

No. EDN-H (21) B (15) 47/2022-(ALL TYPE TRAININGS)-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1  
**Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,**  
**E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in), [genbr@rediffmail.com](mailto:genbr@rediffmail.com)**

Dated: Shimla-171001, the \_\_\_\_\_ **October, 2024**

To

**23 OCT 2024**


All the Deputy Director of Higher Education,  
in Himachal Pradesh

Subject: - Regarding Development Programme-Call for Nominations.

Please find enclosed herewith copy of Ref. No. EDP/GDC/Let/63-33-969-dated: 9<sup>th</sup> September, 2024 received from the Deputy Director (Training), National Institute of Secretariat Training & Development, Plot No. B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102 through the Under Secretary (Higher Education) to the Government of Himachal Pradesh, Shimla-2 vide letter No. EDN-A-Kha (15)-08/2024-L-dated: 28<sup>th</sup> September, 2024 on the subject cited above

In this connection, you are hereby directed to make wide publicity amongst the field functionaries for above said Workshop. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. The participation fee for residential participant covers the cost of lodging, boarding, meals and study material of the participants. In case of single occupancy, spouse/family members are welcome on additional all inclusive nominal charges. Further, it is informed that information related to training programme is available on website: <http://ictsr.in/>. The nomination form can be downloaded for above said website.

**Enclosures: 04 Pages.**

  
**(Dr. Amarjeet K Sharma)**  
Director of Higher Education  
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ October, 2024

**Copy for information to:**

- 1 The Secretary (Education) to the Govt. of Himachal Pradesh Shimla-2 refer to his letter no. referred above.
- 2 The Deputy Director (Training), National Institute of Secretariat Training & Development, Plot No. B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102 refer to his Reference numbers referred above.
- ✓ The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 4 Guard file.

  
Director of Higher Education

7

Gen  
4/10/24

No. EDN-A-Kha (15)-08/2024-L  
Government of Himachal Pradesh  
Department of Higher Education

137594  
~~137590~~  
P.S. Cell  
DHE  
28 SEP 2024  
Branch *Crem*

From

The Secretary (Edu.) to the  
Government of Himachal Pradesh

To

The Director of Higher Education,  
Himachal Pradesh, Shimla-1.

Dated; Shimla-171002, the *28<sup>th</sup>* September, 2024

Subject:- Executive Development Programme-Call for Nominations.

Sir,

I am directed to enclose herewith a photocopy of letter no. EDP/GD/Let/63-33-969 dated 09<sup>th</sup>, September, 2024 received from Deputy Director (TRG), on the subject cited above and to request you to take further necessary action in the matter accordingly.

*E*  
*10-94*

Yours faithfully,

*Sankar*

Under Secretary (Hr. Edu.) to the  
Government of Himachal Pradesh.



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

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

New Delhi, Dated 09th September, 2024

To,

By Registered Post

The Principal Secy. (Education)  
Financial Commissioner (Appeals)  
Chairman HP Sales Tax Tribunal  
R. No. A-322 Himachal Pradesh Government  
Secretariat, Shimla - 171002, Himachal Pradesh

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Govt. of NCT of Delhi, labour Department), 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	Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	13th & 14th October, 2024 (Checking 12th & Checkout 15 <sup>th</sup> noon)	Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013	56,390.00 (INR)	66,690.00 (INR)
EDP 002	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	13th & 14th October, 2024 (Checking 12th & Checkout 15 <sup>th</sup> noon)	Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala	56,390.00 (INR)	66,690.00 (INR)
EDP 003	"Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector	13th & 14th October, 2024 (Checking 12th & Checkout 15 <sup>th</sup> noon)	Keys Select Hotel, Kochi Kochi, Cochin Kerala	56,390.00 (INR)	66,690.00 (INR)

18/9/24  
US (edu)

18/9/24  
US (edu)

