

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

Dated, Chandigarh the 11th March, 2024

To

All the Administrative Secretaries to Govt. Haryana.

Subject:I- Executive Development Programme – Call for nominations.

Subject:II- Knowledge Co-creation Programme (International Study Tour)- Call for Nominations.

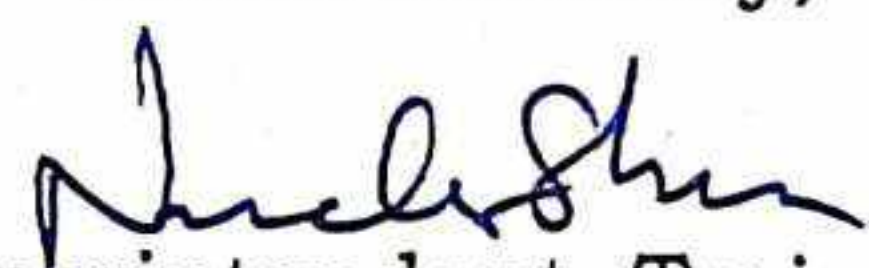
Subject:III- Capacity Building onsite Training programs for Engineers & Admin staff.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 26.02.2024 received from National Institute of Secretariat Training & Development Plot No. B-11C, Inderprastha, NCR New Delhi, Ghaziabad -201012, This e-mail has also been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 11th March, 2024

A copy of the above is forwarded to National Institute of Secretariat Training & Development Plot No. B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201012, w.r.t his Email letter dated 29.02.2024 for information.


Superintendent, Training

Fwd: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations
1 message

Rajesh Kumar Saini <usadmin@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

29 February 2024 at 09:39

From: additionaldirectorgeneral@nctsr.in
To: "Rajesh Kumar Saini" <usadmin@hry.nic.in>
Sent: Wednesday, February 28, 2024 5:04:48 AM
Subject: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

Training Branch
Diary No. 86449
Dated 29/02/24

National Institute of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax: +91-120-2682109, What'sApp: +91-9311034323
info@nistd.in / infonistd@gmail.com / www.nistd.in

Ref No 26-49-669, New Delhi Dated

To,

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer /
Chairman / Managing Director / Director / Competent Authority

SUBJECT: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program - Call for Nominations

Dear Sir/Madam,

Greetings from **National Institute of Secretariat Training & Development (NISTD)**, established by Govt. of NCT of Delhi, Labour Department. NISTD serves as an autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the **professional development of government officers**, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution, and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to **provide participants with a comprehensive understanding of cutting-edge practices and innovations globally**. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. The program addresses critical global challenges while emphasizing the development of **"Smart and Sustainable Cities"**. It offers a comprehensive array of training initiatives, spanning disciplines such as:

- Seismology

- Earthquake Engineering
- Tsunami Disaster Mitigation
- Operation and Maintenance of Urban Water Supply Systems
- Public Health
- Food Security
- Civil Supplies
- Disaster Risk Reduction
- Infrastructure Development
- Gender Mainstreaming Policies
- Renewable Energy
- Forestry Management.

Through these initiatives, participants **gain valuable insights into modern management practices**, enabling them to effectively contribute to the growth and sustainability of urban centres. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavour, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

The Executive Development Programs offered by the National Institute of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives.

These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to **access up-to-date managerial tools and techniques through formal education**. By delivering concise yet comprehensive content, NISTD'S Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations:

- Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services.
- Stress Management ensures the mental and emotional health of government officials, translating to better decision-making.
- Project and Financial Management are essential for efficient resource allocation and successful project execution.
- Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency.
- Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace.
- Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency.
- Digital Transformation enhances service delivery.
- Hazardous Waste Management aligns with environmental goals.

Overall, these topics collectively **empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavours**.

