

No.42/08/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 5th July, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Executive Development Programme-Call for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter No. NISTD/R/23-47-456 New Delhi dated 16th June, 2023 and e-mail dated 16.06.2023 received from The Addl. Director (Trg.) National Institute of Secretariat Training & Development Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, 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,
[Signature] 05/07/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/08/2023-3Trg.

Dated Chandigarh, 5th July, 2023

A copy is forwarded to The Addl. Director (Trg.) National Institute of Secretariat Training & Development Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India w.r.t his Email letter dated 03.04.2023 for information.

[Signature] 05/07/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Fwd: JND - Knowledge Co-creation Programme (International Study Tour) -Call For Nominations

1 message

16 June 2023 at 10:55

Prabhjot Singh <ssps@hry.nic.in>

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

Training Branch

Diary No. 85503

Dated 16/06/2023

From: manager@nistd.in

To: nistdjunaaid1@gmail.com, chairman@nistd.in, "Prabhjot Singh" <ssps@hry.nic.in>, jsps@hry.nic.in

Sent: Thursday, June 15, 2023 9:36:21 PM

Subject: JND - Knowledge Co-creation Programme (International Study Tour) -Call For Nominations

By E-Mail & Registered Post

Ref No:- NISTD/R/23-47-456
16th June, 2023 To,

New Delhi, India The Dated

The SPECIAL SECRETARY
POLITICAL & SERVICES
GOVERNMENT OF HARYANA
ssps@hry.nic.in
jsps@hry.nic.in

Subject:-Executive Development Program-Call for Nominations

Greeting From National Institute of Secretariat Training & Development I, New Delhi, India

Dear Sir/Madam,

Please find here with Attached.

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

Thanking You

Regards

National Institute Of Secretariat Training & Development

B-11C, Inderprastha, Tiila Shabajpur, NCR New Delhi,

Ghaziabad-201102, New Delhi, India

Ph. +91-120-2682107, 2682110, 2682111

Fax No:-+91-120-2682109, M-09811094923

E Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in





Knowledge Co-creation Programme (International Study Tour) -Call For Nominations.pdf

1236K



National Institute Of Secretariat Training & Development

Plot No B-11, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

By E-Mail & Registered Post

Ref No:- NISTD/R/23-47-456
To,

New Delhi, India The Dated 16th June, 2023

The SPECIAL SECRETARY
POLITICAL & SERVICES
GOVERNMENT OF HARYANA
ssps@hry.nic.in
jsps@hry.nic.in

Subject:-Executive Development Program-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), an autonomous body (Established under Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. NISTD 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 NISTD 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

S No	Topics	Date & Duration	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
NISTD001	Productivity improvement and modern office management	02-03 July,2023 (2 Days)	Hotel Shangri-la Leh UT Of Ladakh, India	29,690.00	46,390.00
NISTD 002	Effective spare parts management	02-03 July,2023 (2 Days)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	29,690.00	46,390.00
NISTD003	Public procurement and contract management/arbitrations	02-03 July,2023 (2 Days)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	29,690.00	46,390.00

NISTD004	Business Excellence for Organisational Performance	02-03 July,2023 (2 Days)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	29,690.00	46,390.00
NISTD005	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderence of Probabilty Vigilence	02-03 July,2023 (2 Days)	Saboo Resorts Leh- UT Of Ladakh,India	29,690.00	46,390.00
NISTD006	Advance Course On Secretarial Effectiveness : Capacity Building	02-03 July,2023 (2 Days)	Hotel Northern Singge Leh Leh, Ladakh,India	29,690.00	46,390.00
NISTD007	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	02-03 July,2023 (2 Days)	Spic N Span Hotel Ladakh, Leh,	29,690.00	46,390.00
NISTD008	Transformational Leadership & Managing Change	02-03 July,2023 (2 Days)	Spic N Span HotelLadakh, Leh,	29,690.00	46,390.00
NISTD009	Performance Management through Talent Management	23-24 July,2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
NISTD010	Stress Management for Achieving & Sustaining Performance	23-24 July,2023 (2 Days)	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
NISTD011	Smart Governance: Public Service Delivery in Digital India	23-24 July,2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
NISTD012	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-24 July,2023 (2 Days)	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
NISTD013	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	23-24 July,2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
NISTD014	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23-24 July,2023 (2 Days)	SNOW FLAKES RESORT & SPA Manali, Himachal Pradesh, India	29,690.00	46,390.00
NISTD015	"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"	23-24 July,2023 (2 Days)	SNOW FLAKES RESORT & SPA Manali, Himachal Pradesh, India	29,690.00	46,390.00
NISTD016	"Finance Management in Govt. with Financial & Administrative Powers	06-07 August,2023 (2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
NISTD017	Seminar on ISO 9001, ISO 14001 and ISO 45001.	06-07 August,2023 (2 Days)	VIVANTA KATHMANDU, Patan 44600,	29,690.00	46,390.00

