

Fwd: Workshop for Liaison Officers (SC/ST) by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 09 Dec 2025 6:46:32 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Tue, 09 Dec 2025 16:05:26 +0530

Subject: Workshop for Liaison Officers (SC/ST) by ISTM

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



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-34

Date : 27 Jan 2026 to 28 Jan 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Workshop for Liaison Officers (SC/ST) by ISTM

Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

Tue, 09 Dec 2025 4:06:48 PM +0530

To "jsns"<jsns@ddpmod.gov.in>

 ISTM

09 DEC 2025

CS/25/27771

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-34

Date : 27 Jan 2026 to 28 Jan 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

9/12/25
Secy (Sec)

10/12

Fwd: Workshop for Liaison Officers (SC/ST) by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 09 Dec 2025 6:46:32 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Tue, 09 Dec 2025 16:05:26 +0530

Subject: Workshop for Liaison Officers (SC/ST) by ISTM

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



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-34

Date : 27 Jan 2026 to 28 Jan 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Workshop for Liaison Officers (SC/ST) by ISTM**Institute of Secretariat Training and Management (ISTM) < istm@nic.in >**

Tue, 09 Dec 2025 4:06:48 PM +0530

To "jsns"<jsns@ddpmod.gov.in>

 ISTM

09 DEC 2025

CS/25/27771

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-34

Date : 27 Jan 2026 to 28 Jan 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

9/12/25
Secy (Ser)

10/12

Fwd: Workshop on Team Building and Leadership by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 10 Dec 2025 4:24:37 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Wed, 10 Dec 2025 16:17:55 +0530

Subject: Workshop on Team Building and Leadership by ISTM

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



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-13

Date : 23 Feb 2026 to 24 Feb 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Workshop on Team Building and Leadership by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 10 Dec 2025 4:24:37 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Wed, 10 Dec 2025 16:17:55 +0530

Subject: Workshop on Team Building and Leadership by ISTM

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

 ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-13

Date : 23 Feb 2026 to 24 Feb 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Administrative Vigilance Role of IO/PO by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 10 Dec 2025 4:24:53 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Wed, 10 Dec 2025 16:18:54 +0530

Subject: Administrative Vigilance Role of IO/PO by ISTM

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

 ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Administrative Vigilance Role of IO/PO

Course Code : AV1-26

Date : 09 Mar 2026 to 13 Mar 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Administrative Vigilance Role of IO/PO by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 10 Dec 2025 4:24:53 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Wed, 10 Dec 2025 16:18:54 +0530

Subject: Administrative Vigilance Role of IO/PO by ISTM

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

 ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Administrative Vigilance Role of IO/PO

Course Code : AV1-26

Date : 09 Mar 2026 to 13 Mar 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Delhi-Invitation of nominations of Officers of State Administrative Services for ONLINE course on "Cyber Awareness about Safe Use of Smart Devices and Cyber Security" to be conducted w.e.f. 28.01.26 to 30.01.26

Shri Rajeev Verma <csdelhi@nic.in>

Sat, 06 Dec 2025 12:35:19 PM +0530

To "Bipul Pathak"<pshome@nic.in>,"Secretary Services"<secservices@nic.in>

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

From: Sushil Kumar <cdti-training@chd.nic.in>

To: "Shri Dev"<csdelhi@nic.in>

Date: Fri, 05 Dec 2025 12:53:18 +0530

Subject: Delhi-Invitation of nominations of Officers of State Administrative Services for ONLINE course on "Cyber Awareness about Safe Use of Smart Devices and Cyber Security" to be conducted w.e.f. 28.01.26 to 30.01.26

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

Respected Sir/Madam,

Kindly find attached herewith a letter, **requesting nominations of Officers of State Administrative Services (i.e. DM's, ADM's, BDO's, Tehsildars, etc.)** for an **ONLINE COURSE** on the topic **"Cyber Awareness about safe use of smart devices and Cyber Security"** to be conducted by CDTI, Chandigarh **W.E.F. 28.01.26 TO 30.01.26**, for your kind perusal and further necessary action in the matter please.

2. It is requested to kindly utilize all allotted seats.

Regards

Director
CDTI, Chandigarh

1 Attachment(s)

AO Delhi-Nomination letter for ...

419 KB

SPEED POST/
email ✓**Dr. Kulwant Singh, IPS**
Director

D.O.No.3/CDTS/TRG/2025-26/4417
Central Detective Training Institute,
 (BPR&D), Govt of India, MHA
 CFIs Complex, Sec 36A, Chandigarh
 Tel. 0172-2602216 & 2647465
 Telefax: 0172-2660312
 Email: cdtstrg@chd.nic.in

Respected Sir

Dated: 4 December, 2025

The Central Detective Training Institute, Chandigarh, functioning under the aegis of Bureau of Police Research & Development, Ministry of Home affairs, Govt. of India, conducts various courses on Crime Investigation and legal aspects related to criminal justice system. These courses are attended by the Police officers of India as well as foreign countries, Prison Officers, Judicial Officers, prosecutors, Wildlife Officers, and from the feedback provided by the participants of our previous courses, it has been observed that the courses have been found to be highly beneficial by them.

2. CDTI, Chandigarh has planned to hold a **03 days' online course** for the Officers of State Administrative Services of our jurisdictional States/UTs to make them aware about 'Cyber awareness about safe use of smart devices and Cyber Security'. The Institute has very competent faculty to deal with this topic and the participants would surely benefit from the interactions. The schedule of the Webinar is given below:-

S. No.	Topic	duration	from	to	Level of participants	Seats allotted
3.	Online mode course on 'Cyber Awareness about safe use of smart devices and cyber security' for Administrative officers of States.	03 days	28.01.26	30.01.26	'Officers of State Administrative Services' i.e. DM's, ADM's, BDO's, Tehsildars, etc.	10 seats for each State/UT

3. It is requested that the nominations of ten (10) Officers of State Administrative Services may kindly be sent to the undersigned through email cdtstrg@chd.nic.in (**kindly note-nomination by email is must**) and by Fax 0172-2660312 (**optional**) as per format given below:-

S.No.	Name & post of officer	Present place of posting	Mobile No.	Whatsapp No.	email i.d. (NIC email IDs preferable)
1.					

4. I shall feel highly thankful, if you kindly utilize all allotted seats for the aforesaid Webinar by nominating Administrative officers of your esteemed State.

Yours faithfully,

(Dr. KULWANT SINGH, IPS)

Sh. Dharmendra Kumar, IAS,
 Chief Secretary, NCT of Delhi,
 3rd Level, Delhi Secretariat, I.P. Estate,
 New Delhi-110002.

Fwd: Delhi-Invitation of nominations of Officers of State Administrative Services for ONLINE course on "Cyber Awareness about Safe Use of Smart Devices and Cyber Security" to be conducted w.e.f. 28.01.26 to 30.01.26

Shri Rajeev Verma <csdelhi@nic.in>

Sat, 06 Dec 2025 12:35:19 PM +0530

To "Bipul Pathak"<pshome@nic.in>,"Secretary Services"<secservices@nic.in>

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

From: Sushil Kumar <cdti-training@chd.nic.in>

To: "Shri Dev"<csdelhi@nic.in>

Date: Fri, 05 Dec 2025 12:53:18 +0530

Subject: Delhi-Invitation of nominations of Officers of State Administrative Services for ONLINE course on "Cyber Awareness about Safe Use of Smart Devices and Cyber Security" to be conducted w.e.f. 28.01.26 to 30.01.26

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

Respected Sir/Madam,

Kindly find attached herewith a letter, **requesting nominations of Officers of State Administrative Services (i.e. DM's, ADM's, BDO's, Tehsildars, etc.)** for an **ONLINE COURSE** on the topic **"Cyber Awareness about safe use of smart devices and Cyber Security"** to be conducted by CDTI, Chandigarh **W.E.F. 28.01.26 TO 30.01.26**, for your kind perusal and further necessary action in the matter please.

2. It is requested to kindly utilize all allotted seats.

Regards

Director
CDTI, Chandigarh

1 Attachment(s)

AO Delhi-Nomination letter for ...

419 KB

**SPEED POST/
email** ✓**Dr. Kulwant Singh, IPS**
Director

D.O.No.3/CDTS/TRG/2025-26/4417
Central Detective Training Institute,
 (BPR&D), Govt of India, MHA
 CFIs Complex, Sec 36A, Chandigarh
 Tel. 0172-2602216 & 2647465
 Telefax: 0172-2660312
 Email: cdtstrg@chd.nic.in

Respected Sir

Dated: 4 December, 2025

The Central Detective Training Institute, Chandigarh, functioning under the aegis of Bureau of Police Research & Development, Ministry of Home affairs, Govt. of India, conducts various courses on Crime Investigation and legal aspects related to criminal justice system. These courses are attended by the Police officers of India as well as foreign countries, Prison Officers, Judicial Officers, prosecutors, Wildlife Officers, and from the feedback provided by the participants of our previous courses, it has been observed that the courses have been found to be highly beneficial by them.

