



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

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New Delhi, Dated \_\_\_\_\_ / \_\_\_\_\_, 2026

## Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) 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.

NISTD extends its services to various organisations from its headquarters and through 08 regional offices across the country manned by more than 80 full- time professionals. The clientele base of NISTD extends from Government, PSU, Private organisations as well as organisations of international repute. NISTD has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU)

Services to various organisations including Central Government Ministries and State Governments.

NISTD since its inception is leading the productivity movement in the country by extending its specialized consultancy and training services to various stakeholders in areas crucial to industrial economic growth with an objective to enhance profitability and competitiveness.

NISTD has also played a pivotal role over the past 25 years in capacity building of various stakeholders (Govt. PSU PVT) in order to achieve the productivity mandate. The training programs of NISTD are primarily focused on developing human resource: people who can act as catalysts for the productivity movement of Indian economy across various domains.

The Training calendar of NISTD for the Financial Year 2025-26 is compilation of self-run training programs at various locations across various subjects.

NISTD also conducts focused designed training programs as per special and customized requirements of Client organizations.

## List of Executive Development Programs

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
1	“Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation”	23-24 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00
2	Office Management, Team Building, Leadership & Performance Management	23-24 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00
3	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	23-24 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00
4	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	23-24 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00
5	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	23-24 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00
6	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23-24 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00

7	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 January, 2026	Darjeeling (West Bengal)	56,890.00	36,690.00
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S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
8	Procurement, GeM and Contract Management	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
9	Leadership & Managerial Skills, Management & Business Administration	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
10	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
11	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
12	Project Management and Financial Management	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00

13	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
14	Leadership & Managerial Skills, Management & Business Administration	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
15	Government e-Market place (Portal), Procurement from GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
16	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
17	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	23-24 February, 2026	Srinagar ( Jammu & Kashmir)	56,890.00	36,690.00
18	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23-24 February, 2026	Srinagar ( Jammu & Kashmir)	56,890.00	36,690.00
19	e-governance & advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	23-24 February, 2026	Srinagar ( Jammu & Kashmir)	56,890.00	36,690.00
20	Environmental, Social, and Governance (ESG): A Pathway to Sustainability and Net Zero Transition	23-24 February, 2026	Srinagar ( Jammu & Kashmir)	56,890.00	36,690.00

21	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	23-24 February, 2026	Srinagar ( Jammu & Kashmir)	56,890.00	36,690.00
S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
22	Advance Course on RTI Act, 2005 and Modern HR Practices	23-24 February, 2026	Srinagar ( Jammu & Kashmir)	56,890.00	36,690.00
23	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09-10 March,2026	Dalhousie (Himachal Pradesh)	56,890.00	36,690.00
24	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	09-10 March,2026	Dalhousie (Himachal Pradesh)	56,890.00	36,690.00
25	Effective Office Administration and Financial Management	09-10 March,2026	Dalhousie (Himachal Pradesh)	56,890.00	36,690.00
26	Advanced Course on Leadership Excellence & Productivity Management.	09-10 March,2026	Dalhousie (Himachal Pradesh)	56,890.00	36,690.00
27	Stress Management & Work Life Balance	09-10 March,2026	Dalhousie (Himachal Pradesh)	56,890.00	36,690.00

28	Government e-Market place (Portal), Procurement from GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	09-10 March,2026	Dalhousie (Himachal Pradesh)	56,890.00	36,690.00
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S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
29	Advance Course on RTI Act, 2005 and Modern HR Practices	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00
30	Productivity Edge: Stress Free Work Life Balance	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00
31	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00
32	Effective Office Administration and Financial Management	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00
33	Advanced Course on Leadership Excellence & Productivity Management.	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00
34	Stress Management & Work Life Balance	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00

35	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	23-24 March,2026	Manali (Himachal Pradesh)	56,890.00	36,690.00
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S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
36	“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	06-07 April, 2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
37	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	06-07 April, 2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
38	Leadership & Managerial Skills, Management & Business Administration	06-07 April, 2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
39	Leadership & Team Building	06-07 April, 2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
40	Government e-Market place (Portal), Procurement from GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	06-07 April, 2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00

## “Essential Instructions for Nominating Officials”

1. All programs intend to provide a broad perspective on the topic and are applicable to all levels of employees.
2. The last date to receive nominations is one weeks before the scheduled date of the program.
3. NISTD shall offer a 5% discount on participation fee to organizations sponsoring more than 10 participants in any program.
4. The participants shall be awarded Certificates of Participation on successful completion of the program. Attendance is mandatory for all participants.
5. Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends.
6. Participants choosing the residential program will be accommodated for **4 days and 3 nights.**
7. Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner at hotel.

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

