

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

Dated, Chandigarh the 10th June, 2026

To

All the Administrative Secretaries to Government, Haryana.

Subject:- Call for Nominations - International Study Tour, Executive Development Program, In-House & Online Training Programs, RTI & GeM Training, Webinars in collaboration with IISTD

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 19.05.2026 received from Sh. Somveer, Director (Training), India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi-110053 alongwith enclosures for further necessary action. This letter 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,


Deputy Superintendent, Training

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

Dated Chandigarh, the 10th June, 2026

A copy of the above is forwarded to Sh. Somveer, Director (Training), India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi-110053 w.r.t e-mail dated 15.05.2026 for information.

— Sd —
Deputy Superintendent, Training

Fwd: The Chief Secretary: in collaboration with IISTD organizing - In-house Short-Term Training/ Executive Development Program-Call for Nomination

1 message

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

20 May 2026 at 09:22

Handwritten signature and notes:
S Tg.
20/5/26

==== Forwarded message =====
From: Anurag Rastogi <cs@hry.nic.in>
To: "SPS Haryana"<ssps@hry.nic.in>
Date: Wed, 20 May 2026 09:22:04 +0530
Subject: Fwd: The Chief Secretary: in collaboration with IISTD organizing - In-house Short-Term Training/ Executive Development Program-Call for Nomination
==== Forwarded message =====

Anurag Rastogi

Training Branch
CFMS/Diary No. 57461
Dated 20/5/26

==== Forwarded message =====
From: MANAGER <managertraining@iistd.in>
To: <cs@hry.nic.in>
Date: Tue, 19 May 2026 23:47:25 +0530
Subject: The Chief Secretary: in collaboration with IISTD organizing - In-house Short-Term Training/ Executive Development Program-Call for Nomination
==== Forwarded message =====

By E-Mail & Registered Post

Ref No IISTD/NEW/26-8-1443

New Delhi, Dated, 19 May 2026

To,
The Chief Secretary
Haryana

Subject: Call for Nominations ? International Study Tour, Executive Development Program, In-House & Online Training Programs, RTI & GeM Training, Webinars in collaboration with IISTD

Dear Sir/Madam,

The India Institute of Secretariat Training & Development (IISTD), an autonomous institute registered with the Department of Labour, Government of NCT of Delhi, and the Ministry of Micro, Small and Medium Enterprises under the Societies Registration Act XXI of 1860, is committed to imparting training to officers of the Central Secretariat Service (CSS) and other organized/subsidiary services functioning within the Central Secretariat.

Enclosed herewith are details of the forthcoming training programs along with the Nomination Form:

1. International Study Tour (Knowledge Co-Creation Programme) ? Call for Nominations (StudyTour.pdf)
2. Executive Development Programs (EDP.pdf)
3. In-house Short-Term Training for Engineers, Secretaries, Executives, Assistants & Administrative Staff (Inhouse.pdf)

5. Three-Day Training Program on the Right to Information Act for CPIOs and Appellate Authorities (RTI.pdf)

6. Three-Day Training Program on GFR 2017, Government e-Marketplace, and Procurement Manual (Updated June 2022) (Gem.pdf)

7. Three-Day Training Program on Administrative Vigilance and Prevention of Corruption ? including handling/scrutiny/investigation of complaints, disciplinary enquiry principles & practices, and training on the Digital Personal Data Protection Act 2023 & Privacy Compliance (Vigilance.pdf)

8. Nomination Form (NominationForm.pdf)

Schedule of Administrative Vigilance & Digital Personal Data Protection Training Programs, RTI & GeM Training Programs:

- ◆ 16?18 June 2026 ? Hotel Olive County, Manali
- ◆ 21?23 July 2026 ? Hotel Bogmallo Beach Resort, Goa
- ◆ 17?19 August 2026 ? Hotel Deskitsal, Leh Ladakh
- ◆ 22?24 September 2026 ? Hotel Asian Park, Srinagar, Kashmir
- ◆ 06?08 October 2025 ? Hotel Ramada by Wyndham, Darjeeling
- ◆ 25?27 November 2026 ? Lemon Tree Hotel, Port Blair
- ◆ 15?17 December 2026 ? Hotel La Nicholas (Summit Hotels), Shillong
- ◆ 18?20 January 2027- Corbett The Grand, Jim Corbett
- ◆ 16?18 February 2027- Hotel Bogmallo Beach Resort, Goa
- ◆ 01?03 March 2027- Gangtok Lemon Tree

You are kindly requested to forward nominations of suitable candidates at the earliest convenience.

Confirmation of participation and further response would be highly appreciated.

Thanking You

Regards

Shri. Somveer

Director (Training)

India Institute of Secretariat Training & Development

L-29/26, Jai Prakash Nagar, G-8, Delhi-110053

Ph. +011-22941056 & 22941014, Mobile: 9891987306

E-Mail: trg@iistd.in, training@iistd.in, Website: www.iistd.in



8 attachments

-  **EDP(1443).pdf**
362K
-  **NominationForm.pdf**
846K
-  **Inhouse(1443).pdf**
279K
-  **Webinar(1443).pdf**
321K
-  **StudyTour(1443).pdf**
350K
-  **RTI(1443).pdf**
353K
-  **GeM(1443).pdf**
319K
-  **Vigilance(1443).pdf**
328K



India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

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

By E-Mail & Registered Post

Ref No IISTD/IND/EDP/26-8-1443

New Delhi

To
The Chief Secretary
Haryana

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

The **Executive Development Programmes** offered by IISTD are built on the principle of continual learning. They are especially suited for working professionals who face time constraints and find it challenging to commit to long-duration courses. These programmes provide a valuable opportunity for individuals who may not have had access to formal management education to stay updated with the latest managerial tools, techniques, and practices.

Training Program Schedule

Duration: 3 Days

Course Fee (per participant):

Category	Fee (₹)	GST (18%) Extra	Inclusions
Non-Residential	29,999	Applicable	Training charges + Working lunch only
Residential (Twin Sharing)	48,999	Applicable	Training charges + Boarding & lodging
Residential (Single Sharing)	59,999	Applicable	Training charges + Boarding & lodging

Venue: Hotel Olive County, Manali.

Dates: 16-18 June 2026

- IISTD 191 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 192 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD AI5 – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- IISTD AI6 – National Programme on Artificial Intelligence (NPAI) Skilling Framework
- IISTD AI7 – Artificial Intelligence & Ethics: An Indian Perspective for a Trusted Digital Future
- IISTD AI8 – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI



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- IISTD 193 – Transparency Audit under Section 4 of RTI Act, 2005
- IISTD 194 – Team Dynamics, Leadership, Strategic Vision, Synergy & Effective Communication
- IISTD 195 – Total Quality Person (TQP), Work-Life Balance & Emotional Intelligence
- IISTD 196 – Professional & Personal Life Balance for Organizational Productivity
- IISTD 197 – Handling Court Cases & Legal Matters
- IISTD 198 – DPC Proceedings & Seniority
- IISTD 199 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 200 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 201 – Emotional Intelligence for Leadership & Work-Life Balance
- IISTD 202 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 203 – Systematic Problem Solving, Conflict Resolution & Change Management
- IISTD 204 – Leadership & Managerial Skills, Business Administration
- IISTD 205 – Work-Life Balance & Stress Management (Zen Mind Approach)

Venue: Hotel Bogmallo Beach Resort, Goa.