2. CDTI, Chandigarh has planned to hold a **03 days' online course** for the Officers of State Administrative Services of our jurisdictional States/UTs to make them aware about 'Cyber awareness about safe use of smart devices and Cyber Security'. The Institute has very competent faculty to deal with this topic and the participants would surely benefit from the interactions. The schedule of the Webinar is given below:-

S. No.	Topic	duration	from	to	Level of participants	Seats allotted
3.	Online mode course on 'Cyber Awareness about safe use of smart devices and cyber security' for Administrative officers of States.	03 days	28.01.26	30.01.26	'Officers of State Administrative Services' i.e. DM's, ADM's, BDO's, Tehsildars, etc.	10 seats for each State/UT

3. It is requested that the nominations of ten (10) Officers of State Administrative Services may kindly be sent to the undersigned through email cdtstrg@chd.nic.in (**kindly note-nomination by email is must**) and by Fax 0172-2660312 (**optional**) as per format given below:-

S.No.	Name & post of officer	Present place of posting	Mobile No.	Whatsapp No.	email i.d. (NIC email IDs preferable)
1.					

4. I shall feel highly thankful, if you kindly utilize all allotted seats for the aforesaid Webinar by nominating Administrative officers of your esteemed State.

Yours faithfully,

(Dr. KULWANT SINGH, IPS)

Sh. Dharmendra Kumar, IAS,
 Chief Secretary, NCT of Delhi,
 3rd Level, Delhi Secretariat, I.P. Estate,
 New Delhi-110002.

Fwd: Workshop on Disciplinary Rules & Procedures by NAHRD at Jim Corbett National Park & Nainital, Uttarakhand

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 12 Dec 2025 2:19:32 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: National Academy of HRD <info@nahrd.info>

To: <csdelhi@nic.in>

Date: Fri, 12 Dec 2025 12:33:25 +0530

Subject: Workshop on Disciplinary Rules & Procedures by NAHRD at Jim Corbett National Park & Nainital, Uttarakhand

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

Respected Sir/ Madam,

Greetings from NAHRD!!

WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT JIM CORBETT NATIONAL PARK & NAINITAL, UTTARAKHAND

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Disciplinary Rules & Procedures** is being organized by NAHRD from **18.01.2026 to 21.01.2026** at **Jim Corbett National Park & Nainital, Uttarakhand**.

The above-mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies and Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- Role & Functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting Officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Case Law and Case Studies
- Courts/ Tribunals & Judicial Review

Workshop Methodology¹³

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers.

Sh. M Sethu Ramalingam is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "Handbook for Inquiry Officers & Disciplinary Authorities- 2013" on behalf of Government of India. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

Sh. Apendu Ganguly is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 60,000/- plus GST @ 18% per participant

Non-Residential - Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. "Twin Sharing" is available only in case even number of participants of same gender from same organization. The participation fee for non- residential participants covers the cost of lunch & study material.

Participants can also avail **complimentary return bus transfers** from New Delhi to Ramnagar. Bus will leave from New Delhi (Central/ South Delhi) for Jim Corbett at 12:00 P.M. on 18.01.2026 and drop at (Central Delhi) is tentatively scheduled at 5:00 P.M. on 22.01.2026. Pick and drop location will be intimated to the participants interested in

availing complimentary transfer service one week before the workshop. Participants coming from cities other than New Delhi who wish to avail the bus transfers are requested to book their travel accordingly. Please note that there shall be only one pick and drop point at New Delhi and no request for a different point shall be entertained.

Venue: Tiaraa Hotels & Resorts, Jim Corbett, Shivalpur Pandey, Ramnagar, Uttarakhand

Check In- 18.01.2026 (02:00 PM)

Check Out- 22.01.2026 (11:00 AM)

The workshop will commence at 9:30 AM on 19.01.2026 and will conclude at 05:30 PM on 21.01.2026. However, there will be an introductory session on 18.01.2026 once all participants have reported at the venue. In case of non-availability of rooms at Tiaraa Hotels & Resorts as on date of nomination, arrangements for stay of the participants shall be made in some other property closer to the venue. The stay on all four days will be arranged at Ramnagar and the participants will be taken to Nainital on one day for the field visit.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with participation fees through cheque/DD/NEFT. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **05.01.2026**

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

NAHRD

A-456, Defence Colony,

New Delhi- 110024

National Academy of HRD, A-304, Ground Floor, Defence Colony, New Delhi, ` , 110024, India, www.nahrd.in

UNSUBSCRIBE

Fwd: Workshop on Disciplinary Rules & Procedures by NAHRD at Jim Corbett National Park & Nainital, Uttarakhand**Shri Rajeev Verma** <csdelhi@nic.in >

Fri, 12 Dec 2025 2:19:32 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: National Academy of HRD <info@nahrd.info>To: <csdelhi@nic.in>

Date: Fri, 12 Dec 2025 12:33:25 +0530

Subject: Workshop on Disciplinary Rules & Procedures by NAHRD at Jim Corbett National Park & Nainital, Uttarakhand

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

Respected Sir/ Madam,

Greetings from NAHRD!!

WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT JIM CORBETT NATIONAL PARK & NAINITAL, UTTARAKHAND

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Disciplinary Rules & Procedures** is being organized by NAHRD from **18.01.2026 to 21.01.2026** at **Jim Corbett National Park & Nainital, Uttarakhand**.

The above-mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies and Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- Role & Functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting Officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Case Law and Case Studies
- Courts/ Tribunals & Judicial Review

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers.

Sh. M Sethu Ramalingam is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "Handbook for Inquiry Officers & Disciplinary Authorities- 2013" on behalf of Government of India. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

Sh. Apendu Ganguly is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 60,000/- plus GST @ 18% per participant

Non-Residential - Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. "Twin Sharing" is available only in case even number of participants of same gender from same organization. The participation fee for non- residential participants covers the cost of lunch & study material.

Participants can also avail **complimentary return bus transfers** from New Delhi to Ramnagar. Bus will leave from New Delhi (Central/ South Delhi) for Jim Corbett at 12:00 P.M. on 18.01.2026 and drop at (Central Delhi) is tentatively scheduled at 5:00 P.M. on 22.01.2026. Pick and drop location will be intimated to the participants interested in

availing complimentary transfer service one week before the workshop. Participants coming from cities other than New Delhi who wish to avail the bus transfers are requested to book their travel accordingly. Please note that there shall be only one pick and drop point at New Delhi and no request for a different point shall be entertained.

Venue: Tiaraa Hotels & Resorts, Jim Corbett, Shivalpur Pandey, Ramnagar, Uttarakhand

Check In- 18.01.2026 (02:00 PM)

Check Out- 22.01.2026 (11:00 AM)

The workshop will commence at 9:30 AM on 19.01.2026 and will conclude at 05:30 PM on 21.01.2026. However, there will be an introductory session on 18.01.2026 once all participants have reported at the venue. In case of non-availability of rooms at Tiaraa Hotels & Resorts as on date of nomination, arrangements for stay of the participants shall be made in some other property closer to the venue. The stay on all four days will be arranged at Ramnagar and the participants will be taken to Nainital on one day for the field visit.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with participation fees through cheque/DD/NEFT. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **05.01.2026**

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

NAHRD

A-456, Defence Colony,

New Delhi- 110024

National Academy of HRD, A-304, Ground Floor, Defence Colony, New Delhi, ` , 110024, India, www.nahrd.in

UNSUBSCRIBE

Fwd: Sopa9m:The Chief Secretary: Call for Nominations - Executive Development Program / International Study Tour

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 05 Dec 2025 11:03:10 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: DGTRG <dgtrg@iistd.in>

To: <csdelhi@nic.in>

Date: Fri, 05 Dec 2025 20:43:14 +0530

Subject: Sopa9m:The Chief Secretary: Call for Nominations - Executive Development Program / International Study Tour

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

-

By E-Mail & Registered Post

Ref No IISTD/NEW/25-8-1466
December 2025

New Delhi, Dated, 5

To,
The Chief Secretary
NCT of Delhi

Subject: International Study Tour / Executive Development Program- Call for Nominations/ In-House Training Program/ RTI & GeM Training Program/ Webinars for Engineering/ 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.

