

No.42/06/2022-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the **2 December, 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 23.11.2022 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,


Superintendent, Training
for Chief Secretary to Govt., Haryana

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

Dated Chandigarh, the **2 December, 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 23.11.2022 for information.


Superintendent, Training
for Chief Secretary to Govt., Haryana

Fwd: NRU-Executive Development Programme - Call for Nominations

1 message

Pankaj <ssps@hry.nic.in>

To: branchtrg <branchtrg@gmail.com>, Anup Singh <anup.singh-hry@hry.gov.in>

24 November 2022 at 11:05

From: trg@nctsr.in

To: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>

Sent: Wednesday, November 23, 2022 2:48:55 AM

Subject: NRU-Executive Development Programme - Call for Nominations

****The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution****

By E-Mail & Registered Post

Ref No:- NISTD/R/22-47-456

New Delhi, India The Dated 23rd November, 2022

To,

The Hon'ble Chief Secretary

Government of Haryana

Room No. 4, 4th Floor Haryana Civil Secretariat Sector-1 Chandigarh -160019

cs@hry.nic.in

Subject:-Executive Development Program-Call for Nominations

Training Branch

Diary No. 129903/

Date: 25/11/2022

Greeting From National Institute of Secretariat Training & Development !

Dear Sir/Madam,

Please find here with Attached.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You

Regards

National Institute Of Secretariat Training & Development

B-11C, Inderprastha, Tiila Shabajpur, NCR New Delhi,

Ghaziabad-201102

Ph. +91-120-2682107, 2682110, 2682111

Fax No:-+91-120-2682109, M-09811094923

E Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in



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Azadi Ka
Amrit Mahotsav

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Azadi Ka
Amrit Mahotsav

 **Executive Development Programme - Call for Nominations.pdf**
1209K



National Institute Of Secretariat Training & Development

Plot No B-11, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

By E-Mail & Registered Post

Ref No:- NISTD/R/22-47-456
To,

New Delhi, India The Dated 23rd November, 2022

The Hon'ble Chief Secretary
Government of Haryana

Room No. 4, 4th Floor Haryana Civil Secretariat Sector-1 Chandigarh -160019
cs@hry.nic.in

Subject:-Executive Development Program-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 & Duration	Venue	Course Fee (RS) / Participant+ 18% GST Extra		
				Non-Residential	Residential	
					Twin Sharing	Single Sharing
NIST D 001	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	09-10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 002	Public Procurement, E-Procurement, Govt. E-Marketplace (GeM), PFMS	09-10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 003	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	09-10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 004	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09-10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 005	Civil Construction Engineering/Management	09-10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-

NIST D 006	Organizational Productivity through Digital Transformation	09- 10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 007	Construction material (Road & Building)	09- 10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 008	Total quality person (TQP), Worklife Balance, Emotional Intelligence and Stress Management. Under Capacity Building program	09- 10 December, 2022 (2 Days)	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
NIST D 009	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	19-20 December, 2022 (2 Days)	Hotel SeaShell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
NIST D 010	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	19-20 December, 2022 (2 Days)	Hotel SeaShell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
NIST D 011	Quality Control and Quality Assurance in Concrete Construction including Extremew weather Concreting	19-20 December, 2022 (2 Days)	Hotel SeaShell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
NIST D 012	Public Procurement for Government Officers (GeM & GFRs 2017, 2019) & Arbitration	19-20 December, 2022 (2 Days)	Hotel SeaShell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
NIST D 013	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	19-20 December, 2022 (2 Days)	Hotel SeaShell, Port Blair, A & N Island	29,999/-	48,999/-	59,999/-
NIST D 014	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23-24 January, 2023 (2 Days)	Hotel Crown Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
NIST D 015	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	23-24 January, 2023 (2 Days)	Hotel Crown Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
NIST D 016	Preventive Vigilance & Strategic Financial Management	23-24 January, 2023 (2 Days)	Hotel Crown Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
NIST D 017	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	23-24 January, 2023 (2 Days)	Hotel Crown Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
NIST D 018	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous Bodies & PSUs	23-24 January, 2023 (2 Days)	Hotel Crown Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
NIST D 019	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	23-24 January, 2023 (2 Days)	Hotel Crown Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
NIST D 020	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world class expert in waste management and pollution control	23-24 February, 2023 (2 Days)	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
NIST D 021	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	23-24 February, 2023 (2 Days)	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
NIST D 022	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement, RTI & GST	23-24 February, 2023 (2 Days)	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-