Dates: 21–23 July 2026

- IISTD 206 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 207 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 208 – Quality Control & Quality Assurance in Construction
- IISTD 209 – Preparation of DPRs (Cost Estimation) for Building & Road Projects
- IISTD 210 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD AI1 – AI for Efficiency: Transforming Office Productivity in the Digital Age
- IISTD AI2 – Prompt Engineering for Governments: Public Sector Innovation
- IISTD AI3 – AI Training Programme for Bureaucrats: Future-Ready Governance
- IISTD AI4 – Prompt Engineering with Generative AI
- IISTD 211 – Systematic Problem Solving, Conflict Resolution & Change Management
- IISTD 212 – Handling Court Cases & Legal Matters
- IISTD 213 – DPC Proceedings & Seniority
- IISTD 214 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 215 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 216 – Modern Survey Techniques including GIS/GPS & Total Station
- IISTD 217 – Public Procurement & Contracts Management
- IISTD 218 – Negotiation & Conflict Resolution Strategies
- IISTD 219 – CPM Tool for Construction Management & Project Management in Construction Industry
- IISTD 220 – Work-Life Balance & Stress Management (Zen Mind Approach)

Venue: Hotel Deskitsal, Leh Ladakh.

Dates: 17–19 August 2026

- IISTD 221 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 222 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 223 – Transparency Audit under Section 4 of RTI Act, 2005
- IISTD 224 – Team Dynamics, Leadership, Strategic Vision, Synergy & Effective Communication
- IISTD 225 – Total Quality Person (TQP), Work-Life Balance & Emotional Intelligence
- IISTD 226 – Professional & Personal Life Balance for Organizational Productivity
- IISTD 227 – Emotional Intelligence for Leadership & Work-Life Balance



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

- **IISTD A15** – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- **IISTD A16** – National Programme on Artificial Intelligence (NPAI) Skilling Framework
- **IISTD A17** – Artificial Intelligence & Ethics: An Indian Perspective for a Trusted Digital Future
- **IISTD A18** – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- **IISTD 228** – Stress Management & Staff Development for Efficiency & Behavioral Skills
- **IISTD 229** – Handling Court Cases & Legal Matters
- **IISTD 230** – DPC Proceedings & Seniority
- **IISTD 231** – Prevention of Sexual Harassment at Workplace (ICC Members)
- **IISTD 232** – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- **IISTD 233** – Systematic Problem Solving, Conflict Resolution & Change Management
- **IISTD 234** – Leadership & Managerial Skills, Business Administration
- **IISTD 235** – Work-Life Balance & Stress Management (Zen Mind Approach)

Venue: Hotel Asian Park, Srinagar, Kashmir.

Dates: 22–24 September 2026

- **IISTD 236** – GFR 2017, Government e-Market & Latest Procurement Manual
- **IISTD 237** – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- **IISTD 238** – Transparency Audit under Section 4 of RTI Act, 2005
- **IISTD 239** – Roster Writing & Reservation Policy (SCs, STs, OBCs, PwDs) & Recruitment Rules
- **IISTD 240** – PFMS, Accounting Rules & Strategy for Accrual System in Govt. Bodies/PSUs
- **IISTD 241** – Bookkeeping & Accounting Standards with Accrual System Implementation
- **IISTD A11** – AI for Efficiency: Transforming Office Productivity in the Digital Age
- **IISTD A12** – Prompt Engineering for Governments: Public Sector Innovation
- **IISTD A13** – AI Training Programme for Bureaucrats: Future-Ready Governance
- **IISTD A14** – Prompt Engineering with Generative AI
- **IISTD 242** – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- **IISTD 243** – e-Governance & Advanced IT Tools, GST under Capacity Building
- **IISTD 244** – Environment, Social & Governance (ESG): Path to Sustainability
- **IISTD 245** – Stress Management & Staff Development for Efficiency & Behavioral Skills
- **IISTD 246** – Finance Management & Administrative Powers in Govt. Bodies/PSUs
- **IISTD 247** – Handling Court Cases & Legal Matters
- **IISTD 248** – DPC Proceedings & Seniority
- **IISTD 249** – Prevention of Sexual Harassment at Workplace (ICC Members)

Venue: Hotel Ramada by Wyndham, Darjeeling.

Dates: 06–08 October 2026

- **IISTD 250** – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- **IISTD 251** – GFR 2017, Government e-Market & Latest Procurement Manual
- **IISTD 252** – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- **IISTD 253** – Transparency Audit under Section 4 of RTI Act, 2005
- **IISTD 254** – Team Dynamics, Leadership, Strategic Vision, Synergy & Effective Communication
- **IISTD A15** – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- **IISTD A16** – National Programme on Artificial Intelligence (NPAI) Skilling Framework
- **IISTD A17** – Artificial Intelligence & Ethics: An Indian Perspective for a Trusted Digital Future
- **IISTD A18** – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI



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- IISTD 255 – Total Quality Person (TQP), Work-Life Balance & Emotional Intelligence
- IISTD 256 – Professional & Personal Life Balance for Organizational Productivity
- IISTD 257 – Emotional Intelligence for Leadership & Work-Life Balance
- IISTD 258 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 259 – Systematic Problem Solving, Conflict Resolution & Change Management
- IISTD 260 – Leadership & Managerial Skills, Business Administration
- IISTD 261 – Work-Life Balance & Stress Management (Zen Mind Approach)
- IISTD 262 – Handling Court Cases & Legal Matters
- IISTD 263 – DPC Proceedings & Seniority
- IISTD 264 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 265 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development

Venue: Lemon Tree Hotel, Port Blair.

Dates: 25–27 November 2026

- IISTD 266 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 267 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 268 – Transparency Audit under Section 4 of RTI Act, 2005
- IISTD 269 – Roster Writing & Reservation Policy (SCs, STs, OBCs, PwDs) & Recruitment Rules
- IISTD 270 – PFMS, Accounting Rules & Strategy for Accrual System in Govt. Bodies/PSUs
- IISTD AI1 – AI for Efficiency: Transforming Office Productivity in the Digital Age
- IISTD AI2 – Prompt Engineering for Governments: Public Sector Innovation
- IISTD AI3 – AI Training Programme for Bureaucrats: Future-Ready Governance
- IISTD AI4 – Prompt Engineering with Generative AI
- IISTD 271 – Bookkeeping & Accounting Standards with Accrual System Implementation
- IISTD 272 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 273 – e-Governance & Advanced IT Tools, GST under Capacity Building
- IISTD 274 – Environment, Social & Governance (ESG): Path to Sustainability
- IISTD 275 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 276 – Finance Management & Administrative Powers in Govt. Bodies/PSUs
- IISTD 277 – Handling Court Cases & Legal Matters
- IISTD 278 – DPC Proceedings & Seniority
- IISTD 279 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 280 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development

Venue: Hotel La Nicholas (Summit Hotels), Shillong.