Please find enclosed herewith details of training programs & Nomination Form:

1. International Study Tour (Knowledge Co-creation Programme)- Call for Nominations *(Please refer to StudyTour.Pdf file).*
2. Executive Development Programs *(Please refer to EDP.Pdf file)*
3. In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff *(Please refer to Inhouse.Pdf file)*

4. Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin (*Please refer to Webinar.Pdf file*)
5. 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities (*Please refer to RTI.Pdf file*)
6. 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2024). (*Please refer to Gem.Pdf file*)
7. 3 Days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle. Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel/ Digital Personal Data Protection Act 2023 & Privacy Compliance (*Please refer to Vigilance.Pdf file*)
8. Nomination Form (*Please refer to NominationForm.Pdf file*)

Schedule of Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle. Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel & Training Program on Digital Personal Data Protection Act 2023 & Privacy Training programs is as follows:

- ? From 08 to 10 December, 2025 at Hotel Olive County Manali
- ? From 17 to 19 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- ? From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Schedule of RTI & GeM training programs is as follows:

- From 10 to 12 December, 2025 at Hotel Olive County Manali
- From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett
- From 19 to 21 Feb, 2026 at Hotel Inder Residency Resort & Spa Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa
- From 21 to 23 April, 2026 at Lemon Tree Hotel, Port Blair.
- From 19 to 21 May, 2026 at Hotel Deskitsal, Leh Laddakh.
- From 16 to 18 June, 2026 at Hotel Olive County Manali.
- From 21 to 23 July, 2026 at Hotel Bogmallo Beach Resort, Goa
- From 17 to 19 August, 2026 at Hotel Deskitsal, Leh Laddakh.
- From 22 to 24 September, 2026 at Hotel Asian Park, Srinagar, Kashmir.
- From 06 to 08 October, 2025 at Hotel Ramada by Wyndham Darjeeling.
- From 25 to 27 November, 2026 at Lemon Tree Hotel, Port Blair.

From 15 to 17 December, 2026 at Hotel La Nicholas (by Summit Hotels), Shillong

It is requested that the nomination of suitable candidates may please be forwarded at the earliest. Kindly do the needful & expecting for confirmation and further response.

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.inVirus-free. www.avast.com**8 Attachment(s)**

EDP(1466).pdf

417.3 KB

NominationForm.pdf

845.9 KB

Inhouse(1466).pdf

249.4 KB

Webinar(1466).pdf

260.7 KB

StudyTour(1466).pdf

297.5 KB

RTI(1466).pdf

198.3 KB

GeM(1466).pdf

171.8 KB

Vigilance(1466).pdf

241 KB



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/VIG/25-8-1466

New Delhi

To
The Chief Secretary
NCT of Delhi

Subject: Three days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle

Three days Training Program on "Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel"

Three days Training Program on Digital Personal Data Protection Act 2023 & Privacy Compliance

- From 08 to 10 December, 2025 at Hotel Olive County Manali
- From 17 to 19 Feb, 2026 at Hotel Inder Residency Resort & Spa Udaipur
- From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

1. 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.
2. Reference to Central Vigilance Commission Circular No. 04/08/25 Dated 01/08/2025 on Observance of Vigilance Awareness Week, 2025. The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone for upholding integrity. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2025 would be observed from **27th October 2025 to 2nd November 2025** on the following theme: **"Vigilance: Our Shared Responsibility"**.
3. The Commission advises that all organizations may undertake a three-month campaign from 18th August 2025 to 17th November 2025 on Preventive Vigilance with focus on following areas:
 - i. Disposal of pending complaints
 - ii. Disposal of pending cases
 - iii. Capacity Building programs
 - iv. Asset Management
 - v. Digital initiatives:



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>

4. The prime objective & it aims at making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further another field wherein huge budgetary allotment is being spent is in procurement of Goods and Services. In order to contain corruption, at the same time to promote transparency, e- procurement system is in vogue in all Government Departments and Public Sector Units. Training throws light on the concept of E-Procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.
5. Anti-corruption measures of the Central Government are responsibility of (i) the Central Vigilance Commission (ii) Administrative Vigilance Division (AVD) in the Department of Personnel & Training; (iii) Central Bureau of Investigation (CBI); (iv) Vigilance units in the Ministries / Departments of Government of India, Central Public Sector Enterprises and other autonomous organisations; (v) Disciplinary authorities; and (vi) Supervisory officers.
6. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
 - [Manual for Procurement of Goods \(Updated June, 2024\)](#)
 - [Manual for Procurement of Consultancy & Other Services \(Updated June, 2024\)](#)
 - [Manual for Procurement of Works \(Updated June, 2025\)](#)
7. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians. Training Objectives are:
 - 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

6. Course Contents:



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>

- *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.*

8. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

9. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

10. Methodology: The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

11. The participants will be issued course material (Soft Copy) during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Accommodation for participants will be arranged at the respective hotels **from the first day of the training program until the morning following the final day**. Please note that IISTD will not provide accommodation prior to the start



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>

date or beyond the end date of the training. Participants requiring extended stay must make their own arrangements

- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Somveer

Shri Somveer

Director (Training)





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/GEM/25-8-1466

New Delhi

To
The Chief Secretary
NCT of Delhi

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, **Updated June, 2024**

- From 10 to 12 December, 2025 at Hotel Olive County Manali
- [From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett](#)
- From 19 to 21 Feb, 2026 at Hotel Inder Residency Resort & Spa Udaipur
- [From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa](#)
- From 21 to 23 April, 2026 at Lemon Tree Hotel, Port Blair.
- [From 19 to 21 May, 2026 at Hotel Deskitsal, Leh Laddakh.](#)
- From 16 to 18 June, 2026 at Hotel Olive County Manali.
- [From 21 to 23 July, 2026 at Hotel Bogmallo Beach Resort, Goa](#)
- From 17 to 19 August, 2026 at Hotel Deskitsal, Leh Laddakh.
- [From 22 to 24 September, 2026 at Hotel Asian Park, Srinagar, Kashmir.](#)
- From 06 to 08 October, 2025 at Hotel Ramada by Wyndham Darjeeling.
- [From 25 to 27 November, 2026 at Lemon Tree Hotel, Port Blair.](#)
- From 15 to 17 December, 2026 at Hotel La Nicholas (by Summit Hotels), Shillong.

Dear Sir/Madam,

1. 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.
2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.

- [Manual for Procurement of Goods \(Updated August, 2024\)](#)



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>

- [Manual for Procurement of Consultancy & Other Services \(Updated June, 2024\)](#)
- [Manual for Procurement of Works \(Updated June, 2025\)](#)

4. 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.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 75,171 Buyer organizations and 6551222 Sellers and Service providers **Government e-Marketplace with its latest 4.0 upgrade is growing rapidly**. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
 - To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
 - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
 - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
 - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.

6. Course Contents:

General Financial Rules 2017:

- An overall perspective
- Role of GFRs in Government Procurement
- GFRs 2017 on Procurement of Goods
- GFRs 2017 on Procurement of Services

Manual for Procurement

- Manual for Procurement of Goods **(Updated June, 2024)**
- Manual for Procurement of Consultancy & Other Services **(Updated June, 2024)**
- Manual for Procurement of Works **(Updated June, 2025)**

Government e-Marketplace (GeM)

- Overview of GeM and objectives
- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM



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>

- 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

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri Somveer
Director (Training)



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>





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/RTI/25-8-1466

New Delhi

To
The Chief Secretary
NCT of Delhi

Sub: 3 Days Training Program on Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.

- From 10 to 12 December, 2025 at Hotel Olive County Manali
- From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett
- From 19 to 21 Feb, 2026 at Hotel Inder Residency Resort & Spa Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa
- From 21 to 23 April, 2026 at Lemon Tree Hotel, Port Blair.
- From 19 to 21 May, 2026 at Hotel Deskitsal, Leh Laddakh.
- From 16 to 18 June, 2026 at Hotel Olive County Manali.
- From 21 to 23 July, 2026 at Hotel Bogmallo Beach Resort, Goa
- From 17 to 19 August, 2026 at Hotel Deskitsal, Leh Laddakh.
- From 22 to 24 September, 2026 at Hotel Asian Park, Srinagar, Kashmir.
- From 06 to 08 October, 2025 at Hotel Ramada by Wyndham Darjeeling.
- From 25 to 27 November, 2026 at Lemon Tree Hotel, Port Blair.
- From 15 to 17 December, 2026 at Hotel La Nicholas (by Summit Hotels), Shillong.

Dear Sir/Madam,

1. 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.
2. The Right to Information Act, 2005 mandates timely response to citizen requests for government information. The basic objective of the Right to Information Act, 2005 is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption and to make the democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance.
3. 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.



