

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

Dated, Chandigarh the 28th November, 2025

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:-** Sopa 9m: Call For Nominations- Executive Development Programme & Onsite Capacity Building Programmes.

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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 14.11.2025 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,

*Verni*  
Superintendent, Training

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

Dated Chandigarh, the 28<sup>th</sup> November, 2025

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 14.11.2025 for information.

*sd*  
Superintendent, Training



## National Institute Of Secretariat Training & Development (An ISO 9001:2015 Institute)

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

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

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

Ref No:-EDP/M/93-63-6393

New Delhi, Dated 12<sup>th</sup> November, 2025

To,

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

**Subject: Executive Development Program - Call for Nominations**

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) 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.

NISTD extends its services to various organisations from its headquarters and through 08 regional offices across the country manned by more than 80 full-time professionals. The clientele base of NISTD extends from Government, PSU, Private organisations as well as organisations of international repute. NISTD has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) Services to various organisations including Central Government Ministries and State Governments.

NISTD since its inception is leading the productivity movement in the country by extending its specialized consultancy and training services to various stakeholders in areas crucial to industrial economic growth with an objective to enhance profitability and competitiveness.

NISTD has also played a pivotal role over the past 25 years in capacity building of various stakeholders (Govt. PSU PVT) in order to achieve the productivity mandate. The training programs of NISTD are primarily focused on developing human resource: people who can act as catalysts for the productivity movement of Indian economy across various domains.

The Training calendar of NISTD for the Financial Year 2025-26 is compilation of self-run training programs at various locations across various subjects.

NISTD also conducts focused designed training programs as per special and customized requirements of Client organizations.

# **Fwd: Sopa9m:Call for Nominations - Executive Development & Onsite Capacity Building Programmes**

1 message

**SSPS Haryana** <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

24 November 2025 at 10:03

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>

To: "SSPS Haryana" <ssps@hry.nic.in>

Date: Mon, 24 Nov 2025 09:55:41 +0530

Subject: Fwd: Sopa9m:Call for Nominations - Executive Development & Onsite Capacity Building Programmes

===== Forwarded message =====

===== Forwarded message =====

From: membersecctary <membersecctary@nistd.org>

To: <cs@hry.nic.in>

Date: Fri, 14 Nov 2025 08:36:34 +0530

Subject: Sopa9m:Call for Nominations - Executive Development & Onsite Capacity Building Programmes

===== Forwarded message =====

To

The Chief Secretary

Government of Haryana Room No. 4, 4th Floor Haryana Civil Secretariat, Sector-1, Chandigarh – 160019

Sir/Madam,

The **National Institute of Secretariat Training & Development (NISTD)**, an autonomous body under the Government of NCT of Delhi, is pleased to present its key training offerings designed to strengthen the administrative and functional capabilities of government officers.

NISTD conducts two major formats of training:

## • **Executive Development Programmes (EDP):**

These are **residential, structured and detailed programmes** conducted at select locations across India. The annual EDP calendar covers essential areas such as administration, finance, procurement, ICT, leadership, behavioural skills, governance reforms, and specialised technical subjects. The programmes are facilitated by expert faculty and provide officers with comprehensive learning and exposure to best practices.

## • **Onsite Capacity Building Programmes:**

These programmes are **delivered directly at the department's premises** and can be fully **customized** based on the specific training needs of your organisation. Onsite programmes allow larger participation, minimise logistical challenges, and focus on practical, department-oriented learning for engineers, administrative staff, and other officials.

We request your kind consideration in **nominating suitable officers** for the upcoming EDPs and, if required, allowing us to organise **customised onsite programmes** for your department.

We look forward to your valued participation in these capacity-building initiatives.

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

Thanking You

Regards

For National Institute of Secretariat Training & Development

SD/-

Akash Choudhary

Manager (TRG)

Mob No +91-9811094923

National Institute of Secretariat Training & Development

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

142831  
24/11/25

11/24/25, 12:36 PM

Gmail - Fwd: Sopas9m:Call for Nominations - Executive Development & Onsite Capacity Building Programmes

