



# India Institute of Secretariat Training & Development

L29/26, Jai Prakash Nagar, Gautam Vihar, Shahdara, Delhi -110053, Phone: 011 22941056 & 22941014,  
Mobile: 9891987306, trg@iistd.in; training@iistd.in Website: <https://iistd.in>

Ref No IISTD/21-46

To,

New Delhi, Dated 24<sup>th</sup> November, 2021

By E-Mail & Registered Post

Hon'ble Minister for Local Self Governments,  
Rural Development and Excise  
E-mail: min.lsgd@kerala.gov.in

ACS, LSGD

For necessary action

**Subject: Online Short Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff**

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), (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.

It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed In-house training with excellent and experienced faculty (well known in their fields internationally & nationally).

| Sl. NO | Venue: Any Selected location in your state India<br>Training Topic    | Course Fee<br>+ GST 18% | Duration |
|--------|---|-------------------------|----------|
| 1.     | Building construction & maintenance                                   | Rs.<br>65000.00         | 2Days    |
| 2.     | Construction material (Road & Building)                               | Rs.<br>65000.00         | 2Days    |
| 3.     | Estimate/contract preparation   | Rs.<br>95000.00         | 3 Days   |
| 4.     | CPM tool for construction management                                  | Rs.<br>65000.00         | 2Days    |
| 5.     | Project Management For Engineers                                      | Rs.<br>95000.00         | 3 Days   |
| 6.     | Quality control & Quality assurance                                   | Rs.<br>65000.00         | 2Days    |
| 7.     | Project preparation, DPR preparation and core network                 | Rs.<br>95000.00         | 2Days    |
| 8.     | Project Management In Construction Industry                           | Rs.<br>65000.00         | 2Days    |
| 9.     | Preliminary buildings & road construction requirement and survey.     | Rs.<br>65000.00         | 2Days    |
| 10.    | Modern Survey Techniques including GIS/GPS & total Station.           | Rs.<br>95000.00         | 3 Days   |
| 11.    | Preparation of DPRs (Cost estimation) for Building & Roads Projects   | Rs.<br>65000.00         | 2Days    |
| 12.    | Procurement & contract management for Building & Roads Projects       | Rs.<br>95000.00         | 3 Days   |
| 13.    | Quality Control and material Testing Procedures & Laboratory Practice | Rs.<br>65000.00         | 2Days    |
| 14.    | Feasibility study & preparation of detailed project reports (DPR).    | Rs.<br>65000.00         | 2Days    |
| 15.    | Rigid Pavements: Design, Construction & Quality Control Aspects.      | Rs.<br>65000.00         | 2Days    |
| 16.    | Design Construction and Maintenance of Flexible Pavements.            | Rs.<br>65000.00         | 2Days    |
| 17.    | Planning of Electrical Sub Station. incl Fire Fighting Arrangements   | Rs.<br>65000.00         | 2Days    |

CE (LSGD)

for n/a

8/3/12

Sarada Muraliedharan IAS  
Additional Chief Secretary, LSGD



(2)

|     |   |                 |        |
|-----|---|-----------------|--------|
| 18. | Indoor and Outdoor lighting design & relevant NBC Provisions  | Rs.<br>65000.00 | 2Days  |
| 19. | Preparation of DPR and Tender Documents for Sewerage Schemes  | Rs.<br>95000.00 | 3 Days |
| 20. | Preparation of DPR and Tender Documents for Solid Waste Management Projects   | Rs.<br>65000.00 | 2Days  |
| 21. | Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies  | Rs.<br>65000.00 | 2Days  |
| 22. | Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting   | Rs.<br>65000.00 | 2Days  |
| 23. | Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.  | Rs.<br>95000.00 | 3 Days |
| 24. | Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation   | Rs.<br>65000.00 | 2Days  |
| 25. | Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.   | Rs.<br>95000.00 | 3 Days |
| 26. | "Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System & a tool of Transparency"   | Rs.<br>65000.00 | 2 Days |
| 27. | Purchase Policy & Procedure In Governments And Risk & Contract Management In Government Departments Autonomous Bodies & PSUs".  | Rs.<br>65000.00 | 2 Days |
| 28. | "Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"  | Rs.<br>95000.00 | 3 Days |
| 29. | "Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs".   | Rs.<br>65000.00 | 2 Days |
| 30. | Finance Management in Govt. with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs". In Government Departments Autonomous Bodies & PSUs".  | Rs.<br>65000.00 | 2 Days |
| 31. | "Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".  | Rs.<br>65000.00 | 2 Days |
| 32. | "Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".   | Rs.<br>95000.00 | 2 Days |
| 33. | "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".  | Rs.<br>65000.00 | 2 Days |
| 34. | Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".   | Rs.<br>95000.00 | 3 Days |
| 35. | "Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs".   | Rs.<br>65000.00 | 2 Days |
| 36. | "Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs". | Rs.<br>65000.00 | 2 Days |
| 37. | "Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress"                 | Rs.<br>65000.00 | 2 Days |
| 38. | "Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression.   | Rs.<br>95000.00 | 3 Days |
| 39. | Leadership and Decision Making  | Rs.<br>65000.00 | 2 Days |
| 40. | Ethics and Values   | Rs.<br>65000.00 | 2 Days |
| 41. | Swatch Bharat Mission   | Rs.<br>65000.00 | 2 Days |
| 42. | Managing Stress for Personal Efficacy   | Rs.<br>65000.00 | 2 Days |



Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. [www.iistd.in](http://www.iistd.in).

The participants will be issued course material during the courses.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.

Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

IISTD shall take responsibility of all arrangement as appended below:

- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

NEFT/IFSC: UBIN0563951

Bank: UNION BANK

(Current Account) A/C no: 639501010050424

For any details please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

**For India Institute of Secretariat Training & Development**

Somveer Singh  
Director (Training)

Edt. No. E14/4513/18/CE/LSW

06.12.2021.

സംസ്ഥാന (സംരക്ഷണ) വിഭാഗത്തിലെ എച്ച്. സി. ജോയിന്റ്  
വിഭാഗം/ഉത്തരവിടലിലെ വിഭാഗം കീഴെ കാണുന്ന തരത്തിലുള്ള

ശ്രീ. 4  
For 2020 ബജറ്റിലെ  
LIDFES





# India Institute of Secretariat Training & Development

L29/26, Jai Prakash Nagar, Gautam Vihar, Shahdara, Delhi -110053, Phone: 011 22941056 & 22941014,  
Mobile: 9891987306, [trg@iistd.in](mailto:trg@iistd.in); [training@iistd.in](mailto:training@iistd.in) Website: <https://iistd.in>

Ref No IISTD/21-146

To,

New Delhi, Dated 24<sup>th</sup> November, 2021

By E-Mail & Registered Post

Hon'ble Minister for Local Self Governments,  
Rural Development and Excise  
E-mail: [min.lsgd@kerala.gov.in](mailto:min.lsgd@kerala.gov.in)

**Subject: In-house Short Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff**

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), (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.

It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed In-house training with excellent and experienced faculty (well known in their fields internationally & nationally). Webinar/ Onsite training Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for Administrative staff and Engineers.

| Sl. NO | Venue: Any Selected location in your state India<br>Training Topic  | Course<br>Fee/Participant<br>+ GST 18% | Duration |
|--------|---|--|----------|
| 1.     | "Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System & a tool of Transparency"   | Rs.4600.00                             | 2 Days   |
| 2.     | Purchase Policy & Procedure In Governments And Risk & Contract Management In Government Departments Autonomous Bodies & PSUs".  | Rs.4600.00                             | 2 Days   |
| 3.     | "Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"  | Rs.6900.00                             | 3 Days   |
| 4.     | "Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs".   | Rs.4600.00                             | 2 Days   |
| 5.     | Finance management in Govt. with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs". In Government Departments Autonomous Bodies & PSUs".  | Rs.4600.00                             | 2 Days   |
| 6.     | "Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".  | Rs.4600.00                             | 2 Days   |
| 7.     | "Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".   | Rs.4600.00                             | 2 Days   |
| 8.     | "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".  | Rs.4600.00                             | 2 Days   |
| 9.     | Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".   | Rs.6900.00                             | 3 Days   |
| 10.    | "Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs".   | Rs.4600.00                             | 2 Days   |
| 11.    | "Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIIth Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs". | Rs.4600.00                             | 2 Days   |
| 12.    | "Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress"                 | Rs.4600.00                             | 2 Days   |
| 13.    | "Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression.   | Rs.6900.00                             | 3 Days   |
| 14.    | Leadership and Decision Making  | Rs.4600.00                             | 2 Days   |
| 15.    | Ethics and Values   | Rs.4600.00                             | 2 Days   |
| 16.    | Swachh Bharat Mission   | Rs.4600.00                             | 2 Days   |
| 17.    | Managing Stress for Personal Efficacy   | Rs.4600.00                             | 2 Days   |
| 18.    | Building construction & maintenance   | Rs.4600.00                             | 2Days    |
| 19.    | Construction material (Road & Building)   | Rs.4600.00                             | 2Days    |