Please find here with attachment of Knowledge Co-creation Programme (International Study Tour), Executive Development Programmes & Onsite Training Program Call for Nominations For More Details Visit

Study Tour Brochures:

1. Click to see the file >>> Child protection system especially juvenile justice Protection of Children from Sexual Offence (Europe)
2. Click to see the file >>> Community Based Disaster Risk Reduction & Smart and Sustainable Cities under Capacity Build (Australia)
3. Click to see the file >>> Development of Urban Road Network Operation and Maintenance of Urban Water Supply System (Europe)
4. Click to see the file >>> Development of Urban Road Network Operation and Maintenance of Urban Water Supply System (Japan)
5. Click to see the file >>> Earthquake Brussels (Zurich & Amsterdam)
6. Click to see the file >>> Forestry Management (Singapore Malaysia Thailand)
7. Click to see the file >>> Gender Mainstreaming Policies for Government Officers & Smart and Sustainable Cities (Europe)
8. Click to see the file >>> Integrated Lake River and Coastal Basin Management (Europe)
9. Click to see the file >>> International Capacity Building Program on Smart City Power Health Infrastructure Building (Russia)



12. Clic to see the file >>> Leadership (Australia)
13. Clic to see the file >>> Leadership (Brussels Zurich Amsterdam)
14. Clic to see the file >>> Leadership (Paris Zurich)
15. Clic to see the file >>> Leadership (Russia)
16. Clic to see the file >>> Leadership (Singapore Malaysia Thailand)
17. Clic to see the file >>> Leadership (Spain Germany Stockholm)
18. Clic to see the file >>> Leadership (Tokyo)
19. Clic to see the file >>> Leadership (UK)
20. Clic to see the file >>> Middle East Models of Infrastructures (Dubai)
21. Clic to see the file >>> Participatory Irrigation Management System (UK)
22. Clic to see the file >>> Public health Food Civil Supplies Lifestyle Related Diseases Prevention & Smart and Sust (Australia)
23. Clic to see the file >>> Smart Metering E-Charging Renewable Energy Resources & Battery Energy Storage System (Russia)
24. Clic to see the file >>> Leadership (USA)
25. Clic to see the file >>> Urban Water Brussels Zurich (Amsterdam)

EDP Topic Brochures

1. Clic to see the file >>> Administrative effectiveness, focus RIT, preventive vigilance & e-Procurement
2. Clic to see the file >>> Big Data Analytics Preparation of Expenditure Finance Committee Standing Finance Committee
3. Clic to see the file >>> Developing Managerial Leadership Skills
4. Clic to see the file >>> Digital Transformation of Organisation
5. Clic to see the file >>> Drafting of Request for Proposal (RFP) Monitoring & Evaluation of Government Schemes
6. Clic to see the file >>> Rights of Persons with Disabilities (PWDs) Patent Agent Examination

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

Regards,

Akash Choudhary

Manager (TRG)

Mob: +91-9811094923

National Institute of Secretariat Training & Development

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

Ph. +91-120-2682107, 2682110, 2682111, Fax: +91-120-2682109, WhatsApp: +91-9811094923

info@nistd.in / infonistd@gmail.com / www.nistd.in

3 attachments

 **Executive Development Program-Call for Nominations.pdf**
1122K

 **Knowledge Co-creation Programme (International Study Tour).pdf**
1031K

 **Capacity Building Onsite Training programs for Engineers & Admin staff.pdf**
675K



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 Website:-www.nistd.in

Ref No EDP/M/63-36-669
To,

New Delhi, India
By E-mail

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer / Chairman /
Managing Director / Director / Competent Authority

Subject:-Executive Development Program-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Govt. of NCT of Delhi, Labour Department). NISTD serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.