Dates: 15–17 December 2026

- IISTD 281 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 282 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 283 – Transparency Audit under Section 4 of RTI Act, 2005
- IISTD 284 – Team Dynamics, Leadership, Strategic Vision, Synergy & Effective Communication
- IISTD 285 – Total Quality Person (TQP), Work-Life Balance & Emotional Intelligence
- IISTD 286 – Professional & Personal Life Balance for Organizational Productivity
- IISTD 287 – Handling Court Cases & Legal Matters
- IISTD AI5 – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- IISTD AI6 – National Programme on Artificial Intelligence (NPAI) Skilling Framework



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

- IISTD A17 – Artificial Intelligence & Ethics: An Indian Perspective for a Trusted Digital Future
- IISTD A18 – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- IISTD 288 – DPC Proceedings & Seniority
- IISTD 289 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 290 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 291 – Emotional Intelligence for Leadership & Work-Life Balance
- IISTD 292 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 293 – Systematic Problem Solving, Conflict Resolution & Change Management
- IISTD 294 – Leadership & Managerial Skills, Business Administration
- IISTD 295 – Work-Life Balance & Stress Management (Zen Mind Approach)

Venue: Corbett The Grand, Jim Corbett

Dates: 18–20 January 2027

- IISTD 296 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 297 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 298 – Transparency Audit under Section 4 of RTI Act, 2005
- IISTD 299 – Roster Writing & Reservation Policy (SCs, STs, OBCs, PwDs) & Recruitment Rules
- IISTD 300 – PFMS, Accounting Rules & Strategy for Accrual System in Govt. Bodies/PSUs
- IISTD 301 – AI for Efficiency: Transforming Office Productivity in the Digital Age
- IISTD 302 – Prompt Engineering for Governments: Public Sector Innovation
- IISTD 303 – AI Training Programme for Bureaucrats: Future-Ready Governance
- IISTD 304 – Prompt Engineering with Generative AI
- IISTD 305 – Bookkeeping & Accounting Standards with Accrual System Implementation
- IISTD 306 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 307 – e-Governance & Advanced IT Tools, GST under Capacity Building
- IISTD 308 – Environment, Social & Governance (ESG): Path to Sustainability
- IISTD 309 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 310 – Finance Management & Administrative Powers in Govt. Bodies/PSUs
- IISTD 311 – Handling Court Cases & Legal Matters
- IISTD 312 – DPC Proceedings & Seniority
- IISTD 313 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 314 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development

Venue: Hotel Bogmallo Beach Resort, Goa.

Dates: 16–18 February 2027

- IISTD 315 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 316 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 317 – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- IISTD 318 – National Programme on Artificial Intelligence (NPAI) Skilling Framework
- IISTD 319 – Artificial Intelligence & Ethics: An Indian Perspective for a Trusted Digital Future
- IISTD 320 – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI
- IISTD 321 – Transparency Audit under Section 4 of RTI Act, 2005
- IISTD 322 – Team Dynamics, Leadership, Strategic Vision, Synergy & Effective Communication
- IISTD 323 – Total Quality Person (TQP), Work-Life Balance & Emotional Intelligence
- IISTD 324 – Professional & Personal Life Balance for Organizational Productivity



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- IISTD 325 – Handling Court Cases & Legal Matters
- IISTD 326 – DPC Proceedings & Seniority
- IISTD 327 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 328 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 329 – Emotional Intelligence for Leadership & Work-Life Balance
- IISTD 330 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 331 – Systematic Problem Solving, Conflict Resolution & Change Management
- IISTD 332 – Leadership & Managerial Skills, Business Administration
- IISTD 333 – Work-Life Balance & Stress Management (Zen Mind Approach)

Venue: Gangtok Lemon Tree

Dates: 01–03 March 2027

- IISTD 334 – GFR 2017, Government e-Market & Latest Procurement Manual
- IISTD 335 – RTI Act 2005: Implementation Strategies, Case Studies, Court Judgements & Record Management
- IISTD 336 – Quality Control & Quality Assurance in Construction
- IISTD 337 – Preparation of DPRs (Cost Estimation) for Building & Road Projects
- IISTD 338 – Stress Management & Staff Development for Efficiency & Behavioral Skills
- IISTD 339 – AI for Efficiency: Transforming Office Productivity in the Digital Age
- IISTD 340 – Prompt Engineering for Governments: Public Sector Innovation
- IISTD 341 – AI Training Programme for Bureaucrats: Future-Ready Governance
- IISTD 342 – Prompt Engineering with Generative AI
- IISTD 343 – Systematic Problem Solving, Conflict Resolution & Change Management
- IISTD 344 – Handling Court Cases & Legal Matters
- IISTD 345 – DPC Proceedings & Seniority
- IISTD 346 – Prevention of Sexual Harassment at Workplace (ICC Members)
- IISTD 347 – Corporate Social Responsibility (CSR): Business Meets Community for Sustainable Development
- IISTD 348 – Modern Survey Techniques including GIS/GPS & Total Station
- IISTD 349 – Public Procurement & Contracts Management
- IISTD 350 – Negotiation & Conflict Resolution Strategies
- IISTD 351 – CPM Tool for Construction Management & Project Management in Construction Industry
- IISTD 352 – Work-Life Balance & Stress Management (Zen Mind Approach)

Enclosed with this letter are the *Terms and Conditions* of the programme, the nomination form, and other relevant documents. Programme details are also available on our official website: www.iistd.in. In addition to the scheduled programmes, we also offer **customized training programmes** tailored to organizational needs. We welcome invitations to conduct **On-Site Training Programmes** at your premises.

General Instructions

- Tickets should be booked only after receiving confirmation from IISTD.
- The **Residential Participation Fee** includes professional training charges along with boarding and lodging.
- The **Non-Residential Fee** covers training charges and working lunch only.
- For accompanying spouse/children (aged 5–12 years), tentative charges are payable in advance.
- Fees once deposited are **non-refundable**; however, substitutions are permitted.
- Acceptance of nominations is subject to seat availability and receipt of participation fee by the last date of nomination.



India Institute of Secretariat Training & Development

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- Accommodation before or after the programme dates will not be provided by IISTD; participants requiring it must arrange independently.
- Participation fee is non-refundable, but substitution or adjustment against future nominations is allowed.
- Participants will receive **soft copy course material** during the programme.
- Expert faculty from industry will deliver two topics each in the forenoon and afternoon sessions.
- In case of non-availability of rooms at the proposed hotel, equivalent accommodation will be arranged.

