



India Institute of Secretariat Training & Development

G/F WB-159 OLD PLOT NO.-53-A, WB BLOCK, GANESH NAGAR-2, SHAKARPUR, EAST DELHI,

NEW DELHI-110092, Phone: 011 22941056 & 22941014, Mobile: 9891987306

E-mail- trg@iistd.in; training@iistd.in Website: <https://iistd.in>

Ref No IISTD/R/22-47

To,

New Delhi, Dated, 08th July, 2022

By E-Mail & Registered Post

The Director
Mahanagar Doorsanchar Bhawan
(next to Zakir Hussain College)
Jawaharlal Nehru Marg (Old Minto Road) New Delhi: 110 002

*Recd. today
22.07.2022*

Subject: Online/ In-house Short, Term Training and Customize Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff in Collaboration with IISTD in your state

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), (Established by Govt. of National Capital Territory of Delhi & Ministry of MSME), 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 Training Topics	Course Fee/Participant + GST 18%	Duration
1.	Digital exploration tools	Rs.4600.00	2 Days
2.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs.4600.00	2 Days
3.	Leadership Excellence and Effective Decision Making.	Rs.4600.00	2 Days
4.	Enhancing Organizational Productivity Through Digital Transformation.	Rs.4600.00	2 Days
5.	Preventive Vigilance & Strategic Financial Management.	Rs.4600.00	2 Days
6.	Innovation Change Management For Organizational Excellence.	Rs.4600.00	2 Days
7.	Digital Workplace : Essentials for non-IT Executives.	Rs.4600.00	2 Days
8.	Work Life Balance and Stress Management.	Rs.4600.00	2 Days
9.	Advances in alteration zone mapping using image processing of hyper spectral and Multispectral data for mineral investigation	Rs.4600.00	2 Days
10.	Geochemical modeling for ore body knowledge and exploration targeting	Rs.4600.00	2 Days
11.	Advances in Geophysical data processing and modeling for subsurface imaging	Rs.4600.00	2 Days
12.	Advances in Hydrostatic rigs and deep hole drilling	Rs.4600.00	2 Days
13.	Advances in exploration geology and geophysics using Artificial Intelligence and other new-age technologies	Rs.4600.00	2 Days
14.	QAQC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs.4600.00	2 Days
15.	Resource Estimation for Mineral Deposits.	Rs.4600.00	2 Days
16.	3-D Modeling for Mineral Exploration.	Rs.4600.00	2 Days
17.	Basic principles of Exploration Project preparation, execution and its management.	Rs.4600.00	2 Days
18.	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs.4600.00	2 Days
19.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs.4600.00	2 Days
20.	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs.4600.00	2 Days
21.	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs.4600.00	2 Days
22.	Application of GIS Software	Rs.4600.00	2 Days
23.	“Right to information Act 2005, Case Studies/ Court Cases And Improvement Of —	Rs.4600.00	2 Days

	Record Management System & a tool of Transparency”		
24.	Purchase Policy & Procedure In Governments And Risk & Contract Management In Government Departments Autonomous Bodies & PSUs”.	Rs.4600.00	2 Days
25.	“Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies”	Rs.5900.00	3 Days
26.	“Establishment Rules & General Administration Matters” of Government Departments Autonomous Bodies & PSUs”.	Rs.4600.00	2 Days
27.	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
28.	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”.	Rs.4600.00	2 Days
29.	“Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills” In Government Departments Autonomous Bodies & PSUs”.	Rs.4600.00	2 Days
30.	“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
31.	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs”.	Rs.5900.00	3 Days
32.	“Gender sensitivity & prevention and redressal of sexual harassment of women at workplace” In Government Departments Autonomous Bodies & PSUs”.	Rs.4600.00	2 Days
33.	“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
34.	“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
35.	”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression.	Rs.5900.00	3 Days
36.	Leadership and Decision Making	Rs.4600.00	2 Days
37.	Ethics and Values	Rs.4600.00	2 Days
38.	Swachh Bharat Mission	Rs.4600.00	2 Days
39.	Managing Stress for Personal Efficacy	Rs.4600.00	2 Days
40.	Building construction & maintenance	Rs.4600.00	2Days
41.	Construction material (Road & Building)	Rs.4600.00	2Days
42.	Estimate/contract preparation	Rs.4600.00	2Days
43.	CPM tool for construction management	Rs.4600.00	2Days
44.	Project Management for Engineers	Rs.4600.00	2 Days
45.	Project preparation, DPR preparation and core network	Rs.4600.00	2Days
46.	Project Management in Construction Industry	Rs.4600.00	2Days
47.	Preliminary buildings & road construction requirement and survey.	Rs.4600.00	2Days
48.	Modern Survey Techniques including GIS/GPS & total Station.	Rs.4600.00	2 Days
49.	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs.4600.00	2Days
50.	Procurement & contract management for Building & Roads Projects	Rs.5900.00	3 Days
51.	Quality Control and material Testing Procedures & Laboratory Practice in Concrete Construction including Extreme weather Concreting	Rs.4600.00	2Days
52.	Feasibility study & preparation of detailed project reports (DPR).	Rs.4600.00	2Days
53.	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs.4600.00	2Days
54.	Design Construction and Maintenance of Flexible Pavements.	Rs.4600.00	2Days
55.	Planning of Electrical Sub Station. incl Fire Fighting Arrangements and Indoor and Outdoor lighting design & relevant NBC Provisions	Rs.4600.00	2Days
56.	Preparation of DPR and Tender Documents for Sewerage Schemes and for Solid Waste	Rs.5900.00	3 Days

	Management Projects		
57.	Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies	Rs.4600.00	2Days
58.	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs.5900.00	3 Days
59.	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs.4600.00	2Days
60.	Repair and Rehabilitation or Concrete Structure including water Proofing material and techniques.	Rs.5900.00	3 Days

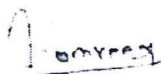
Details of the 'Terms and Conditions' of the program.

- Minimum batch Size: 40-50 Nos Participants
- Faculty: Senior IISTD consultant and expert would conduct the training Program.
- 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.

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)

