



# India Institute of Secretariat Training & Development

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Ref No IISTD/R/22-47

New Delhi, Dated, 08<sup>th</sup> July, 2022

To,

By E-Mail & Registered Post

The Director  
Mahanagar Doorsanchar Bhawan  
(next to Zakir Hussain College)  
Jawaharlal Nehru Marg (Old Minto Road) New Delhi: 110 002

*Recd. Day*  
*22.07.2022*

## Subject: Executive Development Programs

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), (Established by Govt. of National Capital Territory of Delhi & Ministry of MSME), serves as the autonomous body registered Under the Societies Registration Act XXI of 1860 a representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.

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	Date Duration 3 Days	Venue	Course Fee (RS) / Participant+ 18% GST Extra		
				Non, Residential	Residential	
					Twin Sharing	Single Sharing
IISTD 001	E-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 002	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 003	Public Procurement, E- Procurement, Govt. E-Marketplace (GeM), PFMS	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 004	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 005	Building Construction & Maintenance	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 006	"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".	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh	29,999/-	48,999/-	59,999/-
IISTD 007	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	28 <sup>th</sup> - 30 <sup>th</sup> July, 2022	Golden Tulip Manali, Himachal Pradesh	29,999/-	48,999/-	59,999/-



IISTD 008	“Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts” Under Capacity Building in Govt. departments, autonomous bodies	12 <sup>th</sup> - 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 009	“Establishment Rules & General Administration Matters” of Government Departments Autonomous Bodies & PSUs”.	12 <sup>th</sup> - 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 010	Procurement & Contract Management for Building & Roads Projects	12 <sup>th</sup> - 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 011	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	12 <sup>th</sup> - 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 012	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building In Government Department, autonomous	12 <sup>th</sup> – 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 013	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12 <sup>th</sup> – 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 015	Preventive Vigilance & Strategic Financial Management	12 <sup>th</sup> – 14 <sup>th</sup> August, 2022	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 016	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs”	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 017	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 018	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 019	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”.	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 020	Civil Construction Engineering/ Management	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 021	Organizational Productivity through Digital Transformation	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 022	Construction material (Road & Building)	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 023	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management. Under Capacity Building program	15 <sup>th</sup> -17 <sup>th</sup> September ,2022	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,999/-	48,999/-	59,999/-
IISTD 024	Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills” In Government Departments Autonomous Bodies & PSUs”	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 025	“Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules” In Government Departments Autonomous Bodies & PSUs”.	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-



IISTD 026	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 027	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”.	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 028	“Finance Management in Govt. with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs”. In Government Departments Autonomous Bodies & PSUs”	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 029	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 030	Right to Information Act for CPIO and Appellate Authorities	13 <sup>th</sup> -15 <sup>th</sup> October, 2022	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
IISTD 031	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 032	”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression.	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 033	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”	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 034	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”.	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 035	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 036	New Methods & Materials in Construction Technology & Building Repairing	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 037	Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules” In Government Departments Autonomous Bodies & PSUs”.	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 038	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	17 <sup>th</sup> -19 <sup>th</sup> November, 2022	Golden Tulip Manali, Himachal Pradesh.	29,999/-	48,999/-	59,999/-
IISTD 039	“Finance Management in Govt. with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs”. In Government Departments Autonomous Bodies & PSUs”	19 <sup>th</sup> – 21 <sup>st</sup> December, 2022	Hotel Sea Shell, Port Blair, A& N Island	29,999/-	48,999/-	59,999/-
IISTD 040	Purchase Policy & Procedure In Governments And Risk & Contract Management In Government Departments Autonomous Bodies & PSUs	19 <sup>th</sup> – 21 <sup>st</sup> December, 2022	Hotel Sea Shell, Port Blair, A& N Island	29,999/-	48,999/-	59,999/-



IISTD 041	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	19 <sup>th</sup> – 21 <sup>st</sup> December, 2022	Hotel Sea Shell, Port Blair, A& N Island	29,999/-	48,999/-	59,999/-
IISTD 042	Public Procurement for Government Officers (GeM& GFRs 2017, 2019) & Arbitration”	19 <sup>th</sup> – 21 <sup>st</sup> December, 2022	Hotel Sea Shell, Port Blair, A& N Island	29,999/-	48,999/-	59,999/-
IISTD 043	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies	19 <sup>th</sup> – 21 <sup>st</sup> December, 2022	Hotel Sea Shell, Port Blair, A& N Island	29,999/-	48,999/-	59,999/-
IISTD 044	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”.	23 <sup>rd</sup> – 25 <sup>th</sup> January , 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 045	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”	23 <sup>rd</sup> – 25 <sup>th</sup> January , 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 046	Preventive Vigilance & Strategic Financial Management	23 <sup>rd</sup> – 25 <sup>th</sup> January , 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 047	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs”	23 <sup>rd</sup> – 25 <sup>th</sup> January , 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 048	Digitalization of HR Practices in Power Distribution Sector “Stress & Stress Management “ Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	23 <sup>rd</sup> – 25 <sup>th</sup> January , 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 049	”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression” & GST , Swachh Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	23 <sup>rd</sup> – 25 <sup>th</sup> January , 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 050	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	23 <sup>rd</sup> - 25 <sup>th</sup> February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 051	“Establishment Rules & General Administration Matters”, Of Government Departments Autonomous Bodies & PSU”.	23 <sup>rd</sup> - 25 <sup>th</sup> February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 052	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	23 <sup>rd</sup> - 25 <sup>th</sup> February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 053	Project Management for Engineers, CPM as Tool for Construction Management, Project Management for Engineers .Under Capacity Building in Govt. departments, autonomous bodies	23 <sup>rd</sup> - 25 <sup>th</sup> February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 054	Project Management for Engineers	23 <sup>rd</sup> - 25 <sup>th</sup> February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 054	Public Procurement for Government Officers (GeM& GFRs 2017, 2019) & Arbitration”	23 <sup>rd</sup> - 25 <sup>th</sup> February, 2023	Hotel Bogmallo Beach Resort, South Goa, Goa	29,999/-	48,999/-	59,999/-
IISTD 055	E-Governance & Advance IT Tools: Transforming Government Sector& GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, –	29,999/-	48,999/-	59,999/-



			Shimla			
IISTD 056	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 057	“Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts” Under Capacity Building in Govt. departments, autonomous bodies	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 058	“Establishment Rules & General Administration Matters” of Government Departments Autonomous Bodies & PSUs”.	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 059	Procurement & Contract Management for Building & Roads Projects	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 060	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 061	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter & GST Under Capacity Building In Government Department, autonomous	16 <sup>th</sup> – 18 <sup>th</sup> March, 2023	Hotel Marigold Sarovar Portico, Shimla	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 available on IISTD website, [www.iistd.in](http://www.iistd.in).

In addition to the above program 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.
  - 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.
  - Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

We would also welcome invitation from your side for On-Site Training program at your premises.

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 Pro-forma 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.

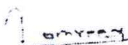
For any details

please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services.

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.

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 Singh  
Director (Training)