NIST D 023	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	23-24 February, 2023 (2 Days)	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
NIST D 024	Public Procurement for Government Officers (GeM & GFRs 2017, 2019) & Arbitration	23-24 February, 2023 (2 Days)	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
NIST D 025	E-Governance & Advance IT Tools Transforming Government Sector & GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 026	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 027	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 028	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 029	Procurement & Contract Management for Building & Roads Projects	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 030	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous Bodies & PSUs	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 031	Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter & GST Under Capacity Building in Government Department, autonomous	16-17 March, 2023 (2 Days)	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
NIST D 032	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
NIST D 033	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
NIST D 034	Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
NIST D 035	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
NIST D 036	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
NIST D 037	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-
NIST D 038	Right to Information Act for CPIO and Appellate Authorities	23-24 April, 2023 (2 Days)	Hotel Sangto Villa Resort, Leh Ladakh	29,999/-	48,999/-	59,999/-

NIST D 039	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	07-08 May, 2023 (2 Days)	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	29,999/-	48,999/-	59,999/-
NIST D 040	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs	07-08 May, 2023 (2 Days)	Sea Shell Coral Cove, Andaman & Nicobar, Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 041	Procurement & Contract Management for Building & Roads Projects	07-08 May, 2023 (2 Days)	Sea Shell Coral Cove, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 042	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07-08 May, 2023 (2 Days)	Sea Shell Coral Cove, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 043	Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter & GST Under Capacity Building in Government Department, autonomous	07-08 May, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 044	Quality Control and Quality Assurance in Concrete Construction including Extremewether Concreting	07-08 May, 2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 045	Preventive Vigilance & Strategic Financial Management	07-08 May, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 046	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	07-08 May, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 047	Latest Changes in Pay Fixation Under Fundamental Rules & its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	07-08 May, 2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar Port Blair, India	29,999/-	48,999/-	59,999/-
NIST D 048	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	21-22 May, 2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,999/-	48,999/-	59,999/-
NIST D 049	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21-22 May, 2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,999/-	48,999/-	59,999/-
NIST D 050	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under	21-22 May, 2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,999/-	48,999/-	59,999/-
NIST D 051	New Methods & Materials in Construction Technology & Building Repairing	21-22 May, 2023 (2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,999/-	48,999/-	59,999/-
NIST D 052	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	21-22 May, 2023 (2 Days)	Snow Valley Resorts & Spa Manali, de Himachal Pradesh, India	29,999/-	48,999/-	59,999/-
NIST D 053	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management And pollution control	21-22 May, 2023 (2 Days)	Snow Valley Resorts & Spa Manali, de Himachal Pradesh, India	29,999/-	48,999/-	59,999/-

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

NISTD shall offer 5% discount on programme fee to organizations sponsoring 10 Nos participants and 06 % discount of programme fee to organizations sponsoring more than 10 Nos participants.

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) and site visits. The Non residential fee covers the Training charges, working lunch and sight visits only.
- For accompanying spouse (Single Sharing) and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.16,600 and Rs.9,600 + 18% GST respectively for the entire duration, payable to NISTD 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 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.
- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NISTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NISTD will not be liable for medical expenses incurred by the participants during the program.
- NISTD will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants opting for the residential program should Check into the Hotel on the first day of the course & Check-out will be day 3 of the course.

The Institute encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

Inclusions

Stay In 4 Star Hotel, Daily Breakfast, Lunch & Dinner for each participant..

The training professional fee per Participant shall include following:-

Overall program management charges including faculty charges & Training infrastructure charges

PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to

The Program Coordinator (Executive Development Program)

National Institute Of Secretariat Training & Development
Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109,
WhatsAppNo +91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating **Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID**, along with Application form should reach at following address.

The Addl. Director (Trg.)

National Institute Of Secretariat Training & Development
Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Payment: In advance or before commencement of training program through RTGS/NEFT.