|     |  |            |        |
|-----|--|------------|--------|
| 20. | Estimate/contract preparation  | Rs.4600.00 | 3 Days |
| 21. | CPM tool for construction management   | Rs.4600.00 | 2Days  |
| 22. | Project Management for Engineers   | Rs.4600.00 | 3 Days |
| 23. | Quality control & Quality assurance  | Rs.4600.00 | 2Days  |
| 24. | Project preparation, DPR preparation and core network  | Rs.4600.00 | 2Days  |
| 25. | Project Management in Construction Industry  | Rs.4600.00 | 2Days  |
| 26. | Preliminary buildings & road construction requirement and survey.                                      | Rs.4600.00 | 2Days  |
| 27. | Modern Survey Techniques including GIS/GPS & total Station.  | Rs.4600.00 | 3 Days |
| 28. | Preparation of DPRs (Cost estimation) for Building & Roads Projects                                    | Rs.4600.00 | 2Days  |
| 29. | Procurement & contract management for Building & Roads Projects  | Rs.6900.00 | 3 Days |
| 30. | Quality Control and material Testing Procedures & Laboratory Practice                                  | Rs.4600.00 | 2Days  |
| 31. | Feasibility study & preparation of detailed project reports (DPR).                                     | Rs.4600.00 | 2Days  |
| 32. | Rigid Pavements: Design, Construction & Quality Control Aspects.                                       | Rs.4600.00 | 2Days  |
| 33. | Design Construction and Maintenance of Flexible Pavements.   | Rs.4600.00 | 2Days  |
| 34. | Planning of Electrical Sub Station. incl Fire Fighting Arrangements                                    | Rs.4600.00 | 2Days  |
| 35. | Indoor and Outdoor lighting design & relevant NBC Provisions   | Rs.4600.00 | 2Days  |
| 36. | Preparation of DPR and Tender Documents for Sewerage Schemes   | Rs.6900.00 | 3 Days |
| 37. | Preparation of DPR and Tender Documents for Solid Waste Management Projects                            | Rs.4600.00 | 2Days  |
| 38. | Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies | Rs.4600.00 | 2Days  |
| 39. | Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting    | Rs.4600.00 | 2Days  |
| 40. | Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering. | Rs.6900.00 | 3 Days |
| 41. | Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation                | Rs.4600.00 | 2Days  |
| 42. | Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.      | Rs.6900.00 | 3 Days |

**Details of the 'Terms and Conditions' of the program.**

- Minimum batch Size: 30 Nos Participants
- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copies of course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.


NEFT/IFSC: UBIN0563951

Bank: UNION BANK

(Current Account) A/C no: 639501010050424

For any details please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

**For India Institute of Secretariat Training & Development**

  
Somveer Singh  
Director (Training)





# India Institute of Secretariat Training & Development

L29/26, Jai Prakash Nagar, Gautam Vihar, Shahdara, Delhi -110053, Phone: 011 22941056 & 22941014,  
Mobile: 9891987306, [trg@iistd.in](mailto:trg@iistd.in); [training@iistd.in](mailto:training@iistd.in) Website: <https://iistd.in>

Ref No IISTD/21-45

New Delhi, Dated 24<sup>th</sup> November, 2021

To,

By E-Mail & Registered Post

Hon'ble Minister for Local Self Governments,  
Rural Development and Excise  
E-mail: [min.lsgd@kerala.gov.in](mailto:min.lsgd@kerala.gov.in)

