	Latest Changes in Pay Fixation Under Fundamental Rules & Its	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-



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	Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.					
IISTD 072	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 073	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 074	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 075	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 076	Pension Scheme and New Pensions Scheme in Wake of VII th Pay Commission Report & Grant of Financial Up-gradation, Under MACP	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 077	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 078	Total quality person (TQP), Work life Balance, Emotional Intelligence	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 079	Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 080	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records	25 - 27 May, 2023	The Den Corbett	29,999/-	48,999/-	59,999/-



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	Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress		Resort, Jim Corbett			
IISTD 081	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 082	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 083	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 084	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 085	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 086	Establishment Rules & General Administration Matters	8 - 10 June, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 087	Project Management for Engineers Under Capacity Building	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 088	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-



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IISTD 090	Finance Management in Govt. with Financial & Administrative Powers	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 091	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 092	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 036	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 037	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 038	Preventive Vigilance & Strategic Financial Management	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 039	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 040	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 041	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-



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IISTD 042	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 043	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 044	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement, RTI & GST	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 045	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 046	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 047	E-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 048	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 049	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 050	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 051	Procurement & Contract Management for Building & Roads Projects	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 052	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-



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	Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs					
IISTD 053	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 054	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 055	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 056	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	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 057	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	26 - 28 Oct, 2023	Golden Tulip, Manali	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.



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- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- 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.

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

Shri Somveer
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		



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PUC-II

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Ref No IISTD/R/23-47-2737

By E-Mail & Registered Post

New Delhi

To,
The Chief Secretary
Secretariat
Chandigarh, 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



India Institute of Secretariat Training & Development

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9	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
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



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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
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

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.



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- 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.

For India Institute of Secretariat Training & Development

Shri Somveer
Director (Training)





India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/R/23-47-2737

New Delhi

To,
The Chief Secretary
Secretariat
Chandigarh, Haryana

Subject: Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin 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.

This is regarding the ongoing training programmes/ workshops being organized by the IISTD for the benefit of employees of Central/ State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies and other organizations. The details of training programmes/ workshops being organized during the year 2022-23 are enclosed which may be circulated to all employees of your organisation for ensuring wider participation and nominations. It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed Webinar: In-house training with excellent and experienced faculty (well known in their fields internationally & nationally).

S. No	Training Topic	Course Fee + 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. 59999.00	2 Days
2	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
3	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
4	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
5	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
6	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 69999.00	3 Days
7	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs".	Rs. 59999.00	2 Days
8	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	Rs. 59999.00	2 Days
9	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent orders & Modified Assured Career Progression.	Rs. 69999.00	3 Days



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10	Materials management and purchase policy & procedure, E- procurement in Govt. departments, Autonomous bodies	Rs. 69999.00	3 Days
11	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs. 59999.00	2Days
12	Preventive Vigilance & Strategic Financial Management.	Rs. 59999.00	2Days
13	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs. 59999.00	2Days
14	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System	Rs. 59999.00	2 Days
15	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
16	Leadership Excellence and Effective Decision Making.	Rs. 59999.00	2Days
17	Enhancing Organizational Productivity Through Digital Transformation.	Rs. 59999.00	2Days
18	Innovation, Change Management for Organizational Excellence.	Rs. 59999.00	2Days
19	Work Life Balance and Stress Management.	Rs. 59999.00	2Days
20	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs. 59999.00	2Days
21	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs. 59999.00	2Days
22	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills	Rs. 69999.00	3 Days
23	Leadership and Decision Making	Rs. 59999.00	2 Days
24	Ethics and Values	Rs. 59999.00	2 Days
25	Swatch Bharat Mission	Rs. 59999.00	2 Days
26	Managing Stress for Personal Efficacy	Rs. 59999.00	2 Days
27	Digital Workplace: Essentials for non-IT Executives.	Rs. 59999.00	2Days
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34	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs. 59999.00	2Days
35	QA/QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs. 59999.00	2Days
36	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs. 59999.00	2Days
37	Building construction & maintenance	Rs. 59999.00	2Days
38	New Methods & Materials in Construction Technology & Building Repairing	Rs. 59999.00	2Days
39	Construction material (Road & Building)	Rs. 59999.00	2Days
40	Estimate/contract preparation	Rs. 69999.00	3 Days
41	Quality control & Quality assurance	Rs. 59999.00	2Days
42	Preliminary buildings & road construction requirement and survey.	Rs. 59999.00	2Days
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45	Quality Control and material Testing Procedures & Laboratory Practice	Rs. 59999.00	2Days
46	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs. 59999.00	2Days
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48	Planning of Electrical Sub Station. incl Fire Fighting Arrangements	Rs. 59999.00	2Days
49	Indoor and Outdoor lighting design & relevant NBC Provisions	Rs. 59999.00	2Days
50	Construction and maintenance of Flexible & Rigid Pavements including use of new materials & technologies	Rs. 59999.00	2Days
51	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	Rs. 59999.00	2Days
52	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs. 69999.00	3 Days
53	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs. 59999.00	2Days
54	Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.	Rs. 69999.00	3 Days
55	Application of GIS Software	Rs. 59999.00	2Days
56	Advances in alteration zone mapping using image processing of hyper spectral and Multispectral data for mineral investigation	Rs. 59999.00	2Days
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For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri. Somveer
Director (Training)