Accommodation would be available if confirmed in advance payment before Commencement of the Program.

OUR FACULTY

We have our own regular Faculty. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers .

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a RTGS/NEFT and should be sent in advance along with the Registration nomination (Enclosed)

Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted.
Substitution of nominees is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel..

TEA/COFFEE BREAK
LUNCH

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM
01:00 PM to 02:00 PM

ADMISSION PROCEDURE



Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a Two day Technical Workshop. Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Accommodation Breakfast, Dinner & Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate, Photography.

Transport:-The candidates have to make their own arrangements upto the Venue.

Change of Schedule

The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

You can call the Central Line +91-9811094923 for any queries regarding the Workshop.

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.

Kindly do the needful & expecting for confirmation and further response at the earliest.

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

Yours Truly,
For National Institute Of Secretariat Training & Development



Director (Training)



Application Form for Registration Executive Development Program

Date _____ To _____,

Topic _____

Venue _____

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

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

Nomination Status
(pleasetick)

Residential

☐

Non-Residential

☐

Date: _____

Signature _____

Place:- _____

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



दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

सेवा में,

- 1 हरियाणा के अतिरिक्त मुख्य सचिव एवं वित्तायुक्त/ सभी अतिरिक्त मुख्य सचिव/ सभी प्रधान सचिव, हरियाणा सरकार।
- 2 सभी विभागाध्यक्ष, हरियाणा सरकार।
- 3 सभी मण्डल आयुक्त, हरियाणा सरकार।
- 4 सभी उपायुक्त/अतिरिक्त/उपमण्डल अधिकारी (नागरिक)।

विषय:- अधिकारियों को प्रशिक्षण कार्यक्रम/विचारगोष्ठियों तथा कार्यशालाओं (भारत वर्ष के भीतर) हेतु खर्च की सीमा बढ़ाने बारे।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान सरकार के पत्र कमांक 4/38/2010-2प्रशिक्षण दिनांक 22 नवम्बर, 2011 की ओर दिलाऊँ तथा सूचित करूँ कि काफी समय से अधिकारियों को प्रशिक्षण कार्यक्रम/ विचारगोष्ठियों तथा कार्यशालाओं में भाग लेने के लिये भेजने हेतु निर्धारित खर्च की सीमा को बढ़ाने बारे मामला सरकार के विचारधीन था। विचारोपरान्त अब हरियाणा सरकार ने राज्य के प्रशासनिक अधिकारियों/अन्य अधिकारियों के मामले में प्रशिक्षण का कुल खर्च (अनिवार्य प्रशिक्षण के अतिरिक्त) की सीमा को निम्नानुसार बढ़ाने बारे निर्णय लिया है:-

Sr. No.	Category	Ceiling (in Rs.)
1.	All India Service Officers IAS/IPS and other officers posted as HOD or above level (अनिवार्य प्रशिक्षण के अतिरिक्त)	40,000/-
2.	HCS, HPS (अनिवार्य प्रशिक्षण के अतिरिक्त)	30,000/-
3.	All others officers	20,000/-

तदनुसार अनुरोध है कि भविष्य में अधिकारियों के आवेदन-पत्र अग्रेषित करते समय खर्च की उक्त सीमा को दृष्टिगत रखा जाये।

यह हिदायतें सभी प्रशिक्षण कार्यक्रमों इत्यादि के लिये सभी विभागों के अधिकारियों द्वारा भाग लेने पर लागू होंगी तथा प्रशिक्षण पर खर्च की सीमा बढ़ाने बारे यह हिदायतें अतिरिक्त मुख्य सचिव, हरियाणा सरकार, वित्त विभाग की उनके अशा: कमांक 5/0(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 द्वारा प्रदान की गई सहमति उपरान्त जारी की गई हैं।



अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार

प्र० कमांक, 4/38/2010-2प्रशिक्षण

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

इसकी एक-एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को भेजी जाती है:-

- 1 अतिरिक्त मुख्य सचिव, हरियाणा सरकार वित्त विभाग को उनके अशा: कमांक 5/6(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 के संदर्भ में।
- 2 अवर सचिव, सामान्य (लेखा शाखा)।



अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार