

**National Institute Of Secretariat
Training & Development
NEW DELHI, India**



EMPOWERING EXCELLENCE IN PUBLIC ADMINISTRATION

Administrative effectiveness, focus: RIT,
preventive vigilance & e-Procurement

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India info@nistd.in
infonistd@gmail.com Central line & WhatsApp 91-9811094923



ABOUT US

The National Institute Of Secretariat Training & Development (NISTD) serves as an autonomous body supporting various sectors of the Indian industry. Our core mission is to enhance the skills and knowledge of government officers from Central, State, and subsidiary services. By doing so, we contribute to the effectiveness and efficiency of administrative services within central and state governments.

We offer specialised programs empowering executives in government and the corporate sector with global insights. Through collaborations with international partners, our Capacity Building program spans leadership, managerial skills, and smart city development, equipping participants to address global challenges and drive urban sustainability.

WHY CHOOSE US?



Government Empowerment:
Backed by strong governmental support, NISTD excels in enhancing the capabilities of government officers, ensuring they can contribute to the efficiency and effectiveness of administrative services, particularly in RTI, preventive vigilance, and e-Procurement.

Global Insights and Collaboration:
Our programs leverage international partnerships, providing a global perspective on public administration and best practices in these crucial areas.

Comprehensive Capacity Building: NISTD multifaceted Capacity Building program covers essential skills in public administration, equipping participants to lead with excellence and transparency in government operations.

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SCHEDULE

Day 1 - Mastering RTI and Preventive Vigilance:

Session 1: Mastering RTI and Preventive Vigilance:	The significance of RTI in public administration Handling RTI requests effectively
Session 2: Promoting Transparency through RTI	Strategies for transparent government operations Case studies and practical exercises
Session 3: Preventive Vigilance Measures	The importance of preventive vigilance in government Ethics and conduct in public administration
Session 4: Preventing Corruption and Misconduct	Techniques to prevent corruption and misconduct in government Real-world scenarios and case studies

Day 2 - Enhancing e-Procurement Efficiency:

Session 5: Introduction to e-Procurement	The role of e-Procurement in efficient procurement processes E-Procurement systems and their benefits
Session 6: Streamlining Procurement	Strategies for streamlining procurement processes E-Procurement best practices
Session 7: Ensuring Accountability in e-Procurement	Accountability and transparency in e-Procurement Real-world e-Procurement case studies
Session 8: Graduation and Certification	

TRAINING

Administrative effectiveness is the cornerstone of efficient governance. This specialized training equips government employees to excel in the critical areas of Right to Information (RTI), Preventive Vigilance, and e-Procurement, enabling them to enhance transparency, prevent corruption, and streamline procurement processes.



Mastery of Right to Information (RTI):

Gain expertise in handling RTI requests and ensuring transparency in government operations.



Preventive Vigilance Strategies:

Learn to prevent corruption and promote ethical conduct in public administration.



e-Procurement Efficiency:

Streamline procurement processes, reduce inefficiencies, and ensure accountability.



Real-world Case Studies:

Apply your knowledge to practical scenarios in the public sphere.



ALL ABOUT BENEFITS

Mastery of RTI and Transparency



Participants will gain the skills to handle RTI requests effectively, promoting transparency and accountability in government operations

Preventive Vigilance Proficiency



Participants will learn preventive vigilance strategies to prevent corruption and unethical conduct in public administration, fostering an ethical work environment.

e-Procurement Efficiency and Accountability



Participants will acquire expertise in e-Procurement, streamlining procurement processes, reducing inefficiencies, and ensuring accountability in public spending.

HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

National Institute Of Secretariat Training & Development

Plot No B-11C, Inderprastha, NCR New Delhi,
Ghaziabad-201102, India Emails: info@nistd.in, infonistd@gmail.com

Fax No: +91-120-2682109

PAYMENT DETAILS

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

Beneficiary Name:	National Institute Of Secretariat Training & Development
Bank Name:	Bank Of Maharashtra
Branch:	Greater Noida, Uttar Pradesh
Current A/C No:	60455558551
IFSC Code:	MAHB0001294
MICR CODE (9 Digit No.):	110014031



GENERAL CONDITIONS

1. Once you receive confirmation from your end, you can proceed with booking the tickets.
2. If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
3. The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
4. Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
5. The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
6. Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
7. 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.
8. NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
9. Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.
10. NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
11. Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
12. Upon successful completion of the program, participants will receive a Certificate of Participation.

The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.



GENERAL CONDITIONS

Inclusions:

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant

The training professional fee per participant covers the following:

- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

PARTICIPANTS' PROFILE

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

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. Substituting nominees is allowable.

Schedule of Breaks during the Training Session

- MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM
- LUNCHTIME: 01:00 PM to 02:00 PM
- AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

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.



GENERAL CONDITIONS

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.

PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

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.

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

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.





National Institute Of Secretariat Training & Development

REGISTRATION APPLICATION FORM

EXECUTIVE DEVELOPMENT PROGRAM

Details of the training

Dates: From _____ To _____
Topic: _____
Venue: _____

Details of nominated participants

Name: _____
Designation: _____
Organization/Department: _____
Office Address: _____
City: _____ City: _____ State: _____
Telephone: (Off.) _____ (Res.) _____
Fax: _____ Mob No.: _____ State: _____

Date: _____

Signature: _____



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