

No.42/06/2022-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 28th October, 2022

To

All the Administrative Secretaries of Haryana State.

Subject: - Executive Development Programme- Call for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. **NISTD/R/22-47-456** email dated 13.10.2022 received from National Institute of Secretariat Training & Development, B-11C, Inderprastha, NCR New Delhi, Ghaziabad, has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action accordingly keeping in mind Govt. instructions issued vide letter no. 4/38/2010-2 Trg. dated 14.10.2016 (copy attached).

Yours faithfully,


Under Secretary, Training
for Chief Secretary to Govt., Haryana

Endst. No. 42/06/2022-5Trg.

Dated Chandigarh, the 28th October, 2022

A copy is forwarded to National Institute of Secretariat Training & Development, B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, w.r.t his letter no. **NISTD/R/22-47-456** email dated 13.10.2022 for information.


Under Secretary, Training
for Chief Secretary to Govt., Haryana



National Institute Of Secretariat Training & Development

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

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By E-Mail & Registered Post

Ref No NISTD/R/22-47-456

New Delhi

To

**The SPECIAL SECRETARY
SECTT ESTABLISHMENT ,
GOVERNMENT OF HARYANA**
ssse@hry.nic.in
jsse@hry.nic.in

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), an autonomous body (Established under 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. NISTD 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 NISTD 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:

Sl. No	Topic	Date & 03 Days Duration	Venue	Course Fee (RS) / Participant+ 18% GST Extra		
				Non-Residential	Twin Sharing	Single Sharing
NISTD 001	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	9 - 11 November, 2022	Hotel Ramada, Darjeeling, West Bengal	26,999/-	46,999/-	56,999/-
NISTD 002	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	9 - 11 November, 2022	Hotel Ramada, Darjeeling, West Bengal	26,999/-	46,999/-	56,999/-
NISTD 003	Procurement & Contract Management for Building & Roads Projects	9 - 11 November, 2022	Hotel Ramada, Darjeeling, West Bengal	26,999/-	46,999/-	56,999/-
NISTD 004	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	9 - 11 November, 2022	Hotel Ramada, Darjeeling, West Bengal	26,999/-	46,999/-	56,999/-
NISTD 005	Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen	9 - 11 November, 2022		26,999/-	46,999/-	56,999/-

	Charter & GST Under Capacity Building in Government Department, autonomous		Hotel Ramada, Darjeeling, West Bengal			
NISTD 006	Quality Control and Quality Assurance in Concrete Construction including Extremeweather Concreting	9 - 11 November, 2022	Hotel Ramada, Darjeeling, West Bengal	26,999/-	46,999/-	56,999/-
NISTD 007	Preventive Vigilance & Strategic Financial Management	9 - 11 November, 2022	Hotel Ramada, Darjeeling, West Bengal	26,999/-	46,999/-	56,999/-
NISTD 008	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 009	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 010	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 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 011	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 012	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 013	New Methods & Materials in Construction Technology & Building Repairing	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 014	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 015	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	17 - 19 November, 2022	Golden Tulip, Manali, Himachal Pradesh.	26,999/-	46,999/-	56,999/-
NISTD 016	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 017	Public Procurement, E-Procurement, Govt. E-Marketplace (GeM), PFMS	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-

NISTD 018	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 019	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 020	Civil Construction Engineering/ Management	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 021	Organizational Productivity through Digital Transformation	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 022	Construction material (Road & Building)	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 023	Total quality person (TQP), Worklife Balance, Emotional Intelligence and Stress Management. Under Capacity Building program	7 - 9 December, 2022	Hotel Shanker, Kathmandu, Nepal	26,999/-	46,999/-	56,999/-
NISTD 024	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	26,999/-	46,999/-	56,999/-
NISTD 025	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	26,999/-	46,999/-	56,999/-
NISTD 026	Quality Control and Quality Assurance in Concrete Construction including Extremeweather Concreting	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	26,999/-	46,999/-	56,999/-
NISTD 027	Public Procurement for Government Officers (GeM& GFRs 2017, 2019) & Arbitration	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	26,999/-	46,999/-	56,999/-
NISTD 028	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	19 – 21 December, 2022	Hotel Sea Shell, Port Blair, A & N Island	26,999/-	46,999/-	56,999/-
NISTD 029	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	26,999/-	46,999/-	56,999/-
NISTD 030	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 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	26,999/-	46,999/-	56,999/-
NISTD 031	Preventive Vigilance & Strategic Financial Management	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	26,999/-	46,999/-	56,999/-

NISTD 032	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building In Govt. departments, autonomous bodies & PSUs	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	26,999/-	46,999/-	56,999/-
NISTD 033	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	26,999/-	46,999/-	56,999/-
NISTD 034	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	23 – 25 January, 2023	Hotel Crowne Plaza Kochi, Kerala	26,999/-	46,999/-	56,999/-
NISTD 035	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, Goa	26,999/-	46,999/-	56,999/-
NISTD 036	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, Goa	26,999/-	46,999/-	56,999/-
NISTD 037	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement, RTI & GST	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, Goa	26,999/-	46,999/-	56,999/-
NISTD 038	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, Goa	26,999/-	46,999/-	56,999/-
NISTD 039	Public Procurement for Government Officers (GeM & GFRs 2017, 2019) & Arbitration	23 - 25 February, 2023	Hotel Bogmallo Beach Resort, Goa	26,999/-	46,999/-	56,999/-
NISTD 040	E-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-
NISTD 041	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-
NISTD 042	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-
NISTD 043	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-
NISTD 044	Procurement & Contract Management for Building & Roads Projects	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-

NISTD 045	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	16 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-
NISTD 046	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 – 18 March, 2023	Hotel Marigold Sarovar Portico, Shimla	26,999/-	46,999/-	56,999/-
NISTD 047	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	23-25 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-
NISTD 048	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	23-25 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-
NISTD 049	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 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-
NISTD 050	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23-25 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-
NISTD 051	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	23-25 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-
NISTD 052	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	23-25 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-
NISTD 053	Right to Information Act for CPIO and Appellate Authorities	23-25 April, 2023	Hotel SangtoVilla Resort, Leh Ladakh	26,999/-	46,999/-	56,999/-

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 NISTD website. www.nistd.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 NISTD 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.

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 NISTD. 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 favor of "National 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.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of "National 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 National Institute of Secretariat Training & Development

Thanking You,
For National Institute Of Secretariat Training & Development

SK Gupta

Director (Training)



Application Form for Registration
Knowledge Co-Creation Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Date: _____

Signature _____

(Photocopies of the form may be used for more delegates)