



National Institute Of Secretariat Training & Development

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Ref No 369/M/2021

New Delhi, Dated 2nd February, 2021

To,

By E Mail & Registered Post

The Director
Central Plantation Crops Research Institute Kudlu.P.O,
Kasaragod, Kerala, 671124
director.cpcric@icar.gov.in, director.cpcric@gmail.com,
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Subject:-Executive Development Program-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Govt. of National Capital Territory of Delhi), serves as the autonomous body registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.

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:

Course Code	Topics	Date Duration 3 Days	Venue	Course Fee (RS) Per Participant + 18% GST Extra		
				Non Residential	Residential	
					Twine Sharing	Single Sharing
NISTD 001	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	19-21 March, 2021	Hotel Marigold Sarovar Portico, Shimla - 171007, Himachal Pradesh	30,690.00	46,690.00	63,690.00
NISTD 002	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	19-21 March, 2021		30,690.00	46,690.00	63,690.00
NISTD 003	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM), PFMS & GST " Under Capacity Building program In Government Departments Autonomous Bodies & PSUs"	23 25 April, 2021	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	46,690.00	63,690.00
NISTD 004	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23 - 25 April, 2021		30,690.00	46,690.00	63,690.00
NISTD 005	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity	21-23 May, 2021		30,690.00	46,690.00	63,690.00

	Building program in Govt. departments, autonomous bodies & PSUs”		Rosa Green n Breeze, A Rosakue Collection Mussoorie, Uttarakhand 248179			
NISTD 006	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP” Under Capacity Building in Govt. departments, autonomous bodies & PSUs”	21-23 May,2021		30,690.00	46,690.00	63,690.00
NISTD 007	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building in Govt. departments, autonomous bodies & PSUs”	18-20 June, 2021	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	30,690.00	46,690.00	63,690.00
NISTD 008	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building In Govt. departments, autonomous bodies & PSUs”	18-20 June, 2021		30,690.00	46,690.00	63,690.00
NISTD 009	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building in Govt. departments, autonomous bodies & PSUs”	18-20 July,2021	Holiday Inn Resort Goa Mobor Beach, South Goa, Goa, 403731	30,690.00	46,690.00	63,690.00
NISTD 010	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building in Govt. departments, autonomous bodies & PSUs”	18-20 July,2021		30,690.00	46,690.00	63,690.00
NISTD 0 11	Materials management and purchase policy & procedure, E- procurement & GST Under Capacity Building program in Govt. departments, autonomous bodies. & PSUs”	23-25 July,2021	Hotel Marigold Sarovar Portico, Shimla - 171007, Himachal Pradesh	30,690.00	46,690.00	63,690.00
NISTD 012	Project Management for Engineers Under Capacity Building in Govt. departments, autonomous bodies	23-25 July,2021		30,690.00	46,690.00	63,690.00
NISTD013	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	20-22 August,2021	Holiday Inn Resort Goa Mobor Beach, South Goa, Goa, 403731	30,690.00	46,690.00	63,690.00
NISTD 014	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building in Government Departments Autonomous& PSUs”	20-22 August,2021		30,690.00	46,690.00	63,690.00
NISTD 015	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs”	18-20 September,21	Hotel Le Maritime Cochin, 682510 Kerla, India	30,690.00	46,690.00	63,690.00
NISTD 016	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building In Government Department, autonomous	18-20 September,21		30,690.00	46,690.00	63,690.00
NISTD 017	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management. Under Capacity Building program	22-24 October,2021	Hotel Annapurna P.O.Box 140, Durbar Marg, 14229 Kathmandu, Nepal	30,690.00	46,690.00	63,690.00
NISTD 018	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	22-24 October,2021		30,690.00	46,690.00	63,690.00

NISTD 019	Construction Management TQM & Safety in Under Capacity Building program in Government Departments Autonomous Bodies & PSUs".	19th Nov.,2021 To 21st Nov.,2021	Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,74410 1	30,690.00	46,690.00	63,690.00
NISTD 020	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	19th Nov., 2021 To 21st Nov, 2021		30,690.00	46,690.00	63,690.00

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

Note: Participants opting for the residential program should Check into the Hotel on the day prior to the first day of the course (afternoon). Check-out will be the morning of day 3 of the course.

We are approaching you through this letter with a request to disseminate the list of these program to all the departments/ offices in your Area of Responsibility so that they can avail the benefit of the same.

These programs will help the officers to identify the areas of weakness in the systems and thus boost the economy and employment in the State.

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.

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

We would also welcome invitation from your side for On-Site Training program at your premises

Thanking you and assuring you of our best services.

For National Institute of Secretariat Training & Development

Deepak

Dy. Director (TRG)