18/9/24

SO  
lead-A  
AIC  
19/9/24

72

EDP 004	"Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 005	"Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	Kochi Marriott Hotel, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 006	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 007	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 008	"Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 009	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 010	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 011	"Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 012	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	13th & 14th October,2024 (Checking 12th & Checkout 15 <sup>th</sup> noon )	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 013	"Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Hotel Shangri-la Leh Leh UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 014	"Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 015	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives, Team Dynamics. Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 016	"Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)

EDP 017	"Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 018	"Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 019	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Singge Palace Hotel, Leh, UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 020	"Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Singge Palace Hotel, Leh, UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 021	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Singge Palace Hotel, Leh, UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 022	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 023	"E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 024	Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"	20th & 21st October,2024 (Checking 19th & Checkout 22 <sup>nd</sup> noon )	Saboo Resorts Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
EDP 025	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 026	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 027	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
EDP 028	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
EDP 029	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 030	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)

EDP 031	"Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers,"	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 032	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	10th & 11th November,2024 (Checking 09th & Checkout 12 <sup>th</sup> noon )	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 033	"Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management.	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 034	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Country Inn Tarika Riverside Resort, Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 035	"Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Country Inn Tarika Riverside Resort, Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 036	Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 037	"Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 038	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 039	"International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	56,390.00 (INR)	66,690.00 (INR)
EDP 040	"Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices	24th & 25th November,2024 (Checking 23rd & Checkout 26 <sup>th</sup> noon )	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	56,390.00 (INR)	66,690.00 (INR)
EDP 041	Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications	08th & 09th December,2024 (Checking 07th & Checkout 10 <sup>th</sup> noon )	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 042	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	08th & 09th December,2024 (Checking 07th & Checkout 10 <sup>th</sup> noon )	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)

76

EDP 043	"Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources	08th & 09th December, 2024 (Checking 07th & Checkout 10th noon)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 044	Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments	08th & 09th December, 2024 (Checking 07th & Checkout 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 045	"Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"	08th & 09th December, 2024 (Checking 07th & Checkout 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 046	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership" (Developing a Positive Culture where People and Performance Thrive)"	08th & 09th December, 2024 (Checking 07th & Checkout 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 047	"Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy	08th & 09th December, 2024 (Checking 07th & Checkout 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 048	"Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations	08th & 09th December, 2024 (Checking 07th & Checkout 10th noon)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 049	Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 050	"Project Management and Financial Management"	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 051	"Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 052	Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 053	"Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Hotel Bogmallo Beach Resort, South Goa, Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 054	Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 055	Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 056	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design,	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 057	Construction & Maintenance of High Rise Buildings & Bridges	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute	56,390.00 (INR)	66,690.00 (INR)

EDP 058	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 059	"Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Ocean Palms Goa Resort, Calangute Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 060	Maternal and child health programs 5. Global health governance and pandemic response strategies	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 061	"Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 062	Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 063	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 064	"Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration,	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)
EDP 065	Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector	22nd & 23rd December, 2024 (Checking On 21st & Checkout On 24th)	Holiday Inn Resort Goa	56,390.00 (INR)	66,690.00 (INR)

Registration Form download :- [https://nistd.in/circulardoc/EDP\\_Registration\\_form.pdf](https://nistd.in/circulardoc/EDP_Registration_form.pdf)

**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 46,690 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The fee for the Residential program includes training professional fees and participant's accommodation expenses.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to Checking On at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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.

**METHODOLOGY**

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

**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.

**PROGRAMME DURATION & SCHEDULE**

The event is a two-day Technical workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

**REPORTING TIME**


Participants are required to arrive for registration at the venue by 9:00 AM.

Note:- Transportation: Participants are responsible for their own arrangements to reach the venue.

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

Yours Truly,

For National Institute Of Secretariat Training & Development

  
**Deepak Gupta**  
 Deputy Director (TRC)  
 National Institute of Secretariat Training & Development  
 New Delhi