

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

Dated, Chandigarh the 3rd August, 2026

To

All the Administrative Secretaries to Government, Haryana.

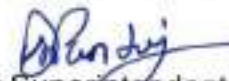
Subject:- Executive Development Programme- Call for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 15.07.2026 received from Sh. Somveer, Director(Training), India Institute of Secretariat Training & Development, L-29/26, Jai Parkash 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
for Chief Secretary to Government, Haryana

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

Dated Chandigarh, the 3rd August, 2026

A copy of the above is forwarded to Sh. Somveer, Director(Training), India Institute of Secretariat Training & Development, L-29/26, Jai Parkash Nagar, G-8, Delhi-110053 w.r.t their e-mail dated 15.07.2026 for information.

— Sd —
Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

Fwd: The CHIEF SECRETARY, HARYANA: IISTD organizing - Executive Development Program-Call for Nomination & In-house Short-Term Training

1 message

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

16 July 2026 at 10:01



5 Tg.

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

From: Anurag Rastogi <cs@hry.nic.in>
To: "SPS Haryana" <ssps@hry.nic.in>
Date: Wed, 15 Jul 2026 20:33:59 +0530
Subject: Fwd: The CHIEF SECRETARY, HARYANA: IISTD organizing - Executive Development Program-Call for Nomination & In-house Short-Term Training

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

Anurag Rastogi

Training Branch
CEMS/Diry No. 8.1208
Dated 16/07/26

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

From: Training <training@iistd.in>
To: <cs@hry.nic.in>
Date: Wed, 15 Jul 2026 16:15:14 +0530
Subject: The CHIEF SECRETARY, HARYANA: IISTD organizing - Executive Development Program-Call for Nomination & In-house Short-Term Training

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

By E-Mail & Registered Post

Ref No IISTD/NEW/26-30-971

New Delhi, Dated, 15 July 2026

To,
The CHIEF SECRETARY, HARYANA

Subject: Call for Nominations ? International Study Tour, Executive Development Program, In-House & Online Training Programs, RTI & G e M 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)
4. Online Short-Term Training/Webinars for Engineers, Secretaries, Executives, Assistants & Administrative Staff (Webinar.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)

- ◆ 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



Virus-free.www.avast.com

8 attachments

EDP(971).pdf
362K

NominationForm.pdf
846K

Inhouse(971).pdf
279K

Webinar(971).pdf
322K

StudyTour(971).pdf
350K

RTI(971).pdf
353K

GeM(971).pdf
320K



India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/IND/EDP/26-30-971

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
- **IISTD 193** – Transparency Audit under Section 4 of RTI Act, 2005



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- **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 Bogmollo 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
- **IISTD AI5** – Capacity Building: Data-Driven Decision-Making & Prompt Engineering for Generative AI



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- 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
- IISTD 255 – Total Quality Person (TQP), Work-Life Balance & Emotional Intelligence



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- 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
- IISTD AI7 – Artificial Intelligence & Ethics: An Indian Perspective for a Trusted Digital Future



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- **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
- **IISTD 325** – Handling Court Cases & Legal Matters



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- 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.



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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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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 ☐	Twin Sharing ☐ Single Sharing ☐
Signature of the Participant		
Sponsor Details		
Sponsoring Organization		
Address		
GST Code		
E-Mail		
Date:		
Signature of the Sponsor		
With stamp of the organization		



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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 ☐	Twin Sharing ☐ Single Sharing ☐
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

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>

By E-Mail & Registered Post

Ref No IISTD/NEW/INH/25-30-971

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
18. Zen Mind & Stress Management for Staff Efficiency



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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
63. Prevention of Sexual Harassment of Women at Workplace (ICC Members)



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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)