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

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**2 attachments**

 **Capacity Building Onsite Training programs for Engineers Admin staff.pdf**  
669K

 **Executive Development Program - Call for Nominations.pdf**  
775K

## List of Executive Development Programs

|   |                                                                                                                |                        |                                    |           |           |
|---|----------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|-----------|-----------|
| 1 | Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management                               | 22-23<br>December,2025 | Goa, India                         | 56,890.00 | 36,690.00 |
| 2 | Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness                   | 22-23<br>December,2025 | Goa, India                         | 56,890.00 | 36,690.00 |
| 3 | Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR  | 22-23<br>December,2025 | Goa, India                         | 56,890.00 | 36,690.00 |
| 4 | Stress Management and Strategic Financial Planning for Organizational Excellence                               | 22-23<br>December,2025 | Goa, India                         | 56,890.00 | 36,690.00 |
| 5 | Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG                   | 22-23<br>December,2025 | Goa, India                         | 56,890.00 | 36,690.00 |
| 6 | Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming | 22-23<br>December,2025 | Goa, India                         | 56,890.00 | 36,690.00 |
| 7 | *Public Procurement, E-Procurement, Govt. E- Marketplace (GeM), PFMS & GST * Under Capacity Building program   | 12-13,<br>January,2026 | Cochin<br>(Kochi)<br>Kerala, India | 56,890.00 | 36,690.00 |

|    |                                                                                                                                                                            |                         |                                       |           |           |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------|-----------|-----------|
| 21 | Procurement, GeM and Contract Management                                                                                                                                   | 09-10<br>February, 2026 | Jim Corbett<br>(Uttarakhand)<br>India | 56,890.00 | 36,690.00 |
| 22 | Leadership & Managerial Skills, Management & Business Administration                                                                                                       | 09-10<br>February, 2026 | Jim Corbett<br>(Uttarakhand)<br>India | 56,890.00 | 36,690.00 |
| 23 | Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs | 09-10<br>February, 2026 | Jim Corbett<br>(Uttarakhand)<br>India | 56,890.00 | 36,690.00 |
| 24 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs,                   | 09-10<br>February, 2026 | Jim Corbett<br>(Uttarakhand)<br>India | 56,890.00 | 36,690.00 |
| 25 | "Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"                                                                      | 23-24<br>February, 2026 | Srinagar (Jammu & Kashmir)            | 56,890.00 | 36,690.00 |
| 26 | Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management                                                                                           | 23-24<br>February, 2026 | Srinagar (Jammu & Kashmir)            | 56,890.00 | 36,690.00 |
| 27 | e-governance & advance IT Tools: Transforming Government Sector" & GST Under Capacity Building                                                                             | 23-24<br>February, 2026 | Srinagar (Jammu & Kashmir)            | 56,890.00 | 36,690.00 |

|    |                                                                                                               |                      |                                 |           |           |
|----|---------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------|-----------|-----------|
| 8  | Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance  | 12-13, January, 2026 | Cochin (Kochi)<br>Kerala, India | 56,890.00 | 36,690.00 |
| 9  | e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building                 | 12-13, January, 2026 | Cochin (Kochi)<br>Kerala, India | 56,890.00 | 36,690.00 |
| 10 | Advance course on e Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR | 12-13, January, 2026 | Cochin (Kochi)<br>Kerala, India | 56,890.00 | 36,690.00 |
| 11 | Preventive Vigilance, E- Procurement and Key to Good Governance                                               | 12-13, January, 2026 | Cochin (Kochi)<br>Kerala, India | 56,890.00 | 36,690.00 |
| 12 | Behaviour Safety Improving safety culture at workplace                                                        | 12-13, January, 2026 | Cochin (Kochi)<br>Kerala, India | 56,890.00 | 36,690.00 |
| 13 | "Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation"                        | 23-24 January, 2026  | Sri Vijaya Puram (Port Blair)   | 56,890.00 | 36,690.00 |
| 14 | Office Management, Team Building, Leadership & Performance Management                                         | 23-24 January, 2026  | Sri Vijaya Puram (Port Blair)   | 56,890.00 | 36,690.00 |

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|----|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------|-----------|-----------|
| 15 | Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness                                                             | 23-24<br>January, 2026  | Sri Vijaya<br>Puram (Port<br>Blair)   | 56,890.00 | 36,690.00 |
| 16 | Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance                                             | 23-24<br>January, 2026  | Sri Vijaya<br>Puram (Port<br>Blair)   | 56,890.00 | 36,690.00 |
| 17 | "Public Procurement, E – Procurement, Govt. E-Marketplace (GeM), PFMS & GST " Under Capacity Building program                                            | 23-24<br>January, 2026  | Sri Vijaya<br>Puram (Port<br>Blair)   | 56,890.00 | 36,690.00 |
| 18 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs. | 23-24<br>January, 2026  | Sri Vijaya<br>Puram (Port<br>Blair)   | 56,890.00 | 36,690.00 |
| 19 | Project Management and Financial Management                                                                                                              | 09-10<br>February, 2026 | Jim Corbett<br>(Uttarakhand)<br>India | 56,890.00 | 36,690.00 |
| 20 | Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming                                           | 09-10<br>February, 2026 | Jim Corbett<br>(Uttarakhand)<br>India | 56,890.00 | 36,690.00 |