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>

4. 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.
5. The Training Programme is meant for Transparency Officer /nodal Officer/PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.
 - Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
 - Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
 - Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
 - Removal of doubts and interaction with RTI experts.
6. As you are aware, the Central Information Commission has been constituted to perform the functions assigned to it under the RTI Act, 2005. One of the prominent functions includes monitoring of suo-motu disclosure by public authorities. It has been decided to conduct transparency audit of public authorities to make a quantitative and qualitative assessment of compliance of the mandate suo-motu disclosure under section 4 of the RTI Act.
7. As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.
8. In this regard, Public Authority readiness has to be manifold. To assist public authorities in Self Audit before third party Audit, IISTD is conducting 3 Days Training Program on "Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.
9. The training programme is meant for all Respondent Public Authority to Compliance with the proactive disclosure guidelines, it's an audit by third-party and its communication to the Central information commission. Refer to Self-appraisal report of Third-Party Audit of Proactive Disclosure under the RTI Act, 2005. Under Organization and Function - 1.12 Programmes to advance understanding of RTI (Section 26) - 1.12.3 Training of CPIO/APIO
10. Course Contents:
 - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
 - Role & Responsibilities of CPIO/Alternate CPIO
 - Role & Responsibilities of Appellate Authority
 - Analysis of Appellate Authority decisions- Case studies/Brainstorming
 - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
 - CIC guidelines and model code of conduct for FAAs.
 - Framework for Transparency Audit u/s 4 of the Right to Information Act by the Public Authorities
 - Preparation by Public authority for compliance with Transparency Audit of Disclosures u/s 4 of the Right to Information Act by the Public Authorities
 - Interaction/Discussion/Quiz on RTI act 2005



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>

11. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

12. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi and should be sent along with the nomination letter.

13. An early nomination in the prescribed Pro-forma of PIO/APIO/CPIO/Appellate Authority, RTI Staff, HR or Personnel and Administration Departments shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IISTD.

14. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in.

15. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the training programme, upload this on their websites for the information of all concerned and encourage the officers to apply. In addition to the above programme other customized programs to the choice can be organized.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development



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>

Somveer

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

By E-Mail & Registered Post

Ref No IISTD/NEW/Study/25-8-1466

New Delhi

To
The Chief Secretary
NCT of Delhi

Subject: Knowledge Co-creation Programme (International Study Tour) - 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 Complexities and ever changing nature of today's business environment necessitates constant evolution and upgradation of one's knowledge repository. While there is no match for Experimental Learning, one needs to keep abreast of Emerging Technologies and Good Practices to Improve productivity on the project and overall work, which are generally Technical in Nature. It's our Great Pleasure to convey you that we have conducted Study Tour for Construction Professionals, Specialized Program" These Programs have been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector.

As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers. This Program has been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector. As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers.

IISTD has planned to organise the international study tours on different topics in below mentioned cities:

Course Code	Topics	Programme Date	Country to be Visited	Tour Cost (Rs) Per Participant + 18 %% GST Extra
IST -04	Development of Urban Road Network, Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities under Capacity Building program. Technical	5 Jan, 2026 to 12 Jan, 2026 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-





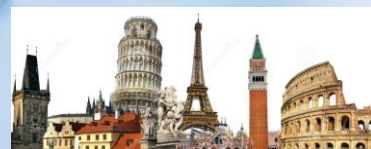
India Institute of Secretariat Training & Development

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>

	Cooperation Program in Singapore, Malaysia & Thailand			
IST -05	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	5 Jan, 2026 to 12 Jan, 2026 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -06	Smart Metering, E- Charging, Renewable Energy Resources & Battery Energy Storage System. Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	5 Jan, 2026 to 12 Jan, 2026 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -07	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	5 Jan, 2026 to 12 Jan, 2026 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -08	Leadership and Business Administration, Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership. Technical Cooperation Program in Australia.	2 Mar, 2026 to 9 Mar, 2026 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -09	Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention & Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program. Technical Cooperation Program in Australia.	2 Mar, 2026 to 9 Mar, 2026 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -10	Community Based Disaster Risk Reduction & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Australia.	2 Mar, 2026 to 9 Mar, 2026 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -11	Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Australia.	2 Mar, 2026 to 9 Mar, 2026 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-





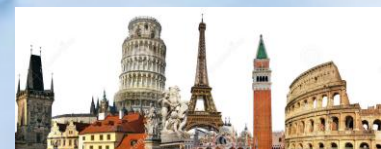
India Institute of Secretariat Training & Development

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>

IST -12	Seismology, Earthquake Engineering and Tsunami Disaster Mitigation & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Australia.	2 Mar, 2026 to 9 Mar, 2026 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -13	Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2026 to 8 May, 2026 7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -14	Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership. Technical Cooperation Program in UK.	1 May, 2026 to 8 May, 2026 7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -15	Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2026 to 8 May, 2026 7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -16	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2026 to 8 May, 2026 7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -17	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects. Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2026 to 8 May, 2026 7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -18	Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership. Technical Cooperation Program in Canada.	1 June, 2026 to 8 June, 2026	Calgary, Alberta (Canada)	₹ 6,25,000/-





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

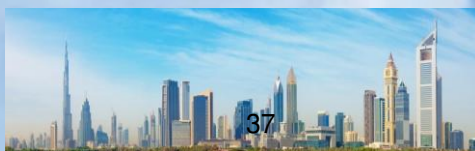
trg@iistd.in; training@iistd.in Website: <https://iistd.in>

		7 Days International		
IST -19	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Canada.	1 June, 2026 to 8 June, 2026 7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-
IST -20	Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Canada.	1 June, 2026 to 8 June, 2026 7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-
IST -21	Community Based Disaster Risk Reduction & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Canada.	1 June, 2026 to 8 June, 2026 7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in. Besides the above Programme other customized programs to the choice can be organized.

General Instructions

- The names of candidates along with the photocopy of passport should be provided at least 45 days in advance to facilitate IISTD to make the necessary reservations for travel stay booking of hotels, securing visa and activities for efficient planning of the training program.
- The training professional fee per Participant shall include following:
 - Overall program management charges including faculty charges & Training infrastructure charges
 - Return economy class airfare
 - All Transfers & Visits by luxury AC Coach, Return Air Port Transfer.
 - Visa & Clearance etc.
 - Stay in 4/5 Star Hotel, Daily Breakfast, Lunch & Dinner, Travel/ Medical/ Delay/ Baggage loss insurance for each participant.
 - The site visits are planned to give first-hand experience of the facilities providing services to the cities
- IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.





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>

Payment: In advance after confirmation of nomination, along with the Pre-Registration Form through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

These programs will help the Bureaucrats, Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on cities in transition and the rehabilitation of run-down neighborhoods.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest.

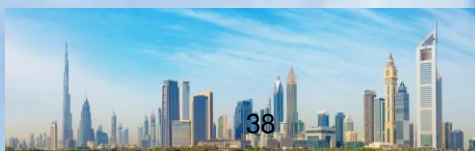
For India Institute of Secretariat Training & Development

Somveer

Shri. Somveer

Director (Training)

Program Coordinator (Knowledge Co-creation Programme)





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/WEB/25-8-1466

New Delhi

To,
The Chief Secretary
NCT of Delhi

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.

This is regarding the ongoing training programmes/ workshops being organized by the IISTD for the benefit of employees of Central/ State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies and other organizations. The details of training programmes/ workshops being organized during the year 2022-23 are enclosed which may be circulated to all employees of your organisation for ensuring wider participation and nominations. It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed Webinar: In-house training with excellent and experienced faculty (well known in their fields internationally & nationally).

