



**No. EDN-H (21) B (15) 47/2019-All Type Training-**

Directorate of Higher Education

Himachal Pradesh

Telephone Number: 0177-2653120, 2653386, Extension: 234 Fax: 0177-2812882

E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)

E-mail: [genbr@rediffmail.com](mailto:genbr@rediffmail.com)

To Dated: Shimla-171001 the March, 2020  
All the Deputy Director of Higher Education  
Himachal Pradesh.

Subject: - Executive Development Program-Call for Nominations.

Memo;

The National Institute of Secretariat Training and Development, B-11c, Inderprastha, Tilla Shahbajpur, NCR Delhi, Ghaziabad, Utter Pradesh is going to organize various training programmes during the month of April, 2020 to November, 2020. Sufficient slots have been allotted to the Department of Higher Education and requested to nominate a few executives for above said programmes at the earliest.

You are, therefore directed to make wide publicity amongst the field functionaries for above said programmes. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. A brochure containing detailed information about the programme and participation fee is enclosed herewith for ready reference. Further, it is informed that information related to training programmes is available on [website: www.nistd.org](http://www.nistd.org).

The nomination may be send through post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of "National Institute of Secretariat Training and Development" payable at New-Delhi. The participation fee is to be paid in advance on before commencement of the Program. The nomination form can be downloaded for above said website.



(Dr. Pramod Chauhan)

Jt. Director of Higher Education(C-II)

Himachal Pradesh

Phone No. 0177-2658202

E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)

Endst. No. Eve Dated: Shimla-171001 the

March, 2020

Copy for information and necessary action to:-

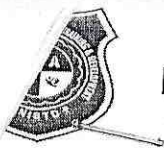
- 1 The Director National Institute of Secretariat Training and Development, B-11c, Inderprastha, Tilla Shahbajpur, NCR Delhi, Ghaziabad, Utter Pradesh with reference to his Reference No. TRG/Let/369/2020-dated: 19<sup>th</sup> February, 2020.
- 2 The Superintendent (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the same on departmental website.
- 3 Guard file.

  
Jt. Director of Higher Education(C-II)  
Himachal Pradesh

शिक्षा निदेशालय उत्तर प्रदेश

03 MAR 2020





# National Institute of Secretariat Training & Development

ANNEXU उत्तर हि.

Ref No: TRG/Let/369/2020  
To,

Gen  
29/02/20

New Delhi, Dated 19<sup>th</sup> February, 2020  
By Registered Post

**The Director**  
Directorate of Higher Education,  
Himachal Pradesh - Shimla-171001

**Subject: Executive Development Program-Call for Nominations**

20/11/98/  
28/02/20

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body 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:

S No	Topics	Duration 3 Days	Venue	Course Fee (Per Participant) Rs.+ 18% GST Extra		
				Non Residential	Residential	
					Single Sharing	Twine Sharing
NISTD 001	Construction Management TQM & Safety in Government Departments Autonomous Bodies & PSUs".	23 25 April, 2020	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00	46,690.00
NISTD002	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System". In Government Department, autonomous Bodies & PSUs".	23 - 25 April, 2020		30,690.00	63,690.00	46,690.00
NISTD003	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	21- 23 May, 2020	Hotel Jaypee Residency Manor, Barlowganj, Mussoorie- 248 122	30,690.00	63,690.00	46,690.00
NISTD004	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace"	21 - 23 May, 2020		30,690.00	63,690.00	46,690.00
NISTD 005	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs"	26-28 June, 2020	Manuallaya - The Resort Spa Himalayas Manali, H.P. - 175131	30,690.00	63,690.00	46,690.00
NISTD 006	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)'	26-28 June, 2020		30,690.00	63,690.00	46,690.00
NISTD 007	Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2020		Holiday Inn Resort Goa Mobor Beach, South Goa, Goa, 403731	30,690.00	63,690.00
NISTD 008	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vth Pay Commission Report & Grant of Financial Up-gradation Under MACP" in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2020	30,690.00		63,690.00	46,690.00
NISTD009	"Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	20-22 August, 2020	Country Inn & Suites By Radisson Opposite Bahu Plaza Extension,Gandhi Nagar, Jammu, 180012	30,690.00	63,690.00	46,690.00
NISTD 010	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. In Govt. departments, autonomous bodies & PSUs"	20-22 <sup>nd</sup> August, 2020		30,690.00	63,690.00	46,690.00
NISTD 011	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	18-20 September 2020	Holiday Inn Resort Goa Mobor Beach,	30,690.00	63,690.00	46,690.00





# National Institute of Secretariat Training & Development

NISTD 012	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs"	18-20 September 2020	South Goa, Goa, 403731	30,690.00	63,690.00	46,690.00
NISTD 013	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	23-25 October, 2020	Hotel Marigold Sarovar Portico, Shimla - 171007, Himachal Pradesh	30,690.00	63,690.00	46,690.00
NISTD 014	Project Management for Engineers	23-25 October, 2020		30,690.00	63,690.00	46,690.00
NISTD015	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs.	20-22 Nov.,2020	Holiday Inn Resort Goa Mobor Beach, South Goa, Goa, 403731	30,690.00	63,690.00	46,690.00
NISTD016	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	20-22 Nov.,2020		30,690.00	63,690.00	46,690.00

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.

You are requested to kindly look at the attached Program Brochure for details. 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

*S.K. Gupta*

S.K. Gupta  
Addl. Director (TRG)

### IMPORTANT INFORMATION:

The Institute encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

### OUR FACULTY

We have our own regular Faculty. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers.

### METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get a full grasp of the subject and have a clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

### NOMINATION

Each Nomination, Residential/Non-Residential, should be accompanied by a Demand Draft of the required amount drawn in favour of "National Institute of Secretariat Training & Development" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

- Cheques of Outstation Units will not be accepted.
- Substitution of nominees is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel. Participants are free to stay at any other place of their choice and convenience.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

### ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of the nomination.

### PROGRAMME DURATION & SCHEDULE

It will be a three-day Technical Workshop. Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

### REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

### ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate, Photography.

TRANSPORT: The candidates have to make their own arrangements.

### CERTIFICATION

The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.

### CHANGE OF SCHEDULE

The aforesaid Program shall be conducted as per the schedule and will not be changed/postponed or cancelled except for reasons unforeseen & beyond our control. Note: You can call the Central Line +91-9811094923 for any queries regarding the Workshop.

B-11C, Inderprastha, Tiila Shahbajpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102  
Ph. 0120-2682107, 0120-2682110, 0120-2682111, Fax No:0120-2682109, M-09811094923  
E Mail:inonistd@gmail.com, info@nistd.in, Website: www.nistd.in