



National Institute of Secretariat Training & Development

(An ISO 9001;2015 Organisation)

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Executive Development Program Training Calendar 2025-26

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), registered Under the Societies Registration Act XXI of 1860, serves 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.

These training topics hold significant relevance for modern government operations. Office Systems and E- Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision- making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Sharing)	Residential (Single Sharing) (Rs)
1.	Leadership & Managerial Skills, Management & Business Administration	14 th &15 th April,2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
2.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
3.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
4.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
5.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)

6.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
7.	Government e-Market place (Portal), Procurement from GeM, e-tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
8.	Leadership & Team Building	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
9.	Emotional intelligence for Effective Leadership & Work Life Balance	28th & 29th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
10.	Public Procurement and Contracts management	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
11.	Systematic Problem Solving, Conflict resolution and change Management	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
12.	Modern Survey Techniques Including GIS/GPS & Total Station, Challenges and Limitations & Future Trends in Surveying Technologies	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
13.	Negotiation & Conflict Resolution Strategies	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
14.	Professional Work & Personal Life Balance for High Productivity in Organization	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
15.	Environment, Social and Governance (ESG)- Way to Sustainability	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
16.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
17.	Modern Survey Techniques Including GIS/GPS & Total Station, Challenges and Limitations & Future Trends in Surveying Technologies	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
18.	Leadership & Managerial Skills, Management & Business Administration	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
19.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
20.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
21.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
22.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)

23.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
24.	Government e-Market place (Portal), Procurement from	12th & 13th May, 2025	OOTY	56,390.00 (INR)	66,690.00 (INR)
25.	GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	12th & 13th May, 2025	(Tamil Naidu)	(INR)	(INR)
26.	Leadership & Managerial Skills, Management & Business Administration	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
27.	Emotional intelligence for Effective Leadership & Work Life Balance	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
28.	Modern Survey Techniques Including GIS/GPS & Total Station, Challenges and Limitations & Future Trends in Surveying Technologies	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
29.	Public Procurement and Contracts management	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
30.	Systematic Problem Solving, Conflict resolution and change Management	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
31.	Negotiation & Conflict Resolution Strategies	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
32.	Professional Work & Personal Life Balance for High Productivity in Organization	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
33.	Environment, Social and Governance (ESG)- Way to Sustainability	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
34.	Corporate Social Responsibility (CSR)- Business meets Community for Sustainable Development	08th & 09th June, 2025	Leh- UT Of Ladakh, India	56,390.00 (INR)	66,690.00 (INR)
35.	Project Management and Financial Management	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
36.	Digital Transformation through e- Governance & ICT	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
37.	Stress Management for Improving Productivity	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
38.	Management Development Program for Decision Making and Problem Solving	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
39.	Modern Survey Techniques Including GIS/GPS & Total Station, Challenges and Limitations & Future Trends in Surveying Technologies	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
40.	Emotional intelligence for Effective Leadership & Work Life Balance	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)

				(INR)	(INR)
41.	Leadership & Managerial Skills, Management & Business Administration	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
42.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
43.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
44.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
45.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
46.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
47.	Government e-Market place (Portal), Procurement from, GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14th & 15th July, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
48.	Public Procurement and Contracts management	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
49.	Systematic Problem Solving, Conflict resolution and change Management	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
50.	Negotiation & Conflict Resolution Strategies	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
51.	Professional Work & Personal Life Balance for High Productivity in Organization	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
52.	Environment, Social and Governance (ESG)- Way to Sustainability	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
53.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
54.	Modern Survey Techniques Including GIS/GPS & Total Station, Challenges and Limitations & Future Trends in Surveying Technologies	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
55.	Leadership & Managerial Skills, Management & Business Administration	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)

56.	Emotional intelligence for Effective Leadership & Work Life Balance	28th & 29th July, 2025	Manali (Himachal Pradesh), India	56,390.00 (INR)	66,690.00 (INR)
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Registration Form download :- https://nistd.in/circulardoc/EDP_Registration_form.pdf

Please find here with attachment of EDP Brochures

1. https://nistd.in/circulardoc/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_eProcurement~0.pdf
2. https://nistd.in/circulardoc/Big_Data_Analytics,_Preparation_of_Expenditure_Finance_Committee%20Stating_Finance_Committee~0.pdf
3. https://nistd.in/circulardoc/Developing_Management_Leadership_Skills_1.pdf
4. https://nistd.in/circulardoc/Digital_Transformation_of_Organisation~0.pdf
5. [https://nistd.in/circulardoc/Drafting_of_Request_for_Proposal_\(RFP\)_Monitoring_&_Evaluation_of_Government_Schemes_.pdf](https://nistd.in/circulardoc/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes_.pdf)
6. https://nistd.in/circulardoc/Office_procedures_including_Noting_and_Drafting_.pdf
7. https://nistd.in/circulardoc/Office_systems_and_office_procedures_Egovernance,_Noting_and_Drafting.pdf
8. [https://nistd.in/circulardoc/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination~0.pdf](https://nistd.in/circulardoc/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination~0.pdf)

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 36,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- **Accommodation:** Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.

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.

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

Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91- 9811094923.

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



(Addl Director)



National Institute of Secretariat Training & Development

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

Residential

Non-Residential (please tick)

Date: _____

Signature _____

Place:- _____

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