S. No	Training Topic	Course Fee + GST 18%	Duration
1	Digital Personal Data Protection Act 2023 & Privacy Compliance	Rs. 59999.00	2 Days
2	Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel	Rs. 59999.00	2 Days
3	Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle	Rs. 59999.00	2 Days
4	Right to Information Act for CPIO and Appellate Authorities	Rs. 59999.00	2 Days
5	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.	Rs. 59999.00	2 Days
6	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	Rs. 69999.00	3 Days
7	"Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs"	Rs. 59999.00	2 Days
8	"Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs"	Rs. 59999.00	2 Days
9	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days
10	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days
11	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2Days



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>

12	"Implementation VIIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 59999.00	2Days
13	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIIth Pay Commission Report & Grant of Financial Up gradation Under MACP	Rs. 59999.00	2Days
14	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent orders & Modified Assured Career Progression.	Rs. 59999.00	2 Days
15	Materials management and purchase policy & procedure, E- procurement in Govt. departments, Autonomous bodies	Rs. 59999.00	2 Days
16	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs. 59999.00	2Days
17	Preventive Vigilance & Strategic Financial Management.	Rs. 59999.00	2Days
18	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs. 59999.00	2Days
19	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System	Rs. 59999.00	2Days
20	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2Days
21	Leadership Excellence and Effective Decision Making.	Rs. 59999.00	2Days
22	Enhancing Organizational Productivity Through Digital Transformation.	Rs. 69999.00	3 Days
23	Innovation, Change Management for Organizational Excellence.	Rs. 59999.00	2 Days
24	Work Life Balance and Stress Management.	Rs. 59999.00	2 Days
25	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs. 59999.00	2 Days
26	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs. 59999.00	2 Days
27	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills	Rs. 59999.00	2Days
28	Leadership and Decision Making	Rs. 69999.00	3 Days
29	Ethics and Values	Rs. 59999.00	2Days
30	Swatch Bharat Mission	Rs. 69999.00	3 Days
31	Managing Stress for Personal Efficacy	Rs. 59999.00	2Days
32	Digital Workplace: Essentials for non-IT Executives.	Rs. 59999.00	2Days
33	Procurement & contract management for Building & Roads Projects	Rs. 69999.00	3 Days
34	CPM tool for construction management	Rs. 59999.00	2Days
35	Project Management for Engineers	Rs. 59999.00	2Days
36	Project preparation, DPR preparation & Project Management in Construction Industry	Rs. 59999.00	2Days
37	Feasibility study & preparation of detailed project reports (DPR).	Rs. 59999.00	2Days
38	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs. 59999.00	2Days
39	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs. 59999.00	2Days
40	"QA/QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment"	Rs. 69999.00	3 Days
41	Office Effectiveness Management with focus on Lean Office, 5S and Productivity, Improvement Practices	Rs. 59999.00	2Days
42	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs. 59999.00	2Days
43	Building construction & maintenance	Rs. 69999.00	3 Days
44	New Methods & Materials in Construction Technology & Building Repairing	Rs. 59999.00	2Days
45	Construction material (Road & Building)	Rs. 59999.00	2Days



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>

46	Estimate/contract preparation	Rs. 59999.00	2Days
47	Quality control & Quality assurance	Rs. 59999.00	2Days
48	Preliminary buildings & road construction requirement and survey.	Rs. 59999.00	2Days
49	Modern Survey Techniques including GIS/GPS & total Station.	Rs. 59999.00	2Days
50	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs. 59999.00	2Days
51	Quality Control and material Testing Procedures & Laboratory Practice	Rs. 59999.00	2Days
52	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs. 69999.00	3 Days
53	Design Construction and Maintenance of Flexible Pavements.	Rs. 59999.00	2Days
54	Planning of Electrical Sub Station. incl Fire Fighting Arrangements	Rs. 69999.00	3 Days
55	Indoor and Outdoor lighting design & relevant NBC Provisions	Rs. 59999.00	2Days
56	Construction and maintenance of Flexible & Rigid Pavements including use of new materials & technologies	Rs. 59999.00	2Days
57	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	Rs. 59999.00	2Days
58	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs. 59999.00	2Days
59	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs. 59999.00	2Days
60	Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.	Rs. 59999.00	2Days
61	Smart Meter Integration, PMU, and Asset Management in T&D Utilities	Rs. 59999.00	2Days
	Power Cables, Jointing Techniques, and Electrical Safety Procedures	Rs. 59999.00	2Days
62	Power System Studies, Load Despatch, and Substation Automation (Smart Grids)	Rs. 59999.00	2Days
63	Operation, Maintenance & Testing of Power Transformers and HT Circuit Breakers	Rs. 59999.00	2Days
64	Handling of Court Cases & Legal Matters	Rs. 59999.00	2Days
65	Prevention of Sexual Harassment of Women at Workplace for ICC Members	Rs. 59999.00	2Days
66	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	Rs. 59999.00	2Days
67	Operation and Maintenance (O&M) of Sub-Stations and Distribution Systems	Rs. 59999.00	2Days
68	Best Practices in Distribution Operation, Management, and Metering	Rs. 59999.00	2Days
69	Transmission Line Construction (Survey, Design, and Construction Practices	Rs. 59999.00	2Days
70	Smart Meter Integration, PMU, and Asset Management in T&D Utilities	Rs. 59999.00	2Days
71	Power Cables, Jointing Techniques, and Electrical Safety Procedures	Rs. 59999.00	2Days
72	Power System Studies, Load Despatch, and Substation Automation (Smart Grids)	Rs. 59999.00	2Days
73	Operation, Maintenance & Testing of Power Transformers and HT Circuit Breakers	Rs. 59999.00	2Days
74	Handling of Court Cases & Legal Matters	Rs. 59999.00	2Days

Details of the 'Terms and Conditions' of the program.

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.



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>

- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of “India Institute of Secretariat Training & Development” payable at New Delhi.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Somveer

Shri. Somveer

Director (Training)





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/25-8-1466

New Delhi

To,
The Chief Secretary
NCT of Delhi

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.

It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed In-house training with excellent and experienced faculty (well known in their fields internationally & nationally). Onsite training Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for administrative staff and Engineers.

S.No.	Training Topic	Course Fee/Participant + GST 18%	Duration
1	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	Rs.4600.00	2 Days
2	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
3	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs.4600.00	2 Days
4	Preventive Vigilance & Strategic Financial Management.	Rs.4600.00	2 Days
5	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs.4600.00	2 Days
6	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System & a tool of Transparency	Rs.4600.00	2 Days
7	Purchase Policy, Procedure, Risk & Contract Management in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
8	Materials management, purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies	Rs.5900.00	3 Days
9	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days



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>

10	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
11	Book Keeping, Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
12	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
13	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs.	Rs.5900.00	3 Days
14	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
15	Amendment To CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIIth Pay Commission Report & Grant of Financial Up gradation Under MACP In Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
16	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP.	Rs.5900.00	3 Days
17	Leadership Excellence and Effective Decision Making.	Rs.4600.00	2 Days
18	Enhancing Organizational Productivity Through Digital Transformation.	Rs.4600.00	2 Days
19	Innovation: Change Management for Organizational Excellence.	Rs.4600.00	2 Days
20	Work Life Balance and Stress Management.	Rs.4600.00	2 Days
21	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs.4600.00	2 Days
22	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs.4600.00	2 Days
23	Leadership and Decision Making	Rs.4600.00	2 Days
24	Ethics and Values	Rs.4600.00	2 Days
25	Swatch Bharat Mission	Rs.4600.00	2 Days
26	Managing Stress for Personal Efficacy	Rs.4600.00	2 Days
27	Digital Workplace: Essentials for non-IT Executives.	Rs.4600.00	2 Days
28	Digital exploration tools	Rs.4600.00	2 Days
29	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs.4600.00	2 Days
30	Application of GIS Software	Rs.4600.00	2 Days
31	Building Construction & Maintenance	Rs.4600.00	2Days
32	Construction material (Road & Building)	Rs.4600.00	2Days
33	Estimate/contract preparation	Rs.4600.00	2Days
34	CPM tool for construction management	Rs.4600.00	2Days
35	Project Management for Engineers	Rs.4600.00	2 Days
36	Quality control & Quality assurance	Rs.4600.00	2Days
37	Project preparation, DPR preparation and core network	Rs.4600.00	2Days



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>

38	Project Management in Construction Industry	Rs.4600.00	2Days
39	Preliminary buildings & road construction requirement and survey.	Rs.4600.00	2Days
40	Modern Survey Techniques including GIS/GPS & Total Station.	Rs.4600.00	2 Days
41	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs.4600.00	2Days
42	Procurement & contract management for Building & Roads Projects	Rs.5900.00	3 Days
43	Quality Control and material Testing Procedures & Laboratory Practice	Rs.4600.00	2Days
44	Feasibility study & Preparation of Detailed Project Reports (DPR).	Rs.4600.00	2Days
45	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs.4600.00	2Days
46	Design Construction and Maintenance of Flexible Pavements.	Rs.4600.00	2Days
47	Planning of Electrical Sub Station, including Fire Fighting Arrangements	Rs.4600.00	2Days
48	Indoor and Outdoor Lighting Design & Relevant NBC Provisions	Rs.4600.00	2Days
49	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs.5900.00	3 Days
50	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs.4600.00	2Days
51	Construction and Maintenance of Flexible & Rigid Pavements including use of new materials technologies	Rs.4600.00	2Days
52	Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting	Rs.4600.00	2Days
53	Computer applications: Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs.5900.00	3 Days
54	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs.4600.00	2Days
55	Repair and Rehabilitation of Concrete Structure including water Proofing material and Techniques.	Rs.5900.00	3 Days
56	Advances in alteration zone mapping using image processing of hyperspectral and Multispectral data for mineral investigation	Rs.4600.00	2 Days
57	Geochemical Modeling for Ore body knowledge and exploration targeting	Rs.4600.00	2 Days
58	Advances in Geophysical data processing and modeling for subsurface imaging	Rs.4600.00	2 Days
59	Advances in Hydrostatic rigs and deep hole drilling	Rs.4600.00	2 Days
60	Advances in exploration Geology and Geophysics using Artificial Intelligence and other new-age technologies	Rs.4600.00	2 Days
61	QA & QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs.4600.00	2 Days
62	Resource Estimation for Mineral Deposits.	Rs.4600.00	2 Days
63	3-D Modeling for Mineral Exploration.	Rs.4600.00	2 Days
64	Basic principles of Exploration Project preparation, Execution and its Management.	Rs.4600.00	2 Days
65	Smart Meter Integration, PMU, and Asset Management in T&D Utilities	Rs.4600.00	2 Days
66	Power Cables, Jointing Techniques, and Electrical Safety Procedures	Rs.4600.00	2 Days
67	Power System Studies, Load Despatch, and Substation Automation (Smart Grids)	Rs.4600.00	2 Days
68	Operation, Maintenance & Testing of Power Transformers and HT Circuit Breakers	Rs.4600.00	2 Days