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)
EDP 001	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 002	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 003	Digital Workplace : Essentials for non-IT Executives.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 004	<u>Leadership & Managerial Skills, Management & Business Administration</u>	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 005	Building Organizational Excellence in Digital Era.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 006	Organizational Productivity through Digital, Transformation.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 007	Supply chain management,	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 008	Construction Management TQM & Safety in Under Capacity Building program	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 009	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 010	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March,2024 Last Date 16th March 2024	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 011	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 012	<u>Leadership & Managerial Skills, Management & Business Administration</u>	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 013	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 014	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00

EDP 015	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Hotel Sentinel, Andaman & Nicobar	36,690.00	56,390.00
EDP 016	"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 & GST Under MACP" Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 017	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 018	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 019	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 020	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 021	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 022	Materials management and purchase policy & procedure, E-procurement & GST Under Capacity Building program	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Ultrakhand, India	36,690.00	56,390.00
EDP 023	Project Management for Engineers Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 024	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 025	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 026	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 027	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 028	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 029	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00

		Last Date 19th April,2024			
EDP 030	Government e-Market place (Portal), Procurement from GeM , e-tendering, e- Governance & GST	28-29 April,2024 Last Date 19th April,2024	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 031	PRP/ Schedule IV implementation, general requirements in Food Industry.	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 032	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 033	Leadership & Managerial Skills, Management & Business Administration	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 034	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 035	Advanced course on Record Management, Economic Reforms and Development	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 036	Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 037	Modern Office Management and Modern Performance Management	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 038	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 039	Office Procedures including Noting and Drafting	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 040	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 041	Advance Course on Secretarial Effectiveness: Capacity Building	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 042	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 043	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 044	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 045	Human Resource Management & Liaison Officers (SC/ST).	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

EDP 045 A	<u>Leadership & Managerial Skills, Management & Business Administration</u>	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 046	Citizen Centric & Service Delivery Approach & e-Office.	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 047	Big Data Analytics in Government (Basic)	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 048	Orientation Training Programme on Preventive Vigilance.	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 049	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 050	Digital Transformation of Organisation	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 051	Performance Management for Organisational Effectiveness	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 052	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 053	Gender Sensitization	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 054	Hands-on training on energy efficiency in electrical utilities	09-10 June,2024 (Last Date 06th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 055	Advance course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 056	Advance course on modern office and productivity management	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 057	Developing Managerial Leadership Skills	09-10 June,2024 (Last Date 06th June,2024)	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 058	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 059	Effective spare parts management	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span Hotel Ladakh, Leh,	36,690.00	56,390.00
EDP 060	Public procurement and contract management/arbitrations	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 060 A	Business Excellence for Organisational Performance	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 061	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderence of Probabilty Vigelence	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 062	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 063	Advance Course On Secretarial Effectiveness : Capacity Building	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh UT Of Ladakh,India	36,690.00	56,390.00

EDP 064	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 065	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 066	Performance Management through Talent Management	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 067	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 067 A	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 068	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 069	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules ,	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 070	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 071	"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 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 072	"Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06 th July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 073	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 July,2024 (Last Date 06 th July,2024)	Keys Select Hotel, Kochi Kochi , Kerala - 682013	36,690.00	56,390.00
EDP 074	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 075	Leadership Excellence and Effective Decision Making.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 075 A	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 076	Total quality person (TQP), Work life Balance, Emotional Intelligence	14-15 July,2024 (Last Date 06 th July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 077	Quality Control & Quality Assurance, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Taj Malabar Resort & Spa	36,690.00	56,390.00



EDP 078	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	14-15 July, 2024 (Last Date 06 th July, 2024)	Cochin, Kerala, India Horotel Kochi Indrapark, Cochin, Kerala, India	36,690.00	56,390.00
EDP 079	Project Management in Construction Industry, Under Capacity Building program	14-15 July, 2024 (Last Date 06 th July, 2024)	Horotel Kochi Indrapark, Cochin, Kerala, India	36,690.00	56,390.00
EDP 080	Modern Survey Techniques including GIS/GPS & total Station.	14-15 July, 2024 (Last Date 06 th July, 2024)	Horotel Kochi Indrapark, Cochin, Kerala, India	36,690.00	56,390.00
EDP 081	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	14-15 July, 2024 (Last Date 06 th July, 2024)	Radisson Blu Kochi Cochin, Kerala, India	36,690.00	56,390.00
EDP 082	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	14-15 July, 2024 (Last Date 06 th July, 2024)	Radisson Blu Kochi Cochin, Kerala, India	36,690.00	56,390.00
EDP 083	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	14-15 July, 2024 (Last Date 06 th July, 2024)	Radisson Blu Kochi Cochin, Kerala, India	36,690.00	56,390.00
EDP 084	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM), PFMS & GST " Under Capacity Building program	14-15 July, 2024 (Last Date 06 th July, 2024)	Radisson Blu Kochi Cochin, Kerala, India	36,690.00	56,390.00
EDP 085	Leadership & Managerial Skills, Management & Business Administration	28-29 July, 2024 (Last Date 19 th July, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 086	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	28-29 July, 2024 (Last Date 19 th July, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 087	Office Procedures including Noting and Drafting	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 088	Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO., Handling of CAT Cases	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 088 A	Citizen Centric & Service Delivery Approach & e-Office.	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 089	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 090	Leadership & Managerial Skills, Management & Business Administration	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 091	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	28-29 July, 2024 (Last Date 19 th July, 2024)	Regenta Central Srinagar Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 092	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	28-29 July, 2024 (Last Date 19 th July, 2024)	Regenta Central Srinagar Srinagar (Jammu & Kashmir)	36,690.00	56,390.00

EDP 093	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 093 A	Right to Information Act for CPIO and Appellate Authorities	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 094	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 095	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 096	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 097	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 098	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 099	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression"	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0100	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 0100 A	"Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 0101	"Establishment Rules & General Administration Matters"	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 0102	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0103	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0104	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0105	Project Management in Construction Industry,	25-26 August,2024 (Last Date 19 th August,2024)	Holiday Inn Chandigarh, UT, India	36,690.00	56,390.00
EDP 0106	Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00
EDP 0107	<u>Leadership & Managerial Skills, Management & Business Administration</u>	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00
EDP 0108	Construction Management TQM & Safety , CPM as Tool for	25-26 August,2024	Radisson Chandigarh UT India	36,690.00	56,390.00

	Construction Management, Project Management for Engineers ,	(Last Date 19 th August,2024)			
EDP 0109	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 0110	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 0110 A	Preventive Vigilance & Strategic Financial Management.	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 0110 B	Work Life Balance and Stress Management.	25-26 August,2024 (Last Date 19 th August,2024)	Holiday Inn Chandigarh, UT, India	36,690.00	56,390.00

Registration Form download :- https://nistd.co/EDP_Registration_form.pdf

Please find here with attachment of EDP Brochures

1. https://nistd.co/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_e-Procurement..pdf
2. https://nistd.co/Big_Data_Analytics,_Preparation_of_Expenditure_Finance_Committee%20Standing_Finance_Committee.pdf
3. https://nistd.co/Developing_Management_Leadership_Skills..pdf
4. https://nistd.co/Digital_Transformation_of_Organisation..pdf
5. [https://nistd.co/Drafting_of_Request_for_Proposal_\(RFP\)_Monitoring_&_Evaluation_of_Government_Schemes..pdf](https://nistd.co/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes..pdf)
6. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination%20\(1\)..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination%20(1)..pdf)
7. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination%20\(2\)..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination%20(2)..pdf)
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In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.
- NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
- Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.

- Upon successful completion of the program, participants will receive a Certificate of Participation.
 - Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.
 - The participants shall be awarded Certificate of Participation on successful completion of programme.
- The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop. These topics should naturally fall within the scope of the program's subject matter. Your input will contribute to tailoring the content to better suit the participants' needs and enhance the overall workshop experience.

Inclusions:

- Accommodation in 4 star hotel
- Daily breakfast for each participant
- The training professional fee per participant covers the following:
- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

PARTICIPANTS' PROFILE

The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

Substituting nominees is allowable.

Schedule of Breaks during the Training Session

MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM

LUNCHTIME: 01:00 PM to 02:00 PM

AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

PROVIDED BY US

- Accommodation
- Breakfast
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.



Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9811094923

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited sating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For National Institute Of Secretariat Training & Development



Deepak Kumar
Addl 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)