## Subject: Executive Development Program-Call for Nominations

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), (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 IISTD 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<br>3 Days                           | Venue   | Course Fee (RS) / Participant+ 18% GST Extra |              |                |
|-------------|--|---|---|--|--------------|----------------|
|             |  |   |   | Non-Residential                              | Residential  |                |
|             |  |   |   |  | Twin Sharing | Single Sharing |
| IISTD 001   | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies                                  | 9 <sup>th</sup> – 11 <sup>th</sup> December, 2021 | Acron Waterfront Resort Goa                                     | 15,999/-                                     | 35,999/-     | 45,999/-       |
| IISTD 002   | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs" |   |   | 15,999/-                                     | 35,999/-     | 45,999/-       |
| IISTD 003   | "Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program In Government Departments Autonomous Bodies & PSUs"              | 27 <sup>th</sup> – 29 <sup>th</sup> January, 2022 | Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair | 15,999/-                                     | 35,999/-     | 45,999/-       |
| IISTD 004   | "Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"          |   |   | 15,999/-                                     | 35,999/-     | 45,999/-       |
| IISTD 005   | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies &           |   | Golden Tulip Manali, Himachal                                   | 15,999/-                                     | 35,999/-     | 45,999/-       |



|           |   |   |  |          |          |          |
|-----------|---|---|--|----------|----------|----------|
|           | PSUs"   |   |  |          |          |          |
| IISTD 006 | "Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter & GST Under Capacity Building In Government Department, autonomous             | 10 <sup>th</sup> -12 <sup>th</sup> February, 2022 | Pradesh.   | 15,999/- | 35,999/- | 45,999/- |
| IISTD 007 | Construction Management, TQM & Safety. Under Capacity Building program in Govt Departments Autonomous Bodies & PSUs.  | 24 <sup>th</sup> – 26 <sup>th</sup> Mar, 2022     | Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair  | 15,999/- | 35,999/- | 45,999/- |
| IISTD 008 | Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management   |   |  | 15,999/- | 35,999/- | 45,999/- |
| IISTD 009 | Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts   | 28 <sup>th</sup> – 30 <sup>th</sup> April, 2022   | Hotel Marigold Sarovar Portico, Shimla, Himachal Pradesh         | 15,999/- | 35,999/- | 45,999/- |
| IISTD 010 | Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace  |   |  | 15,999/- | 35,999/- | 45,999/- |
| IISTD 011 | Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS  | 26 <sup>th</sup> – 28 <sup>th</sup> May, 2022     | Hotel Shambhala Leh, Ladakh                                      | 15,999/- | 35,999/- | 45,999/- |
| IISTD 012 | Totality of Project Management - leading to Certificate in Project Management (CIPM)  |   |  | 15,999/- | 35,999/- | 45,999/- |
| IISTD 013 | Renewable Energy, Policies & Regulations and Electrical Vehicle Charging.   | 23 <sup>th</sup> -25 <sup>th</sup> June, 2022     | Rosa Green n Breeze, A Rosakue Collection Mussoorie, Uttarakhand | 15,999/- | 35,999/- | 45,999/- |
| IISTD 014 | 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 |   |  | 15,999/- | 35,999/- | 45,999/- |
| IISTD 015 | e-Governance & Advance IT Tools: Transforming Government Sector   | 28 <sup>th</sup> - 30 <sup>th</sup> July, 2022    | Golden Tulip Manali, Himachal Pradesh.                           | 15,999/- | 35,999/- | 45,999/- |
| IISTD 016 | Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control  |   |  | 15,999/- | 35,999/- | 45,999/- |

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. [www.iistd.in](http://www.iistd.in).

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises. These programs will help the officers of Central/ State government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IISTD. 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.

8

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training. For any details please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services.

**Payment:** In advance or before commencement of training program through RTGS / Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.  
NEFT/IFSC: BIN0563951

Bank: UNION BANK

(Current Account) A/C no: 639501010050424

For any details please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest.

**For India Institute of Secretariat Training & Development**



Somveer Singh  
Director (Training)



## TRAINING NOMINATION FORM

Name of the Programme: \_\_\_\_\_

Duration: Two days

### PARTICULARS OF NOMINEE

Name of the Participant(s) \_\_\_\_\_

Designation \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Contact Number (with STD Code)\_Office: \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_  
\_\_\_\_\_

Nomination Status  
(please tick)

Residential

☐

Non-Residential

☐

Signature of the Participant

### SPONSOR

Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

GST Code \_\_\_\_\_

Fax No. \_\_\_\_\_

Tel. No. (with STD Code) \_\_\_\_\_

E-Mail \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Sponsor  
With stamp of the organization