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|----|--------------------------------------------------------------------------------------------------|-------------------------|----------------------------|-----------|-----------|
| 28 | Environmental, Social, and Governance (ESG): A Pathway to Sustainability and Net Zero Transition | 23-24<br>February, 2026 | Srinagar (Jammu & Kashmir) | 56,890.00 | 36,690.00 |
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| 29 | Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management                                                                               | 23-24<br>February, 2026 | Srinagar (Jammu & Kashmir)    | 56,890.00 | 36,690.00 |
| 30 | Advance Course on RTI Act, 2005 and Modern HR Practices                                                                                                  | 23-24<br>February, 2026 | Srinagar (Jammu & Kashmir)    | 56,890.00 | 36,690.00 |
| 31 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs. | 09-10<br>March, 2026    | Darjeeling West Bengal, India | 56,890.00 | 36,690.00 |
| 32 | *Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST * Under Capacity Building program                                          | 09-10<br>March, 2026    | Darjeeling West Bengal, India | 56,890.00 | 36,690.00 |
| 33 | Effective Office Administration and Financial Management                                                                                                 | 09-10<br>March, 2026    | Darjeeling West Bengal, India | 56,890.00 | 36,690.00 |

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



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|----|---------------------------------------------------------------------|---------------------|----------------------------------|-----------|-----------|
| 34 | Advanced Course on Leadership Excellence & Productivity Management, | 09-10<br>March,2026 | Darjeeling West<br>Bengal, India | 56,890.00 | 36,690.00 |
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|----|---------------------------------------|---------------------|----------------------------------|-----------|-----------|
| 35 | Stress Management & Work Life Balance | 09-10<br>March,2026 | Darjeeling West<br>Bengal, India | 56,890.00 | 36,690.00 |
|----|---------------------------------------|---------------------|----------------------------------|-----------|-----------|

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------|-----------|-----------|
| 36 | Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs | 09-10<br>March,2026 | Darjeeling West<br>Bengal, India | 56,890.00 | 36,690.00 |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------|-----------|-----------|

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|----|---------------------------------------------------------|---------------------|-----------|-----------|-----------|
| 37 | Advance Course on RTI Act, 2005 and Modern HR Practices | 23-24<br>March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |
|----|---------------------------------------------------------|---------------------|-----------|-----------|-----------|

|    |                                                  |                     |           |           |           |
|----|--------------------------------------------------|---------------------|-----------|-----------|-----------|
| 38 | Productivity Edge: Stress Free Work Life Balance | 23-24<br>March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |
|----|--------------------------------------------------|---------------------|-----------|-----------|-----------|

|    |                                                                                                                |                     |           |           |           |
|----|----------------------------------------------------------------------------------------------------------------|---------------------|-----------|-----------|-----------|
| 39 | Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming | 23-24<br>March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |
|----|----------------------------------------------------------------------------------------------------------------|---------------------|-----------|-----------|-----------|

|    |                                                          |                     |           |           |           |
|----|----------------------------------------------------------|---------------------|-----------|-----------|-----------|
| 40 | Effective Office Administration and Financial Management | 23-24<br>March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |
|----|----------------------------------------------------------|---------------------|-----------|-----------|-----------|

|    |                                                                     |                     |           |           |           |
|----|---------------------------------------------------------------------|---------------------|-----------|-----------|-----------|
| 41 | Advanced Course on Leadership Excellence & Productivity Management, | 23-24<br>March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |
|----|---------------------------------------------------------------------|---------------------|-----------|-----------|-----------|

|    |                                                                                                              |                   |           |           |           |
|----|--------------------------------------------------------------------------------------------------------------|-------------------|-----------|-----------|-----------|
| 42 | Stress Management & Work Life Balance                                                                        | 23-24 March, 2026 | Jaisalmer | 56,890.00 | 36,690.00 |
| 43 | Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance | 23-24 March, 2026 | Jaisalmer | 56,890.00 | 36,690.00 |

## "Essential Instructions for Nominating Officials"

1. All programs intend to provide a broad perspective on the topic and are applicable to all levels of employees.
2. The last date to receive nominations is one week before the scheduled date of the program.
3. NISTD shall offer a 5% discount on participation fee to organizations sponsoring more than 10 participants in any program.
4. The participants shall be awarded Certificates of Participation on successful completion of the program. Attendance is mandatory for all participants.
5. Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends.
6. Participants choosing the residential program will be accommodated for **4 days and 3 nights**.
7. Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner at hotel.

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

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

### 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.

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.