



National Institute Of Secretariat Training & Development

(An ISO 9001;2015 Organisation)

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Ref No:- EDP /SAC/Let/63-33-969

New Delhi, Dated 07th December, 2024

To,

By Registered Post

The Registrar
Kerala Veterinary and Animal Sciences University
Pookode Wayanad 673576

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Department of Education, Govt. of India), serves as an autonomous body dedicated to enhancing the skills and capabilities of officers in various sectors of the Indian industry. Our primary objective is to provide comprehensive training to officers belonging to Central and State Government Services, as well as other organized/subsidiary services. This initiative aims to empower these officers to perform their duties more effectively and efficiently, thereby contributing to the overall improvement of administrative services.

The Executive Development Programs offered by NISTD are grounded in a philosophy of continual learning, making them particularly suitable for busy executives. These programs are specifically designed to meet the needs of professionals who face time constraints and challenges in enrolling for traditional, lengthy courses. They offer a valuable opportunity for individuals who may have been unable to access up-to-date managerial tools and techniques through formal education.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (Single Shairing) (RS)	Residntial (Twine Sharing) (Rs)
EDP 001	Advanced Course on Right to Information Act and Modern Office Management	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 002	Managerial Leadership & Team Building	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 003	Stress Management and Strategic Financial Planning for Organizational Excellence	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)

EDP 004	Managing Work Life Balance	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 006	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 007	Improving Leadership, Managerial & Administrative Skills	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 008	Leadership & Team Building	05th & 06th January, 2025	Sea Shell Coral Cove, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 009	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	05th & 06th January, 2025	Sea Shell Coral Cove, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 010	Soft Skills for ProductivityImprovement	05th & 06th January, 2025	Hotel Sentinel, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 011	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	05th & 06th January, 2025	Hotel Sentinel, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Productivity Improvement Tools and Techniques	05th & 06th January, 2025	Hotel Sentinel, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 013	Human Rights and Anti- Corruption & Anti- bribery Management System to improve Governance as part of ESG	05th & 06th January, 2025	Sea Princess Beach Resort, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 014	Good Governance & Transparency through RTI	05th & 06th January, 2025	Sea Princess Beach Resort, Andeman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 015	Modern Office Management, Team building, Leadership & Performance Management	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 016	Finance & GFR for functional & Non- Finance Executives	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 017	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Environment, Social and Governance (ESG)- Way to Sustainability	09th & 10th February,2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 019	Effective Office Administration and Financial Management	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 020	Finance & Accounts	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 021	New Labour Codes, Industrial & Personnel Relation	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)

EDP 022	E- procurement of Goods and Services and related GFR Rules	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 023	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 024	Advanced Course on Effective Digital Office Management	23rd & 24th February,2025	Sinclair's Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 025	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd & 24th February,2025	Sinclair's Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 026	Project Management and Financial Management	09th March,2025 To 10th March, 2025	Lemon Tree Premier Buddhanilkantha Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 027	Digital Transformation through e-Governance & ICT	09th March,2025 To 10th March, 2025	Hotel Kathmandu Marriott Hotel Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 028	Stress Management for Improving Productivity	09th March,2025 To 10th March,2025	Hotel The Soaltee Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 029	Management Development Program for Decision Making and Problem Solving	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 030	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 031	Emotional intelligence for Effective Leadership & Work Life Balance	23rd March,2025 To 24th March,2025	Hotel Northern Singge Leh Leh, Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 032	Public Procurement and Contracts management	23rd March,2025 To 24th March,2025	Hotel Northern Singge Leh Leh, Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 033	Systematic Problem Solving, Conflict resolution and change Management	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 034	Negotiation & Conflict Resolution Strategies	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 035	Professional Work & Personal Life Balance for High Productivity in Organization	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 036	Environment, Social and Governance (ESG)- Way to Sustainability	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	46,390.00 (INR)	56,690.00 (INR)
EDP 037	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	46,390.00 (INR)	56,690.00 (INR)
EDP 038	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	46,390.00 (INR)	56,690.00 (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.

- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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

Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Institute Of Secretariat Training & Development
Bank Name	Punjab & Sindh Bank
Branch	Chander Nagar, Dist Ghaziabad-201011
Current A/C No	09061100000517
IFSC Code	PSIB0000906
MICR CODE (9 Digit No.)	110023100

Or Payment be made through Bank Draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi. Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

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

Deepak

Deepak Kumar
 Addl Director (Training)