Programme Benefits

These programmes are designed to help officers from **Central/State Governments, Public Sector Enterprises, Universities, Autonomous Institutions, and the Private Sector** identify systemic gaps and enhance efficiency. This, in turn, contributes to strengthening the economy and employment opportunities at both central and state levels.

Nomination Guidelines

- Early nominations in the prescribed pro-forma from ministries, departments, attached and subordinate offices, autonomous bodies, and statutory/regulatory organizations are highly encouraged.
- Since seats are limited, registrations will be accepted strictly on a **first-come, first-served basis**.
- Ministries/Departments are requested to nominate officers/staff engaged in **Public Procurement**, directly or indirectly.
- Considering staff rotations due to transfers, even officers/staff not currently working in procurement may be nominated.
- Ministries/Departments may also direct their attached/subordinate offices and autonomous/statutory bodies to nominate officials for the training.

Payment Details

Payment should be made **in advance or before commencement of the programme** via RTGS/Bank Draft in favor of "**India Institute of Secretariat Training & Development**" payable at New Delhi.

For further details, please feel free to contact the undersigned. We thank you in anticipation and assure you of our best services. We look forward to your confirmation and early response.

For India Institute of Secretariat Training & Development

Somveer

Shri Somveer
Director (Training)





India Institute of Secretariat Training & Development

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Phone: 011 22941056 & 22941014, Mobile: 9891987306

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

Training Nomination Form	
Name of the Programme:	
Date & Location of Training Programme:	
Particulars of Nominee	
Name of the Participant(s)	
Designation	
Mailing Address	
Contact Number (with STD Code)	
Office: Fax	
E-Mail	
Nomination Status (please tick)	Non- Residential <input type="checkbox"/> Twin Sharing <input type="checkbox"/> Single Sharing <input type="checkbox"/>
Signature of the Participant	
Sponsor Details	
Sponsoring Organization	
Address	
GST Code	
E-Mail	
Date:	
Signature of the Sponsor	
With stamp of the organization	



India Institute of Secretariat Training & Development

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

By E-Mail & Registered Post

Ref No IISTD/NEW/INH/25-8-1443

New Delhi

To,
The Chief Secretary
Haryana

Subject: In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff in Collaboration with IISTD

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

In-House Short-Term Training Programs: The *India Institute of Secretariat Training & Development (IISTD)* offers specialized in-house training programs designed for engineers, secretaries, executives, assistants, and administrative staff. These programs are conducted by senior consultants and industry experts, combining lectures, presentations, group exercises, role plays, and interactive sessions. Below is the categorized list of available programs:

Duration: Two-Day Training Programs

Course Fee (Rs. 4,600 + 18 % GST) per participant

1. Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Social Equity & Stress Management
2. Roster Writing & Reservation in Services (SCs, STs, OBCs, PwDs) & Recruitment Rules in Govt./PSUs
3. Administrative Effectiveness with focus on Preventive Vigilance & e-Procurement
4. Preventive Vigilance & Strategic Financial Management
5. Public Procurement, e-Procurement, Govt. e-Marketplace (GeM), PFMS
6. Right to Information Act 2005 – Case Studies, Court Cases & Record Management Improvements
7. Purchase Policy, Procedure, Risk & Contract Management in Govt./PSUs
8. Establishment Rules & General Administration in Govt./PSUs
9. Finance Management & Administrative Powers in Govt./PSUs
10. Book Keeping, Accounting Standards & Accrual System Implementation
11. Stress Management & Staff Development for Efficiency & Behavioral Skills
12. Gender Sensitivity & Prevention of Sexual Harassment at Workplace
13. Amendment to CCS (Pension) Rules & Pensionary Benefits (Old & New Schemes, MACP)
14. Leadership Excellence & Effective Decision Making
15. Enhancing Organizational Productivity through Digital Transformation
16. Innovation & Change Management for Organizational Excellence
17. Work-Life Balance & Stress Management



India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306, 8368990063

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

18. Zen Mind & Stress Management for Staff Efficiency
19. Team Dynamics, Leadership, Strategic Vision & Communication
20. Leadership & Decision Making
21. Ethics & Values
22. Swachh Bharat Mission
23. Managing Stress for Personal Efficacy
24. Digital Workplace: Essentials for Non-IT Executives
25. Digital Exploration Tools
26. Hazardous Waste Management & Pollution Prevention
27. Application of GIS Software
28. Building Construction & Maintenance
29. Construction Materials (Road & Building)
30. Estimate/Contract Preparation
31. CPM Tool for Construction Management
32. Project Management for Engineers
33. Quality Control & Quality Assurance
34. Project Preparation, DPR & Core Network
35. Project Management in Construction Industry
36. Preliminary Building & Road Construction Requirements & Survey
37. Modern Survey Techniques (GIS/GPS & Total Station)
38. DPR Preparation (Cost Estimation) for Building & Road Projects
39. Quality Control & Material Testing Procedures & Lab Practice
40. Feasibility Study & DPR Preparation
41. Rigid Pavements – Design, Construction & Quality Control
42. Flexible Pavements – Design, Construction & Maintenance
43. Planning of Electrical Substations including Fire Safety
44. Indoor & Outdoor Lighting Design (NBC Provisions)
45. DPR & Tender Documents for Solid Waste Management Projects
46. Construction & Maintenance of Flexible & Rigid Pavements (New Materials/Technologies)
47. Quality Control & Assurance in Concrete Construction (Extreme Weather Concreting)
48. Pavement Evaluation Techniques for Maintenance & Rehabilitation
49. Advances in Alteration Zone Mapping (Hyperspectral/Multispectral Data)
50. Geochemical Modeling for Ore Body Exploration
51. Advances in Geophysical Data Processing & Subsurface Imaging
52. Advances in Hydrostatic Rigs & Deep Hole Drilling
53. AI & New Technologies in Exploration Geology & Geophysics
54. QA & QC in Mineral Exploration & Mining (Precious/Critical Metals)
55. Resource Estimation for Mineral Deposits
56. 3D Modeling for Mineral Exploration
57. Principles of Exploration Project Preparation & Management
58. Smart Meter Integration, PMU & Asset Management in T&D Utilities
59. Power Cables, Jointing Techniques & Electrical Safety
60. Power System Studies, Load Dispatch & Substation Automation (Smart Grids)
61. Operation, Maintenance & Testing of Power Transformers & HT Circuit Breakers
62. Handling Court Cases & Legal Matters



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63. Prevention of Sexual Harassment of Women at Workplace (ICC Members)
64. Corporate Social Responsibility (CSR) – Business & Community Development
65. O&M of Substations & Distribution Systems
66. Best Practices in Distribution Operation, Management & Metering
67. Transmission Line Construction (Survey, Design & Practices)

Duration: Three-Day Training Programs

Course Fee (Rs. 5,900 + 18 % GST) per participant

1. Materials Management, Purchase Policy & E-Procurement in Govt./PSUs
2. Implementation of VIIth Central Pay Commission – Pay Fixation & Pension Rules
3. Latest Changes in Pay Fixation under Fundamental Rules & MACP
4. Procurement & Contract Management for Building & Road Projects
5. DPR & Tender Documents for Sewerage Schemes
6. Computer Applications: Internet, MS Excel, PowerPoint, AutoCAD in Engineering
7. Repair & Rehabilitation of Concrete Structures including Waterproofing Techniques

Terms and Conditions of the Program

- **Batch Size:** A minimum of 40–50 participants is required.
- **Faculty:** The training will be conducted by senior IISTD consultants and subject-matter experts.
- **Course Material:** Participants will receive soft copies of the training material during the program.
- **Session Structure:** Expert faculty from industry will deliver two topics each—one in the forenoon and one in the afternoon.
- **Mode of Delivery:** Sessions will include lectures, audio/video presentations, group exercises, role plays, interactive games, and Q&A discussions.

Payment

Payment must be made in advance or before the commencement of the program via RTGS/Bank Draft, payable to *India Institute of Secretariat Training & Development, New Delhi.*

For further information or clarifications, please feel free to contact the undersigned. We thank you in anticipation and assure you of our best services. We look forward to your confirmation and response at the earliest.

For India Institute of Secretariat Training & Development

Shri Somveer
Director (Training)



India Institute of Secretariat Training & Development

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Phone: 011 22941056 & 22941014, Mobile: 9891987306, 8368990063
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By E-Mail & Registered Post

Ref No IISTD/NEW/WEB/25-8-1443

New Delhi

To,
The Chief Secretary
Haryana

Subject: Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin in Collaboration with IISTD

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

The *India Institute of Secretariat Training & Development (IISTD)* is conducting a series of training programmes and workshops for employees of Central/State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies, and other organizations.

These programmes are designed and delivered by senior consultants and industry experts, with sessions structured around lectures, audio/video presentations, group exercises, role plays, and interactive Q&A. We request that the enclosed details be circulated among employees of your organization to ensure wider participation and nominations.

Two-Day Online Training Programmes

Course Fee (for the organization): Rs. 59,999 + GST 18%

1. Digital Personal Data Protection Act 2023 & Privacy Compliance
2. Disciplinary Enquiry: Principles & Practice for Inquiry Officers, Presenting Officers & Management Personnel
3. Administrative Vigilance & Prevention of Corruption – Handling/Scrutiny/Investigation of Complaints with Vigilance Angle
4. Right to Information Act for CPIOs and Appellate Authorities
5. Transparency Audit – Compliance under Section 4 of RTI Act, 2005
6. Establishment Rules & General Administration in Govt./PSUs
7. Gender Sensitivity & Prevention of Sexual Harassment at Workplace
8. Roster Writing & Reservation in Services – Govt. Policy for SCs, STs, OBCs, PwDs & Recruitment Rules
9. Implementation of VIth Central Pay Commission – Pay Fixation & Pension Rules
10. Amendment to CCS (Pension) Rules & Pensionary Benefits (Old & New Schemes, MACP)
11. Latest Changes in Pay Fixation under Fundamental Rules & MACP
12. Materials Management & Purchase Policy/Procedure, E-Procurement in Govt./PSUs
13. Administrative Effectiveness – Preventive Vigilance & e-Procurement
14. Preventive Vigilance & Strategic Financial Management
15. Public Procurement, e-Procurement, Govt. e-Marketplace (GeM), PFMS



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16. RTI Act 2005 – Case Studies, Court Cases & Record Management Improvements
17. Purchase Policy & Procedure, Risk & Contract Management in Govt./PSUs
18. Leadership Excellence & Effective Decision Making
19. Innovation & Change Management for Organizational Excellence
20. Work-Life Balance & Stress Management
21. Zen Mind & Stress Management for Staff Efficiency
22. Team Dynamics, Leadership, Strategic Vision & Communication
23. Stress Management & Staff Development for Efficiency & Behavioral Skills
24. Ethics & Values
25. Managing Stress for Personal Efficacy
26. Digital Workplace: Essentials for Non-IT Executives
27. CPM Tool for Construction Management
28. Project Management for Engineers
29. Project Preparation, DPR & Construction Industry Management
30. Feasibility Study & DPR Preparation
31. DPR & Tender Documents for Sewerage Schemes
32. DPR & Tender Documents for Solid Waste Management Projects
33. Office Effectiveness Management – Lean Office, 5S & Productivity Practices
34. Hazardous Waste Management & Pollution Prevention
35. New Methods & Materials in Construction Technology & Building Repair
36. Construction Materials (Road & Building)
37. Estimate/Contract Preparation
38. Quality Control & Quality Assurance
39. Preliminary Building & Road Construction Requirements & Survey
40. Modern Survey Techniques (GIS/GPS & Total Station)
41. DPR Preparation (Cost Estimation) for Building & Road Projects
42. Quality Control & Material Testing Procedures & Lab Practice
43. Flexible Pavements – Design, Construction & Maintenance
44. Indoor & Outdoor Lighting Design (NBC Provisions)
45. Construction & Maintenance of Flexible & Rigid Pavements (New Materials/Technologies)
46. Quality Control & Assurance in Concrete Construction (Extreme Weather Concreting)
47. Computer Applications – Internet, MS Excel, PowerPoint, AutoCAD in Engineering
48. Pavement Evaluation Techniques for Maintenance & Rehabilitation
49. Repair & Rehabilitation of Concrete Structures including Waterproofing Techniques
50. Smart Meter Integration, PMU & Asset Management in T&D Utilities
51. Power Cables, Jointing Techniques & Electrical Safety Procedures
52. Power System Studies, Load Dispatch & Substation Automation (Smart Grids)
53. Operation, Maintenance & Testing of Power Transformers & HT Circuit Breakers
54. Handling Court Cases & Legal Matters
55. Prevention of Sexual Harassment of Women at Workplace (ICC Members)
56. Corporate Social Responsibility (CSR) – Business & Community Development
57. O&M of Substations & Distribution Systems
58. Best Practices in Distribution Operation, Management & Metering
59. Transmission Line Construction – Survey, Design & Practices



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Three-Day Online Training Programmes

Course Fee (for the organization): Rs. 69,999 + GST 18%

1. Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Social Equity & Stress Management
2. Finance Management & Administrative Powers in Govt./PSUs
3. Book Keeping, Accounting Standards & Accrual System Implementation
4. Enhancing Organizational Productivity through Digital Transformation
5. Leadership & Decision Making
6. Swachh Bharat Mission
7. Procurement & Contract Management for Building & Road Projects
8. QA/QC Methods in Mineral Exploration & Mining (Precious/Critical Metals)
9. Building Construction & Maintenance
10. Rigid Pavements – Design, Construction & Quality Control
11. Planning of Electrical Substations including Fire Safety

Terms & Conditions

- **Faculty:** Senior IISTD consultants and industry experts will conduct the sessions.
- **Course Material:** Participants will receive soft copies of training material.
- **Session Structure:** Two topics covered daily (forenoon & afternoon).
- **Mode of Delivery:** Lectures, audio/video presentations, group exercises, role plays, games, and Q&A.

