

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

Dated, Chandigarh the 27<sup>th</sup> April, 2023

To

All the Administrative Secretaries of Haryana State.

**Subject: - IISTD organizing- Executive Development Program\ International Study tour - call for nominations.**

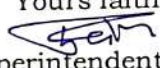
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Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 20.04.2023 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.

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

Dated Chandigarh, the 27<sup>th</sup> April, 2023

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 20.04.2023 for information.

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

27/4



Training Branch <branchtrg@gmail.com>

**Fwd: The Hon'ble Chief Secretary: IISTD organizing - Executive Development Program / International Study Tour - Call for Nominations**

1 message

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

20 April 2023 at 11:32

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>  
To: "Prabhjot Singh" <ssps@hry.nic.in>  
Sent: Wednesday, April 19, 2023 10:56:30 PM  
Subject: Fwd: The Hon'ble Chief Secretary: IISTD organizing - Executive Development Program / International Study Tour - Call for Nominations

Dear Sir/Madam,

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

Regards,  
PS/CS

From: directortraining@iistd.in  
To: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>  
Sent: Thursday, April 20, 2023 10:39:03 AM  
Subject: The Hon'ble Chief Secretary: IISTD organizing - Executive Development Program / International Study Tour - Call for Nominations

Training Branch

Diary No. 46900

- Dated 24/04/2023

By E-Mail & Registered Post

21/04

33.

Ref No IISTD/R/23-47-1162

New Delhi, Dated, 20 April 2023

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

**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).

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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)

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 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
- On 25-27 Sept, 2023 at Hotel Shanker, Kathmandu, Nepal
- On 26 - 28 Oct, 2023 at Hotel Golden Tulip, Manali

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](mailto:trg@iistd.in), [training@iistd.in](mailto:training@iistd.in),

Website: [www.iistd.in](http://www.iistd.in)





Virus-free. www.avast.com

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7 attachments

-  **EDP(1162).pdf**  
173K
-  **NominationForm.pdf**  
92K
-  **Inhouse(1162).pdf**  
215K
-  **Webinar(1162).pdf**  
174K
-  **StudyTour(1162).pdf**  
181K
-  **RTI(1162).pdf**  
170K
-  **GeM(1162).pdf**  
170K



# 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/23-47-1043

New Delhi

To  
KAUSHAL SANJEEV ,IAS  
Government Of 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 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 <sup>th</sup> 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/-       |



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

|           |                                                                                                                                                                                                                                     |                   |                                     |          |          |          |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------|----------|----------|----------|
| 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 Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress | 25 - 27 May, 2023 | The Den Corbett Resort, Jim Corbett | 29,999/- | 48,999/- | 59,999/- |
| 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                      | 29,999/- | 48,999/- | 59,999/- |



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|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------|----------|----------|----------|
|           |                                                                                                                                                                             |                    | Beach Resort, Goa                    |          |          |          |
| 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/- |
| 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                                                                                | 26 - 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | 59,999/- |



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|           |                                                                                                                                                          |                      |                                      |          |          |          |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------|----------|----------|----------|
|           | Capacity Building program in Govt. departments, autonomous bodies & PSUs                                                                                 |                      |                                      |          |          |          |
| 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/- |
| 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/- |



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|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------|----------|----------|----------|
| 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 Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs                                                       | 25-27 Sept, 2023  | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
| 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/- |



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Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. [www.iistd.in](http://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.

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

Shri Somveer



# India Institute of Secretariat Training & Development

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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 <input checked="" type="checkbox"/> | Non-Residential <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  |                                                 |                                          |



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By E-Mail & Registered Post

Ref No IISTD/R/23-47-1043

New Delhi

To,  
KAUSHAL SANJEEV ,IAS  
Government Of 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 | Swachh 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  |



# 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

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|    |                                                                                                                              |            |        |
|----|------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| 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.
- 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.

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# India Institute of Secretariat Training & Development

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- 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/23-47-1043

New Delhi

To,  
KAUSHAL SANJEEV, IAS  
Government Of 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 VIth 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  |
| 28 | Procurement & contract management for Building & Roads Projects                                                                              | Rs. 69999.00 | 3 Days |
| 29 | CPM tool for construction management                                                                                                         | Rs. 59999.00 | 2Days  |
| 30 | Project Management for Engineers                                                                                                             | Rs. 69999.00 | 3 Days |
| 31 | Project preparation, DPR preparation & Project Management in Construction Industry                                                           | Rs. 59999.00 | 2Days  |
| 32 | Feasibility study & preparation of detailed project reports (DPR).                                                                           | Rs. 59999.00 | 2Days  |
| 33 | Preparation of DPR and Tender Documents for Sewerage Schemes                                                                                 | Rs. 69999.00 | 3 Days |
| 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  |
| 43 | Modern Survey Techniques including GIS/GPS & total Station.                                                                                  | Rs. 69999.00 | 3 Days |
| 44 | Preparation of DPRs (Cost estimation) for Building & Roads Projects                                                                          | Rs. 59999.00 | 2Days  |
| 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  |
| 47 | Design Construction and Maintenance of Flexible Pavements.                                                                                   | 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  |
| 57 | Geochemical modeling for ore body knowledge and exploration targeting                                                         | Rs. 59999.00 | 2Days  |
| 58 | Advances in Geophysical data processing and modeling for subsurface imaging                                                   | Rs. 59999.00 | 2Days  |
| 59 | Advances in Hydrostatic rigs and deep hole drilling                                                                           | Rs. 59999.00 | 2Days  |
| 60 | Advances in exploration geology and geophysics using Artificial Intelligence and other new-age technologies                   | Rs. 59999.00 | 2Days  |
| 61 | Resource Estimation for Mineral Deposits.                                                                                     | Rs. 59999.00 | 2Days  |
| 62 | 3-D Modeling for Mineral Exploration.                                                                                         | Rs. 59999.00 | 2Days  |
| 63 | Basic principles of Exploration Project preparation, execution and its management.                                            | Rs. 59999.00 | 2Days  |

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

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- 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.
- 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)





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By E-Mail & Registered Post

Ref No IISTD/R/23-47-1043

New Delhi

To  
KAUSHAL SANJEEV ,IAS  
Government Of 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 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
- On 25-27 Sept, 2023 at Hotel Shanker, Kathmandu, Nepal
- On 26 - 28 Oct, 2023 at Hotel Golden Tulip, Manali

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.
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



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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/-+<br>18% GST Extra | Rs 48,999/-+<br>18% GST Extra | Rs 59,999/-+<br>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.

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- 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)





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By E-Mail & Registered Post

Ref No IISTD/GEM/23-47-1043

New Delhi

To  
KAUSHAL SANJEEV ,IAS  
Government Of 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 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
- On 25-27 Sept, 2023 at Hotel Shanker, Kathmandu, Nepal
- On 26 - 28 Oct, 2023 at Hotel Golden Tulip, Manali

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.
  - Manual for Procurement of Goods (Updated June, 2022)
  - Manual for Procurement of Consultancy & Other Services (Updated June, 2022)



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- 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)
  - Government e-Marketplace (GeM)
    - Overview of GeM and objectives



# India Institute of Secretariat Training & Development

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

7. The Workshop fee per participant will be

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

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

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

## GENERAL INSTRUCTIONS

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

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