



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

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Ref No:- EDP/VIS/93-63-3399

New Delhi, Dated 18th June, 2025

To,

Registered Speed Post

The Pr. Secretary Service Department
Govt. of NCT of Delhi,
Delhi Secretariat Complex, 5th Level,
B-Wing & 5th Level, A-Wing, I. P. Estate,
New Delhi-110002.



Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

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

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 (Duration 2 Days)	Venue	Course Fee Per Participant	
				Non Residential	Residential (Twine Sharing)
1.	Leadership & Managerial Skills, Management & Business Administration	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)
2.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)
3.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)

Santosh Dabhoi
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sp/secretary (Gen)
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4.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)
5.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)
6.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)
7.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14-15 July, 2025	Kathmandu (Nepal)	46,600.00 (INR)	66,600.00 (INR)
8.	Leadership & Team Building	28-29 July, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
9.	Emotional intelligence for Effective Leadership & Work Life Balance	28-29 July, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
10.	Public Procurement and Contracts management	28-29 July, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
11.	Systematic Problem Solving, Conflict resolution and change Management	28-29 July, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
12.	Negotiation & Conflict Resolution Strategies	11-12 August, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
13.	Professional Work & Personal Life Balance for High Productivity in Organization	11-12 August, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
14.	Environment, Social and Governance (ESG)- Way to Sustainability	11-12 August, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
15.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	11-12 August, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
16.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	11-12 August, 2025	Ooty (Tamil Nadu) India	46,600.00 (INR)	66,600.00 (INR)
17.	Leadership & Managerial Skills, Management & Business Administration	25-26 August, 2025	Kochi (Kerala) India	46,600.00 (INR)	66,600.00 (INR)
18.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	25-26 August, 2025	Kochi (Kerala) India	46,600.00 (INR)	66,600.00 (INR)
19.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	25-26 August, 2025	Kochi (Kerala) India	46,600.00 (INR)	66,600.00 (INR)
20.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	25-26 August, 2025	Kochi (Kerala) India	46,600.00 (INR)	66,600.00 (INR)

21.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25-26 August,2025	Kochi (Kerla) India	46,600.00 (INR)	66,600.00 (INR) 159
22.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25-26 August,2025	Kochi (Kerla) India	46,600.00 (INR)	66,600.00 (INR)
23.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25-26 August,2025	Kochi (Kerla) India	46,600.00 (INR)	66,600.00 (INR)
24.	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	08-09 September,2025	Dalhousie (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
25.	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills”	08-09 September,2025	Dalhousie (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
26.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	08-09 September,2025	Dalhousie (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
27.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	08-09 September,2025	Dalhousie (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
28.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	08-09 September,2025	Dalhousie (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
29.	Leadership & Team Building	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
30.	Emotional intelligence for Effective Leadership & Work Life Balance	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
31.	Public Procurement and Contracts management	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
32.	Systematic Problem Solving, Conflict resolution and change Management	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
33.	Negotiation & Conflict Resolution Strategies	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
34.	Leadership & Managerial Skills, Management & Business Administration	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
35.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
36.	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	22-23 September,2025	Manali (Himachal Pradesh) India	46,600.00 (INR)	66,600.00 (INR)
37.	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills”	13-14 October,2025	Jim Corbett (Uttrakhand) India	46,600.00 (INR)	66,600.00 (INR)

38.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	13-14 October,2025	Jim Corbett (Uttarakhand) India	46,600.00 (INR)	66,600.00 (INR)
39.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	13-14 October,2025	Jim Corbett (Uttarakhand) India	46,600.00 (INR)	66,600.00 (INR)
40.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	13-14 October,2025	Jim Corbett (Uttarakhand) India	46,600.00 (INR)	66,600.00 (INR)
41.	Leadership & Team Building	13-14 October,2025	Jim Corbett (Uttarakhand) India	46,600.00 (INR)	66,600.00 (INR)
42.	Emotional intelligence for Effective Leadership & Work Life Balance	13-14 October,2025	Jim Corbett (Uttarakhand) India	46,600.00 (INR)	66,600.00 (INR)

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 who choose the residential program 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 National Institute Of Secretariat Training & Development