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>

69	Handling of Court Cases & Legal Matters	Rs.4600.00	2 Days
70	Prevention of Sexual Harassment of Women at Workplace for ICC Members	Rs.4600.00	2 Days
71	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	Rs.4600.00	2 Days
72	Operation and Maintenance (O&M) of Sub-Stations and Distribution Systems	Rs.4600.00	2 Days
73	Best Practices in Distribution Operation, Management, and Metering	Rs.4600.00	2 Days
74	Transmission Line Construction (Survey, Design, and Construction Practices	Rs.4600.00	2 Days

Details of the 'Terms and Conditions' of the program.

- Minimum batch Size: 40-50 Nos Participants
- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copies of course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Somveer

Shri Somveer
Director (Training)





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

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 ☐ 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/EDP/25-8-1466

New

Delhi

To
The Chief Secretary
NCT of Delhi

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.

Executive Development Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

Course Code	Topics	Duration 3 Days	Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Date		Non-Residential	Residential	
					Twin Sharing	Single Sharing
IISTD 101	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 102	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 103	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-



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>

IISTD 104	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 105	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 106	Professional Work & Personal Life Balance for High Productivity in Organization	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 107	Handling of Court Cases & Legal Matters	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 108	DPC Proceedings and Proceedings, and Senlarity.	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 109	Prevention of Sexual Harassment of Women at Workplace for ICC Members	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 110	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 111	Emotional intelligence for Effective Leadership & Work Life Balance	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 112	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 113	Systematic Problem Solving, Conflict resolution and change Management	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 114	Leadership & Managerial Skills, Management & Business Administration	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 115	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	10 to 12 Dec, 2025	Hotel Olive County Manali	29,999/-	48,999/-	59,999/-
IISTD 116	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 117	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



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>

IISTD 118	Quality control & Quality assurance in Construction	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 119	Preparation of DPRs (Cost estimation) for Building & Roads Projects	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 120	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 121	Systematic Problem Solving, Conflict resolution and change Management	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 122	Handling of Court Cases & Legal Matters	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 123	DPC Proceedings and Proceedings, and Senlarity.	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 124	Prevention of Sexual Harassment of Women at Workplace for ICC Members	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 125	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 126	Modern Survey Techniques including GIS/GPS & Total Station	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 127	Public Procurement and Contracts management	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 128	Negotiation & Conflict Resolution Strategies	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 129	CPM tool for construction management & Project Management in Construction Industry	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 130	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	22 to 24 Jan, 2026	Hotel Corbett The Grand, Jim Corbett	29,999/-	48,999/-	59,999/-



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>

IISTD 131	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 132	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 133	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 134	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 135	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 136	Professional Work & Personal Life Balance for High Productivity in Organization	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 137	Emotional intelligence for Effective Leadership & Work Life Balance	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 138	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 139	Handling of Court Cases & Legal Matters	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 140	DPC Proceedings and Proceedings, and Seniority.	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 141	Prevention of Sexual Harassment of Women at Workplace for ICC Members	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 142	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-



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>

IISTD 143	Systematic Problem Solving, Conflict resolution and change Management	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 144	Leadership & Managerial Skills, Management & Business Administration	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 145	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	19 to 21 Feb, 2026	Hotel Inder Residency Resort & Spa, Udaipur	29,999/-	48,999/-	59,999/-
IISTD 146	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 147	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 148	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 149	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 150	PFMS, Accounting Rules, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 151	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 152	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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>

IISTD 153	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 154	Environment, Social and Governance (ESG) - Way to Sustainability	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 155	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 156	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 157	Handling of Court Cases & Legal Matters	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 158	DPC Proceedings and Proceedings, and Senlorty.	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 159	Prevention of Sexual Harassment of Women at Workplace for ICC Members	12 to 14 March, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 160	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 161	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 162	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 163	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 164	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-



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>

IISTD 165	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 166	Professional Work & Personal Life Balance for High Productivity in Organization	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 167	Emotional intelligence for Effective Leadership & Work Life Balance	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 168	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 169	Systematic Problem Solving, Conflict resolution and change Management	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 170	Leadership & Managerial Skills, Management & Business Administration	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 171	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 172	Handling of Court Cases & Legal Matters	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 173	DPC Proceedings and Proceedings, and Seniority.	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 174	Prevention of Sexual Harassment of Women at Workplace for ICC Members	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 175	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	21 to 23 April, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 176	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 177	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 178	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-



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>

IISTD 179	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 180	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 181	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 182	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 183	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 184	Environment, Social and Governance (ESG) - Way to Sustainability	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 185	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 186	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 187	Handling of Court Cases & Legal Matters	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 188	DPC Proceedings and Proceedings, and Senlarity.	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 189	Prevention of Sexual Harassment of Women at Workplace for ICC Members	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 190	Corporate Social Responsibility (CSR) - Business meets Community	19 to 21 May, 2026	Hotel Deskitsal, Leh Laddakh	29,999/-	48,999/-	59,999/-



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>

	for Sustainable Development					
IISTD 191	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 192	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 193	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 194	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 195	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 196	Professional Work & Personal Life Balance for High Productivity in Organization	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 197	Handling of Court Cases & Legal Matters	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 198	DPC Proceedings and Proceedings, and Seniority.	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 199	Prevention of Sexual Harassment of Women at Workplace for ICC Members	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 200	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 201	Emotional intelligence for Effective Leadership & Work Life Balance	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 202	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 203	Systematic Problem Solving, Conflict resolution and change Management	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 204	Leadership & Managerial Skills, Management & Business Administration	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-



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>

IISTD 205	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	16 to 18 June, 2026	Hotel Olive County Manali.	29,999/-	48,999/-	59,999/-
IISTD 206	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 207	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 208	Quality control & Quality assurance in Construction	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 209	Preparation of DPRs (Cost estimation) for Building & Roads Projects	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 210	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 211	Systematic Problem Solving, Conflict resolution and change Management	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 212	Handling of Court Cases & Legal Matters	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 213	DPC Proceedings and Proceedings, and Senlarity.	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 214	Prevention of Sexual Harassment of Women at Workplace for ICC Members	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 215	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 216	Modern Survey Techniques including GIS/GPS & Total Station	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-



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>

IISTD 217	Public Procurement and Contracts management	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 218	Negotiation & Conflict Resolution Strategies	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 219	CPM tool for construction management & Project Management in Construction Industry	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 220	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	21 to 23 July, 2026	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 221	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 222	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 223	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 224	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 225	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 226	Professional Work & Personal Life Balance for High Productivity in Organization	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 227	Emotional intelligence for Effective Leadership & Work Life Balance	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 228	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 229	Handling of Court Cases & Legal Matters	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-



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>

IISTD 230	DPC Proceedings and Proceedings, and Senlarity.	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 231	Prevention of Sexual Harassment of Women at Workplace for ICC Members	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 232	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 233	Systematic Problem Solving, Conflict resolution and change Management	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 234	Leadership & Managerial Skills, Management & Business Administration	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 235	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	17 to 19 August, 2026	Hotel Deskitsal, Leh Laddakh.	29,999/-	48,999/-	59,999/-
IISTD 236	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 237	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 238	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 239	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 240	PFMS, Accounting Rules, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 241	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-



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>

	Accounting in Government Departments Autonomous Bodies & PSUs.					
IISTD 242	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 243	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 244	Environment, Social and Governance (ESG) - Way to Sustainability	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 245	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 246	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 247	Handling of Court Cases & Legal Matters	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 248	DPC Proceedings and Proceedings, and Seniority.	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 249	Prevention of Sexual Harassment of Women at Workplace for ICC Members	22 to 24 September, 2026	Hotel Asian Park, Srinagar, Kashmir.	29,999/-	48,999/-	59,999/-
IISTD 250	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 251	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 252	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-