Payment: To be made in advance or before commencement via RTGS/Bank Draft payable to *India Institute of Secretariat Training & Development*, New Delhi.

For further details, please contact the undersigned. We look forward to your confirmation and early response.

For India Institute of Secretariat Training & Development

Shri. Somveer
Director (Training)



India Institute of Secretariat Training & Development

L29/26, Jai Prakash Nagar, Gautam Vihar, Shahdara, Delhi -110053,

Phone: 011 22170478, 22170541,

Mobile: 9891987306, 8368990063, trg@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/IND/Study/26-8-1443

New Delhi

To
The Chief Secretary
Haryana

Subject: Knowledge Co-Creation Programme (International Study Tour) – Call for Nominations

Dear Sir/Madam,

The India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry, IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

In today's dynamic and complex business environment, continuous learning and knowledge enhancement are essential. While experiential learning remains invaluable, staying updated on emerging technologies and global best practices is equally critical for improving productivity and efficiency. With great pleasure, we inform you that IISTD has successfully conducted specialized study tours for construction professionals and decision-makers across government and corporate sectors. India is rapidly emerging as a global hub for business and sports, necessitating world-class infrastructure not only in Tier-1 cities but also in other urban centers with strong potential to evolve into international business destinations. To support this vision, IISTD has designed international study tours tailored for executives and decision-makers from local, state, and central government bodies, as well as the corporate sector.

Upcoming International Study Tours

The following programs are scheduled:

Course Code	Topics	Dates	Destination	Duration	Cost (per participant)
IST-22	Irrigation Management, Agriculture, Fisheries, Cooperatives & Smart Cities	1-8 Aug 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-23	Leadership & Emotional Intelligence in Public Administration	1-8 Aug 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-24	Public Health, Food & Civil Supplies, Lifestyle Disease Prevention, Smart Cities	1-8 Aug 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-25	Smart Metering, Renewable Energy & Battery Storage Systems	1-8 Aug 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-26	Smart City Development – Power, Health, Infrastructure, Roads	1-8 Aug 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST





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Course Code	Topics	Dates	Destination	Duration	Cost (per participant)
IST-27	Irrigation Management, Agriculture, Fisheries, Cooperatives & Smart Cities	23-30 Oct 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-28	Leadership & Emotional Intelligence in Public Administration	23-30 Oct 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-29	Public Health, Food & Civil Supplies, Lifestyle Disease Prevention, Smart Cities	23-30 Oct 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-30	Smart Metering, Renewable Energy & Battery Storage Systems	23-30 Oct 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST
IST-31	Smart City Development – Power, Health, Infrastructure, Roads	23-30 Oct 2026	Singapore, Kuala Lumpur & Bangkok	7 Days	₹3,30,000 + 18% GST

Further details, including terms and conditions, nomination forms, and program documents, are enclosed and available on our website: www.iistd.in. Customized programs can also be arranged upon request.

General Instructions

- Nominations, along with passport copies, must be submitted at least 45 days in advance to facilitate travel, visa, and accommodation arrangements.
- Accommodation outside the program dates must be arranged by participants independently.
- Participation fees are non-refundable; however, substitutions or adjustments against future nominations are permitted.
- Payment is to be made in advance via RTGS/Bank Draft in favor of *India Institute of Secretariat Training & Development*, payable at New Delhi.
- The program fee includes:
 - Faculty and training infrastructure charges
 - Return economy airfare
 - Airport transfers and local transport by luxury AC coach
 - Visa and clearance charges
 - Accommodation in 4/5-star hotels with all meals
 - Travel/medical/delay/baggage insurance
 - Site visits for hands-on exposure to international facilities

Target Participants

These programs are designed for senior professionals including Bureaucrats, Directors General, Chairpersons, Managing Directors, General Managers, Chief Engineers, CEOs, Finance Officers, Urban Planners, Architects, Landscape Architects, representatives of cultural organizations, and elected officials. Participants will gain insights through project site visits, interactions with city officials, and engagement with community leaders, with a focus on urban transformation and neighborhood rehabilitation.

We request early nominations in the prescribed format from central government ministries, departments, autonomous bodies, statutory and regulatory organizations.





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For further details, please contact the undersigned. We look forward to your confirmation and participation.

For India Institute of Secretariat Training & Development

Somveer

Shri. Somveer

Director (Training)

Program Coordinator (Knowledge Co-creation Programme)



Azadi
Mahotsav





India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092
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By E-Mail & Registered Post

Ref No IISTD/ IND/RTI/26-8-1443

New Delhi

To
The Chief Secretary
Haryana

Subject: 3-Day Training Programme on Right to Information Act, 2005 for CPIOs and Appellate Authorities – Strategies for Implementation, Case Studies, Superior Court Judgements, and Record Management Improvement

Programme Schedule:

- 16–18 June 2026 – Hotel Olive County, Manali
- 21–23 July 2026 – Hotel Bogmallo Beach Resort, Goa
- 17–19 August 2026 – Hotel Deskitsal, Leh Ladakh
- 22–24 September 2026 – Hotel Asian Park, Srinagar, Kashmir
- 06–08 October 2025 – Hotel Ramada by Wyndham, Darjeeling
- 25–27 November 2026 – Lemon Tree Hotel, Port Blair
- 15–17 December 2026 – Hotel La Nicholas (Summit Hotels), Shillong
- 18–20 January 2027 - Corbett The Grand, Jim Corbett
- 16–18 February 2027 - Hotel Bogmallo Beach Resort, Goa
- 01–03 March 2027 - Gangtok Lemon Tree

Dear Sir/Madam,

The India Institute of Secretariat Training & Development (IISTD), an autonomous institute registered under the Societies Registration Act XXI of 1860 and recognized by the Department of Labour (Govt. of NCT of Delhi) and the Ministry of MSME, is mandated to impart training to officers of the Central Secretariat Service (CSS) and other organized/subsidiary services functioning in the Central Secretariat.

The Right to Information Act, 2005 is a landmark legislation aimed at empowering citizens, promoting transparency and accountability in governance, curbing corruption, and strengthening democracy. However, several shortcomings have been observed in the functioning of First Appellate Authorities (FAAs), including mechanical concurrence with CPIO decisions, delays in disposal of appeals, and non-compliance with FAA directions.

The Director, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Government of India in his memo no.10/23/2007-IR dated 9.07.2007 has also observed certain shortcomings in the functioning of the First Appellate Authorities (FAAs) not examining the appeals judiciously and their mechanical agreement with the decision of CPIOs, the FAAs not disposing the appeals within the prescribed time frame and CPIOs not complying with the directions of the FAAs, etc.

The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.