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By E-Mail & Registered Post

Ref No IISTD/R/23-47-2737

New Delhi

To
The Chief Secretary
Secretariat
Chandigarh, Haryana

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

- On 2 to 4 March, 2023 at Hotel Marigold Sarovar Portico, Shimla
- On 16 to 18 March, 2023 at Hotel Ramada, Darjeeling
- On 13 to 15 April, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 27 to 29 April, 2023 at Golden Tulip, Manali
- On 11 to 13 May, 2023 at Hotel Clarks Inn, Srinagar
- On 25 to 27 May, 2023 at The Den Corbett Resort, Jim Corbett
- On 8 to 10 June, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 26 to 28 June, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 26 to 28 July, 2023 at Hotel Park Inn by Radisson, Amritsar
- On 17 to 19 August, 2023 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

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



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4. The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.
5. The Training Programme is meant for PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.
 - Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
 - Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
 - Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
 - Removal of doubts and interaction with RTI experts.
6. Course Contents:
 - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
 - Role & Responsibilities of CPIO/Alternate CPIO
 - Role & Responsibilities of Appellate Authority
 - Analysis of Appellate Authority decisions- Case studies/Brainstorming
 - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
 - CIC guidelines and model code of conduct for FAAs
 - Interaction/Discussion/Quiz on RTI act 2005
7. The Workshop fee per participant will be

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

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.
9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

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

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- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

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

For India Institute of Secretariat Training & Development

Shri. Somveer
Director (Training)



Azadi
Mahotsav





India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/GEM/23-47-2737

New Delhi

To
The Chief Secretary
Secretariat
Chandigarh, Haryana

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

- On 2 to 4 March, 2023 at Hotel Marigold Sarovar Portico, Shimla
- On 16 to 18 March, 2023 at Hotel Ramada, Darjeeling
- On 13 to 15 April, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 27 to 29 April, 2023 at Golden Tulip, Manali
- On 11 to 13 May, 2023 at Hotel Clarks Inn, Srinagar
- On 25 to 27 May, 2023 at The Den Corbett Resort, Jim Corbett
- On 8 to 10 June, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 26 to 28 June, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 26 to 28 July, 2023 at Hotel Park Inn by Radisson, Amritsar
- On 17 to 19 August, 2023 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

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



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- Manual for Procurement of Goods (Updated June, 2022)
 - Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
 - Manual for Procurement of Works (Updated June, 2022)
4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 52,171 Buyer organizations and 1851222 Sellers and Service providers **Government e-Marketplace with its latest 4.0 upgrade is growing rapidly**. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
 - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
 - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
 - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.
6. Course Contents:
- General Financial Rules 2017:
- An overall perspective
 - Role of GFRs in Government Procurement
 - GFRs 2017 on Procurement of Goods
 - GFRs 2017 on Procurement of Services
- Manual for Procurement
- Manual for Procurement of Goods **Updated June, 2022**
 - Manual for Procurement of Consultancy & Other Services **Updated June, 2022**
 - Manual for Procurement of Works **Updated June, 2022**



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Government e-Marketplace (GeM)

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

7. The Workshop fee per participant will be

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

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

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

GENERAL INSTRUCTIONS

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



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

For India Institute of Secretariat Training & Development

Shri. Somveer
Director (Training)