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>

IISTD 253	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 254	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 255	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 256	Professional Work & Personal Life Balance for High Productivity in Organization	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 257	Emotional intelligence for Effective Leadership & Work Life Balance	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 258	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 259	Systematic Problem Solving, Conflict resolution and change Management	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 260	Leadership & Managerial Skills, Management & Business Administration	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 261	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 262	Handling of Court Cases & Legal Matters	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 263	DPC Proceedings and Proceedings, and Seniority.	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 264	Prevention of Sexual Harassment of Women at Workplace for ICC Members	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-
IISTD 265	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	06 to 08 October, 2026	Hotel Ramada by Wyndham Darjeeling.	29,999/-	48,999/-	59,999/-



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>

IISTD 266	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 267	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 268	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 269	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 270	PFMS, Accounting Rules , Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 271	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 272	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 273	e-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 274	Environment, Social and Governance (ESG) - Way to Sustainability	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 275	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-



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>

IISTD 276	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 277	Handling of Court Cases & Legal Matters	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 278	DPC Proceedings and Proceedings, and Seniority.	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 279	Prevention of Sexual Harassment of Women at Workplace for ICC Members	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 280	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	25 to 27 November, 2026	Lemon Tree Hotel, Port Blair.	29,999/-	48,999/-	59,999/-
IISTD 281	GFR 2017, Government e- Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 282	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System.	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 283	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 284	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 285	Total Quality Person (TQP), Work life Balance, Emotional Intelligence	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 286	Professional Work & Personal Life Balance for High Productivity in Organization	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 287	Handling of Court Cases & Legal Matters	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-



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>

IISTD 288	DPC Proceedings and Proceedings, and Senlarity.	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 289	Prevention of Sexual Harassment of Women at Workplace for ICC Members	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 290	Corporate Social Responsibility (CSR) - Business meets Community for Sustainable Development	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 291	Emotional intelligence for Effective Leadership & Work Life Balance	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 292	Stress & Stress Management & Staff Development in improving Enhancing Efficiency and Behavioral Skills"	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 293	Systematic Problem Solving, Conflict resolution and change Management	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 294	Leadership & Managerial Skills, Management & Business Administration	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-
IISTD 295	Work Life Balance and Stress Management. Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	15 to 17 December, 2026	Hotel La Nicholas (by Summit Hotels), Shillong.	29,999/-	48,999/-	59,999/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in. In addition to the above Programme other customized programs to the choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

General Instructions

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S).
- The Non-Residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**



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>

- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

These programs will help the officers of Central/ State Government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of “India Institute of Secretariat Training & Development” payable at New Delhi.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest

For India Institute of Secretariat Training & Development

Somveer

Shri Somveer

Director (Training)



Fwd: Sopa9m:Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

Shri Rajeev Verma <csdelhi@nic.in>

Sun, 07 Dec 2025 1:24:16 PM +0530

To "Secretary Services"<secservices@nic.in>

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

From: manager <manager@dsistd.org>

To: <csdelhi@nic.in>

Date: Sun, 07 Dec 2025 09:49:10 +0530

Subject: Sopa9m:Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

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

Delhi State Institute Of Secretariat Training & Development

(An ISO 9001;2015 Institute)

Plot No 15, Pratap Nagar, Above KBM Electro, Pocket 1, Mayur Vihar, Delhi, 110091

Ph. +91-011-22158852, +91-011-22158851, +91-9811094923

E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No 26-49-669,

New Delhi Dated

To,

Shri Dharmendra, IAS

Chief Secretary of Delhi 3rd Delhi Secretariat, IP Estate, New Delhi, Delhi 110002

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

Dear Sir/Madam,

Greetings from **Delhi State Institute Of Secretariat Training & Development (DSISTD)**, serves a training institute for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capability es of these officers, enabling them to perform their duties more effectively and efficiently. In essence, plays a crucial role in the **professional development of government officers**,

contributing to the overall improvement of administrative services within the central and state government.

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

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

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

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

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

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

These training topics hold significant relevance for modern government operations:

- Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services.⁶⁷

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

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

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

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

Regards,

Akash Choudhary
Manager (TRG)
Mob: +91-9811094923

3 Attachment(s)

Executive Development Progra...
580.5 KB

International Executive Develo...
633.9 KB

Knowledge Co-creation Progra...
681.4 KB



Delhi State Institute Of Secretariat Training & Development

(An ISO 9001; 2015 Institute)

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, Delhi, 110091, India
Ph. +91-011-22158852, +91-011-22158851, Fax No:-+91-011-22158850
E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No:-IEDP/VIS/93-63-6393

New Delhi, Dated 07th December, 2025

To,
Shri Dharmendra, IAS
Chief Secretary of Delhi 3rd Delhi
Secretariat, IP Estate, New Delhi, Delhi 110002

By E Mail & Registered Post

Subject: International Executive Development Program - Call for Nominations

Dear Sir/Madam,

The Delhi State Institute of Secretariat Training & Development (DSISTD), established by the Government of NCT of Delhi, plays a vital role in enhancing the professional capabilities of government officers through structured training and knowledge exchange. To further this mission, DSISTD conducts International Executive Development Programmes (EDPs) that expose officers to global best practices in governance, leadership, and administrative innovation. These programmes aim to strengthen the skills, vision, and managerial competence of officials, enabling them to deliver effective, transparent, and citizen-centric public services.

The International EDP focuses on key areas such as digital transformation, project and financial management, public procurement, leadership, and sustainable governance. Conducted in collaboration with leading international institutions and universities, the programme combines classroom learning, institutional visits, and peer interaction to provide participants with a comprehensive understanding of global governance systems. By facilitating cross-cultural learning and international collaboration, DSISTD's International EDP contributes to building a more efficient, ethical, and future-ready public administration in India.

List of Executive Development Programs

S.No.	Title of Programme	Dates	Venue	Course Fee (INR)
1.	Financial Governance & Accountability in Public Sector	22-23 Dec 2025	Dubai	₹1,20,000
2.	Public Procurement, E-Procurement, GeM, PFMS & GST under Capacity Building	22-23 Dec 2025	Dubai	₹1,20,000
3.	Stress Management & Staff Development for Enhancing Efficiency	22-23 Dec 2025	Dubai	₹1,20,000
4.	Leadership & Managerial Skills, Management & Business Administration	22-23 Dec 2025	Dubai	₹1,20,000
5.	Bookkeeping, Accounting Standards & Accrual Accounting in Government	22-23 Dec 2025	Dubai	₹1,20,000
6.	Government e-Marketplace (GeM), e-Tendering, e-Governance & GST	22-23 Dec 2025	Dubai	₹1,20,000
7.	Stress & Staff Development: Enhancing Efficiency & Behavioral Skills	12-13 Jan 2026	Dubai	₹1,20,000
8.	Quality Control & Assurance in Construction (Including Extreme Weather Concreting)	12-13 Jan 2026	Dubai	₹1,20,000
9.	Leadership & Managerial Skills, Management & Business Administration	12-13 Jan 2026	Dubai	₹1,20,000
10.	Government e-Marketplace (GeM), e-Tendering, e-Governance & GST	12-13 Jan 2026	Dubai	₹1,20,000
11.	Leadership & Team Building	12-13 Jan 2026	Dubai	₹1,20,000
12.	Emotional Intelligence for Effective Leadership & Work-Life Balance	23-24 Jan 2026	Dubai	₹1,20,000
13.	Public Procurement & Contracts Management	23-24 Jan 2026	Dubai	₹1,20,000