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To address these issues, IISTD is organizing a **3-Day Training Programme** specifically designed for Transparency Officers, Nodal Officers, PIOs/APIOs, CPIOs, and Appellate Authorities.

Objectives of the Programme

- Clarify the roles and responsibilities of CPIOs and FAAs.
- Analyze case studies and decisions of FAAs to identify areas of improvement.
- Examine landmark Supreme Court and High Court judgements on RTI appeals.
- Provide practical insights into CIC/SIC decisions and guidelines.
- Strengthen understanding of proactive disclosure requirements under Section 4 of the RTI Act.
- Prepare public authorities for transparency audits and compliance reporting.
- Facilitate interaction with RTI experts and address participant queries.

Course Contents

- RTI Act, 2005 – Provisions, Exemptions, Schedules & Penalties
- Roles & Responsibilities of CPIOs and Appellate Authorities
- Case Study Analysis & Brainstorming Sessions
- Landmark Judgements of Supreme Court/High Courts
- CIC Guidelines & Model Code of Conduct for FAAs
- Framework for Transparency Audit under Section 4 of RTI Act
- Preparation for Compliance with Transparency Audit of Disclosures
- Interactive Discussions, Quizzes, and Expert-led Sessions

Course Fee (per participant):

Category	Fee (₹)	GST (18%) Extra	Inclusions
Non-Residential	29,999	Applicable	Training charges + Working lunch only
Residential (Twin Sharing)	48,999	Applicable	Training charges + Boarding & lodging
Residential (Single Sharing)	59,999	Applicable	Training charges + Boarding & lodging

Terms & Conditions

- **Payment:** In advance or before commencement via RTGS/Bank Draft payable to *India Institute of Secretariat Training & Development, New Delhi.*
- **Nomination:** Early nominations in the prescribed proforma (PIO/APIO/CPIO/Appellate Authority, RTI Staff, HR/Personnel/Admin Departments) are requested.
- **General Instructions:**
 - Book travel only after receiving confirmation from IISTD.
 - Residential fee covers training, boarding, and lodging; non-residential fee covers training and working lunch.
 - Charges for accompanying family members (children aged 5-12 years) are payable in advance.
 - Nominations are subject to seat availability and receipt of participation fee by the last date.
 - Accommodation before/after programme dates must be arranged by participants directly.



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- o Fees are non-refundable; however, substitutions or adjustments against future programmes are allowed.
- o Soft copies of course material will be provided.
- o Expert faculty will cover two topics daily (forenoon & afternoon).
- o Hotels listed may change subject to availability; equivalent accommodation will be arranged if required.

We thank you in anticipation and assure you of our best services. We look forward to your confirmation and early response. **For further details, please contact the undersigned.**

For India Institute of Secretariat Training & Development

Somveer

Shri. Somveer
Director (Training)





India Institute of Secretariat Training & Development

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Ref No IISTD/IND/GEM/26-8-1443

By E-Mail & Registered Post

New Delhi

To
The Chief Secretary
Haryana

Subject: 3-Day Training Programme on GFR 2017, Government e-Marketplace & Latest Procurement Manuals (Updated June 2024)

Programme Schedule:

- 16–18 June 2026 – Hotel Olive County, Manali
- 21–23 July 2026 – Hotel Bogmallo Beach Resort, Goa
- 17–19 August 2026 – Hotel Deskitsal, Leh Ladakh
- 22–24 September 2026 – Hotel Aslan Park, Srinagar, Kashmir
- 06–08 October 2025 – Hotel Ramada by Wyndham, Darjeeling
- 25–27 November 2026 – Lemon Tree Hotel, Port Blair
- 15–17 December 2026 – Hotel La Nicholas (Summit Hotels), Shillong
- 18–20 January 2027 - Corbett The Grand, Jim Corbett
- 16–18 February 2027 - Hotel Bogmallo Beach Resort, Goa
- 01–03 March 2027 - Gangtok Lemon Tree

Dear Sir/Madam,

The India Institute of Secretariat Training & Development (IISTD), an autonomous institute registered under the Societies Registration Act XXI of 1860 and recognized by the Department of Labour (Govt. of NCT of Delhi) and the Ministry of MSME, is mandated to impart training to officers of the Central Secretariat Service (CSS) and other organized/subsidiary services functioning in the Central Secretariat.

Background

Public Procurement Reforms are a key priority of the Government. The launch of the Government e-Marketplace (GeM) in 2016 marked a major step towards transforming procurement practices across Ministries, Departments, PSUs, and Autonomous Bodies.

Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.

The General Financial Rules (GFR) 2017—a comprehensive revision of GFR 2005—were introduced to simplify and enhance transparency in financial procedures. Updated procurement manuals now provide detailed guidance:

- Manual for Procurement of Goods (Updated August 2024)
- Manual for Procurement of Consultancy & Other Services (Updated June 2024)



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- Manual for Procurement of Works (Updated June 2025)

GeM has grown rapidly, with over 75,000 buyer organizations and more than 6.5 million sellers/service providers. With its latest 4.0 upgrade, continuous training is essential to keep users updated on evolving procedures and benefits.

Target Participants

This programme is designed for:

- Officials from Central & State Governments, CPSEs, PSUs, Autonomous Bodies
- Professionals, Entrepreneurs, and Academicians

Objectives

- Gain a comprehensive understanding of GFR 2017 and GeM.
 - Understand the impact of GFRs and GeM on organizational procurement processes.
 - Acquire practical knowledge of procurement procedures under GFRs, GeM, and CPP.
 - Learn hands-on processes: registration, user account creation, order placement, receipt of goods, CRAC issuance, bidding, and reverse auction.
-

Course Contents

General Financial Rules 2017

- Overview and role in procurement
- Provisions for procurement of goods and services

Procurement Manuals

- Goods (Updated August 2024)
- Consultancy & Other Services (Updated June 2024)
- Works (Updated June 2025)

Government e-Marketplace (GeM)

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

Workshop Fee (per participant)



India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306, 8368990063

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

Category	Fee (₹)	GST (18%) Extra	Inclusions
Non-Residential	29,999	Applicable	Training charges + Working lunch only
Residential (Twin Sharing)	48,999	Applicable	Training charges + Boarding & lodging
Residential (Single Sharing)	59,999	Applicable	Training charges + Boarding & lodging

Terms & Conditions

- **Payment:** In advance or before commencement via RTGS/Bank Draft payable to *India Institute of Secretariat Training & Development, New Delhi.*
- **Course Material:** Soft copies will be provided.
- **Session Structure:** Two topics covered daily (forenoon & afternoon).
- **Mode of Delivery:** Lectures, audio/video presentations, group exercises, role plays, games, and Q&A.