			Nepal,		
NISTD018	Leadership Excellence and Effective Decision Making.	06-07 August,2023 (2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
NISTD019	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	06-07 August,2023 (2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
NISTD020	Total quality person (TQP), Work life Balance, Emotional Intelligence	06-07 August,2023 (2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
NISTD021	Quality Control & Quality Assurance, Under Capacity Building program	06-07 August,2023 (2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
NISTD022	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	06-07 August,2023 (2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
NISTD023	Project Management in Construction Industry, Under Capacity Building program	06-07 August,2023 (2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
NISTD024	Modern Survey Techniques Including GIS/GPS & total Station.	06-07 August,2023 (2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
NISTD025	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	06-07 August,2023 (2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
NISTD026	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs.	06-07 August,2023 (2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
NISTD027	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	06-07 August,2023 (2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
NISTD028	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	06-07 August,2023 (2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00

	Under Capacity Building program in Govt. departments, autonomous bodies & PSUs				
NISTD029	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 August, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD030	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 August, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
NISTD031	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 August, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
NISTD032	Right to Information Act for CPIO and Appellate Authorities	20-21 August, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD033	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies),	20-21 August, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD034	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 August, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD035	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 August, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD036	Book Keeping & Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 August, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD037	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 August, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
NISTD038	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 August, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00

NISTD039	Right to Information Act for CPIO and Appellate Authorities	20-21 August,2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD040	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies),	20-21 August,2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD041	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 August,2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD042	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 August,2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
NISTD043	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	24-25 September, 2023 (2 Days)	Hotel Le Maritime Kochi Kerala- 682 510	29,690.00	46,390.00
NISTD044	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	24-25 September, 2023 (2 Days)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	29,690.00	46,390.00
NISTD045	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression"	24-25 September, 2023 (2 Days)	HOLIDAY INN COCHIN Cochin, Kerla, India	29,690.00	46,390.00
NISTD046	"Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	24-25 September, 2023 (2 Days)	HOLIDAY INN COCHIN Cochin, Kerla, India	29,690.00	46,390.00
NISTD047	"Establishment Rules & General Administration Matters"	24-25 September, 2023 (2 Days)	Taj Malabar Resort & Spa Cochin, Kerla, India	29,690.00	46,390.00
NISTD048	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	24-25 September, 2023 (2 Days)	Taj Malabar Resort & Spa Cochin, Kerla, India	29,690.00	46,390.00
NISTD049	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	24-25 September, 2023 (2 Days)	Hotel Le Maritime Kochi Kerala- 682 510	29,690.00	46,390.00
NISTD050	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	24-25 September, 2023 (2 Days)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	29,690.00	46,390.00
NISTD051	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From	24-25 September, 2023	HOLIDAY INN COCHIN	29,690.00	46,390.00

	Time to Time with Focus On Recent Orders& Modified Assured Career Progression"	(2 Days)	Cochin, Kerla, India		
NISTD052	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules	24-25 September, 2023 (2 Days)	HOLIDAY INN COCHIN Cochin, Kerla, India	29,690.00	46,390.00
NISTD053	"Establishment Rules & General Administration Matters"	24-25 September, 2023 (2 Days)	Taj Malabar Resort & Spa Cochin, Kerla, India	29,690.00	46,390.00
NISTD054	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	24-25 September, 2023 (2 Days)	Taj Malabar Resort & Spa Cochin, Kerla, India	29,690.00	46,390.00
NISTD055	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	03-04 October, 2023 (2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
NISTD056	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules- 1 & 2	03-04 October, 2023 (2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
NISTD057	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	03-04 October, 2023 (2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
NISTD058	Advanced course on Record Management, Economic Reforms and Development	03-04 October, 2023 (2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
NISTD59	Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes	03-04 October, 2023 (2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
NISTD060	Modern Office Management and Modern Performance Management	03-04 October, 2023 (2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
NISTD061	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	03-04 October, 2023 (2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
NISTD062	Office Procedures including Noting and Drafting	03-04 October, 2023 (2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
NISTD063	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	03-04 October, 2023 (2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00