14.	Systematic Problem Solving, Conflict Resolution & Change Management	23–24 Jan 2026	Dubai	₹1,20,000
15.	Negotiation & Conflict Resolution Strategies	23–24 Jan 2026	Dubai	₹1,20,000
16.	E-Governance & Advanced IT Tools: Transforming Government Sector	23–24 Jan 2026	Dubai	₹1,20,000
17.	Stress Management & Staff Development: Improving Behavioral Skills	09–10 Feb 2026	Dubai	₹1,20,000
18.	Leadership & Managerial Skills, Management & Business Administration	09–10 Feb 2026	Dubai	₹1,20,000
19.	Leadership & Team Building	09–10 Feb 2026	Dubai	₹1,20,000
20.	Government e-Marketplace (GeM), e-Tendering, e-Governance & GST	09–10 Feb 2026	Dubai	₹1,20,000
21.	Bookkeeping & Accrual Accounting for PSUs & Autonomous Bodies	09–10 Feb 2026	Dubai	₹1,20,000
22.	Emotional Intelligence for Effective Leadership & Work-Life Balance	09–10 Feb 2026	Dubai	₹1,20,000
23.	Leadership & Managerial Skills, Management & Business Administration	23–24 Feb 2026	Dubai	₹1,20,000
24.	E-Governance & Advanced IT Tools: Transforming Government Sector	23–24 Feb 2026	Dubai	₹1,20,000
25.	Public Procurement, E-Procurement, GeM, PFMS & GST under Capacity Building	23–24 Feb 2026	Dubai	₹1,20,000
26.	Stress Management & Staff Development: Enhancing Efficiency	23–24 Feb 2026	Dubai	₹1,20,000
27.	Leadership & Managerial Skills, Management & Business Administration	23–24 Feb 2026	Dubai	₹1,20,000
28.	Government e-Marketplace (GeM), e-Tendering, e-Governance & GST	23–24 Feb 2026	Dubai	₹1,20,000
29.	Leadership & Team Building	23–24 Feb 2026	Dubai	₹1,20,000
30.	Emotional Intelligence for Effective Leadership & Work-Life Balance	23–24 Feb 2026	Dubai	₹1,20,000
31.	Public Procurement & Contracts Management	23–24 Feb 2026	Dubai	₹1,20,000

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

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants are required to check in at the hotel one day before the course starts and check out on the day after the course ends."
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required. Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

ADMISSION PROCEDURE

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

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

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

Yours Truly,

For Delhi State Institute Of Secretariat Training & Development



Addl Director (TRG)



Delhi State Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No 15, Pratap Nagar, Above KBM Electro, Pocket 1, Mayur Vihar, Delhi, 110091

Ph. +91-011-22158852, +91-011-22158851, +91-9811094923

E-Mail:- info@dsistd.in, dsistddelhi@gmail.com Website www.dsistd.in

Ref No:- EDP /SAC/63-63-969

New Delhi, Dated 07th December, 2025

To,

E-mail

Shri Dharmendra, IAS
Chief Secretary of Delhi 3rd Delhi
Secretariat, IP Estate, New Delhi, Delhi 110002

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

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

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

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee Per Participant	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
3.	Leadership & Team Building	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
4.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
5.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)

6.	Emotional intelligence for Effective Leadership & Work Life Balance	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
7.	Leadership & Managerial Skills, Management & Business Administration	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
8.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
9.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
10.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
12.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
13.	Leadership & Team Building	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
14.	Emotional intelligence for Effective Leadership & Work Life Balance	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
15.	Public Procurement and Contracts management	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
17.	Professional Work & Personal Life Balance for High Productivity in Organization	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
18.	Environment, Social and Governance (ESG)- Way to Sustainability	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
19.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
20.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
21.	e-governance & advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	23-25 March,2026	Manali (HimachalPradesh)	56,600.00 (INR)	76,600.00 (INR)
22.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
23.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
25.	Book Keeping & Accounting, Accounting Standards &	23-25 March,2026	Manali	56,600.00 (INR)	76,600.00 (INR)

	Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.		(Himachal Pradesh)		
26.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
27.	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
28.	“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
29.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
30.	Leadership & Managerial Skills, Management & Business Administration	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
31.	Leadership & Team Building	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
32.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
33.	Emotional intelligence for Effective Leadership & Work Life Balance	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
34.	Public Procurement and Contracts management	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
35.	Systematic Problem Solving, Conflict resolution and change Management	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
36.	Negotiation & Conflict Resolution Strategies	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
37.	Leadership & Managerial Skills, Management & Business Administration	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
38.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
39.	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)

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

GST Exempted

Ministry of Finance, Government of India, (Department of Revenue)
Notification No 12/2017- Central Tax (Rate) New Delhi, the 28th June, 2017

Sl. No72, Chapter Section, Heading Group or Service Code (Terif), Description Of Services, Services provided to the Central Government, State Government, Union territory administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends."
- Participants choosing the residential program will be accommodated for 4 days and 3 nights.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner at hotel.

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

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

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

Transportation: Candidates are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

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

Yours Truly,

For Delhi State Institute Of Secretariat Training & Development



Addl Director (TRG)



Delhi State Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No 15, Pratap Nagar, Above KBM Electro, Pocket 1, Mayur Vihar, Delhi, 110091

Ph. +91-011-22158852, +91-011-22158851, +91-9811094923

E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No:- KCP/SAC/63-33-669

New Delhi, Dated 07th December, 2025

To,
Shri Dharmendra, IAS
Chief Secretary of Delhi 3rd Delhi
Secretariat, IP Estate, New Delhi, Delhi 110002

E-mail

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations
Dear Sir/Madam,

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

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

DSISTD has planned to organise the international study tours on different topics in below mentioned cities:-

S.NO.	Title of Programme	Country to be Visited	Programme Date	Tour Cost Per Participant
1.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United States)	09 th March,2026 To 16 th March,2026	6,96,000.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	19 th March,2026 To 26 th March,2026	5,96,000.00 (INR)
3.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19 th March,2026 To 26 th March,2026	5,96,000.00 (INR)
4.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	19 th March,2026 To 26 th March,2026	5,96,000.00 (INR)
5.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19 th March,2026 To 26 th March,2026	6,96,000.00 (INR)
6.	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable	New York & Los Angeles, (United States)	19 th March,2026 To 26 th March,2026	6,96,000.00 (INR)

	Cities” under Capacity Building program Technical Cooperation Program			
7.	Developed Infrastructure Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London & Sheffield, (United Kingdom)	19th April, 2026 To 26th April, 2026	5,96,000.00 (INR)
8.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	19th April, 2026 To 26th April, 2026	5,96,000.00 (INR)
9.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) & Barcelona(Spain) (Europe)	19th April,2026 To 26th April,2026	5,96,000.00 (INR)
10.	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	London & Manchester (United Kingdom)	19th April ,2026 To 26th April,2026	4,96,000.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19th April, 2026 To 26th April, 2026	6,96,000.00 (INR)
12.	“ Development of Urban Road Network (A)” Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16th May, 2026 To 23rd May, 2026	5,96,000.00 (INR)
13.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	16th May, 2026 To 23rd May, 2026	5,96,000.00 (INR)
14.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United States)	16th May, 2026 To 23rd May, 2026	6,96,000.00 (INR)
15.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16th May, 2026 To 23rd May, 2026	5,96,000.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19th June,2026 To 26th June,2026	6,96,000.00 (INR)
17.	“Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th June,2026 To 26th June,2026	5,96,000.00 (INR)
18.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	19th June,2026 To 26th June,2026	5,96,000.00 (INR)
19.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	06th July,2026 To 13th July,2026	5,96,000.00 (INR)
20.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United States)	06th July,2026 To 13th July,2026	6,96,000.00 (INR)
21.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	06th July,2026 To 13th July,2026	5,96,000.00

				(INR)
22.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) & Barcelona (Spain) Europe	16 th August,2026 To 23 rd August,2026	5,96,000.00 (INR)
23.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	16 th August,2026 To 23 rd August,2026	5,96,000.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United States)	16 th August, 2026 To 23 rd August, 2026	6,96,000.00 (INR)
25.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 th August, 2026 To 23 rd August, 2026	5,96,000.00 (INR)
26.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Tokyo & Hiroshima (Japan)	16 th August, 2026 To 23 rd August, 2026	6,96,000.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19 th September, 2026 To 26 th September, 2026	6,96,000.00 (INR)
28.	“Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19 th September, 2026 To 26 th September, 2026	5,96,000.00 (INR)
29.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	21 st September, 2026 To 28 th September, 2026	5,96,000.00 (INR)
30.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	21 st September, 2026 To 28 th September, 2026	5,96,000.00 (INR)
31.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United States)	21 st September, 2026 To 28 th September, 2026	6,96,000.00 (INR)

GST Exempted

Ministry of Finance, Government of India, (Department of Revenue)
Notification No 12/2017- Central Tax (Rate) New Delhi, the 28th June, 2017

Sl. No72, Chapter Section, Heading Group or Service Code (Tarif), Description Of Services, Services provided to the Central Government, State Government, Union territory administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the (DSISTD) to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.00. Per Participant.

- The participants shall be awarded Certificate of Participation on successful completion of programme.

Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance.

Inclusions

1. Program Management Charges: This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. Travel Arrangements: It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. Visa and Clearances: The fee incorporates the expenses associated with visa procurement and related clearances.
4. Accommodation: Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast & Dinner provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- Senior Government Officials from Central/State/Union Territory, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards & Corporations & Govt Departments. .

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

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

For Delhi State Institute Of Secretariat Training & Development


(Addl. Director General)