General Instructions:

- Book travel only after receiving confirmation from IISTD.
- Residential fee covers training, boarding, and lodging; non-residential fee covers training and working lunch.
- Charges for accompanying family members (children aged 5–12 years) are payable in advance.
- Nominations are subject to seat availability and receipt of fee by the last date.
- Accommodation before/after programme dates must be arranged by participants directly.
- Fees are non-refundable; substitutions or adjustments against future programmes are allowed.
- Hotels listed may change subject to availability; equivalent accommodation will be arranged if required.

For further details, please contact the undersigned. We thank you in anticipation and assure you of our best services. We look forward to your confirmation and early response.

For India Institute of Secretariat Training & Development (IISTD)

Somveer

Shri Somveer
Director (Training)





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By E-Mail & Registered Post

Ref No IISTD/IND/VIG/26-8-1443

New Delhi

To
The Chief Secretary
Haryana

Subject: Three-Day Training Programmes on Administrative Vigilance & Prevention of Corruption, Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel, and Digital Personal Data Protection Act 2023

Programme Schedule:

- 16–18 June 2026 – Hotel Olive County, Manali
- 21–23 July 2026 – Hotel Bogmallo Beach Resort, Goa
- 17–19 August 2026 – Hotel Deskitsal, Leh Ladakh
- 22–24 September 2026 – Hotel Asian Park, Srinagar, Kashmir
- 06–08 October 2025 – Hotel Ramada by Wyndham, Darjeeling
- 25–27 November 2026 – Lemon Tree Hotel, Port Blair
- 15–17 December 2026 – Hotel La Nicholas (Summit Hotels), Shillong
- 18–20 January 2027 - Corrbett The Grand, Jim Corbett
- 16–18 February 2027 - Hotel Bogmallo Beach Resort, Goa
- 01–03 March 2027 - Gangtok Lemon Tree

Dear Sir/Madam,

The *India Institute of Secretariat Training & Development (IISTD)*, an autonomous institute registered under the Societies Registration Act XXI of 1860 and recognized by the Department of Labour (Govt. of NCT of Delhi) and the Ministry of MSME, is mandated to impart training to officers of the Central Secretariat Service (CSS) and other organized/subsidiary services functioning in the Central Secretariat.

Background

In line with the *Central Vigilance Commission (CVC) Circular No. 04/08/25 dated 01/08/2025* on the observance of Vigilance Awareness Week 2025, the Commission has emphasized preventive vigilance as a key strategy to combat corruption. The theme for Vigilance Awareness Week 2025 is "*Vigilance: Our Shared Responsibility*".

Organizations have been advised to undertake a three-month campaign (18 August–17 November 2025) focusing on:

- Disposal of pending complaints and cases
- Capacity building programmes
- Asset management
- Digital initiatives

Preventive vigilance, coupled with transparency in procurement through e-Governance and e-Procurement systems, is central to good governance.



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Training Objectives

These programmes are designed for officials from Central/State Governments, CPSEs, PSUs, Autonomous Bodies, professionals, entrepreneurs, and academicians. The objectives include:

- To ensure prompt observance of proper conduct ethics related to integrity.
- To institute pro-active vigilance and preventive vigilance and help employees to take unbiased and effective decisions.
- To eliminate factors which provide opportunity for corruption and malpractices by in-depth examination of the Organization and procedures.
- To conduct regular, periodical and surprise visit to check quality and progress of the work.
- To sensitize the Corporation for implementing rotational transfers for employees posted at sensitive posts.
- To encourage team spirit, innovation and to develop a transparent and accountable system.
- To advise the Corporation towards removal of discretionary powers so that decisions can be taken in a transparent manner.
- To streamline investigations so that it acts on deterrent to the corrupt elements at the same time encourage honest employees.
- To create vigilance awareness among employees to bring about the change in the work culture and work ethics.
- To implement CVC guidelines/circulars in the Organization.
- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017

Course Contents

- Preventive Vigilance "A Conceptual Framework, Basics of Discipline, Misconduct and Disciplinary proceedings, Enquiry Proceedings.
- Prevention of Corruption Act, 1988, Management audit of vigilance unit (MAVU), Adoption and implementation of Integrity Pact-Revised, Standard Operating Procedure
- DOPT instruction on Vigilance Matters: Grant of Vigilance Clearance to AIS Officers & Central Civil Services/Central Civil posts, Handling of complaints in Ministries/Departments.
- Complaint Handling System, Action on anonymous / pseudonymous complaints, Procedure for Handling of complaints sent for necessary action to the organisations concerned, Implementation of final penalty orders issued by the Competent Authority and submission of compliance report.
- CVC guidelines / Circular on Inquiry/ Disciplinary matters, Timely completion of Departmental Inquiries. Obtaining documents from CBI for the purpose of departmental inquiry proceedings.
- Drafting of Charge sheet and Disciplinary proceeding, Regular Departmental Action for Minor/ Major Penalty. Guidelines for dealing with disagreement between DA and CVC in cases of granting Sanction for Prosecution.
- Tender guidelines, Government e-Marketplace (GeM), General Financial Rules, DOE OM's & CVC guidelines related to Public Procurement. Commission's guidelines on Intensive Examination of Procurement & Other Contracts.
- Constitutional Dimensions of Right to Information Act 2005, Exemptions from disclosure of information.

Key Training Topics under DPDP Act 2023

- **Historical Context & Evolution**
 - Development of IT laws in India
 - Comparison with GDPR (EU) and US frameworks
- **Core Principles of Data Protection**
 - Lawfulness, fairness, transparency
 - Purpose limitation & data minimization
 - Storage limitation & accountability



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- **Salient Features of DPDP Act**
 - Rights of data principals (individuals)
 - Obligations of data fiduciaries (organizations)
 - Consent management and withdrawal
- **Stakeholders & Roles**
 - Data Fiduciaries, Data Processors, and Data Principals
 - Role of the Data Protection Board of India
- **Compliance Framework**
 - Privacy notices and consent architecture
 - Grievance redressal mechanisms
 - Data breach reporting obligations
- **Techno-Legal Implementation**
 - Security safeguards and technical controls
 - Cross-border data transfer rules
 - Integration with organizational IT systems
- **Case Studies & Practical Scenarios**
 - Real-world compliance challenges
 - Sector-specific applications (finance, healthcare, e-commerce)

Workshop Fee (per participant)

Category	Fee (₹)	GST (18%) Extra	Inclusions
Non-Residential	29,999	Applicable	Training charges + Working lunch only
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Residential (Single Sharing)	59,999	Applicable	Training charges + Boarding & lodging

Methodology

The programme will be conducted in a highly participative manner, including:

- Lectures and presentations
- Group discussions and exercises
- Case studies and role plays
- Interactive Q&A sessions

Participants will receive soft copies of course material. Expert faculty from industry will cover two topics daily (forenoon & afternoon).

General Instructions

- Travel bookings should be made only after receiving confirmation from IISTD.
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For further details, please contact the undersigned. We thank you in anticipation and assure you of our best services. We look forward to your confirmation and early response.

For India Institute of Secretariat Training & Development (IISTD)

Somveer

Shri Somveer
Director (Training)