NISTD064	Advance Course on Secretarial Effectiveness: Capacity Building	03-04 October,202 3 (2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
NISTD065	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	03-04 October,202 3 (2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
NISTD066	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	03-04 October,202 3 (2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
NISTD067	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	03-04 October,202 3 (2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
NISTD068	Human Resource Management & Liaison Officers (SC/ST).	03-04 October,202 3 (2 Days)	Hotel Mulberry Kathmandu, Nepal	29,690.00	46,390.00
NISTD069	Citizen Centric & Service Delivery Approach & e-Office.	03-04 October,202 3 (2 Days)	Hotel Mulberry Kathmandu, Nepal	29,690.00	46,390.00
NISTD070	Big Data Analytics in Government (Basic)	03-04 October,202 3 (2 Days)	Hotel Mulberry Kathmandu, Nepal	29,690.00	46,390.00
NISTD071	Orientation Training Programme on Preventive Vigilance.	03-04 October,202 3 (2 Days)	Hotel Shambala Kathmandu, Nepal	29,690.00	46,390.00
NISTD072	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	03-04 October,202 3 (2 Days)	Hotel Shambala Kathmandu, Nepal	29,690.00	46,390.00
NISTD073	Digital Transformation of Organisation	03-04 October,202 3 (2 Days)	Hotel Shambala Kathmandu, Nepal	29,690.00	46,390.00
NISTD074	Centrifugal Pumps- how to efficiently operate & maintain them	03-04 October,202 3 (2 Days)	Hotel The Soaltee Kathmandu, Nepal	29,690.00	46,390.00
NISTD075	Performance Management for Organisational Effectiveness	03-04 October,202 3 (2 Days)	Hotel The Soaltee Kathmandu, Nepal	29,690.00	46,390.00
NISTD076	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e- PROCUREMENT	18-19 October,202 3 (2 Days)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	29,690.00	46,390.00

NISTD077	Gender Sensitisation	18-19 October,2023 (2 Days)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	29,690.00	46,390.00
NISTD078	Hands-on training on energy efficiency in electrical utilities	18-19 October,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	29,690.00	46,390.00
NISTD079	Advance course on RTI Act, 2005 and Modern Management Practices	18-19 October,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	29,690.00	46,390.00
NISTD080	Advance course on modern office and productivity management	18-19 October,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	29,690.00	46,390.00
NISTD081	Developing Managerial Leadership Skills	18-19 October,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	29,690.00	46,390.00

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

NISTD shall offer 5% discount on programme fee to organizations sponsoring 10 Nos participants and 06 % discount of programme fee to organizations sponsoring more than 10 Nos participants.

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) and site visits. The Non residential fee covers the Training charges, working lunch and sight visits only.
- For accompanying spouse (Single Sharing) and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.16,600 and Rs.9,600 + 18% GST respectively for the entire duration, payable to NISTD 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 NISTD 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.
- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however,

substitutions are allowed.

- NISTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NISTD will not be liable for medical expenses incurred by the participants during the program.
- NISTD will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants opting for the residential program should Check into the Hotel on the first day of the course & Check-out will be day 3 of the course.

The Institute encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

Inclusions

Stay In 4 Star Hotel, Daily Breakfast, Lunch & Dinner for each participant..The

training professional fee per Participant shall include following:-

Overall program management charges including faculty charges & Training infrastructure charges

PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to

The Program Coordinator (Executive Development Program)

National Institute Of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109,

WhatsAppNo +91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating **Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID** , along with Application form should reach at following address.

The Addl. Director (Trg.)

National Institute Of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Payment: In advance or before commencement of training program through RTGS/NEFT.

Accommodation would be available if confirmed in advance payment before Commencement of the Program.

OUR FACULTY

We have our own regular Faculty. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers .

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a RTGS/NEFT and should be sent in advance along with the Registration nomination (Enclosed)

Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

Cheques of Outstation Units will not be accepted.

Substitution of nominees is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel..

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a Two day Technical Workshop .Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Accommodation Breakfast, Dinner & Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate , Photography.

Transport:-The candidates have to make their own arrangements upto the Venue.Change

of Schedule

The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

You can call the Central Line +91-9811094923 for any queries regarding the Workshop.

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.

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

in anticipation, for any details please feel free to get in touch with undersigned.

Yours Truly,

For National Institute Of Secretariat Training & Development

Director (Training)



Application Form for Registration
Executive Development Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

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

Nomination Status

Residential

☐

Non-Residential (please tick)

☐

Date: _____

Signature _____

Place:- _____

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

