বাংলাদেশ পানি উন্নয়ন বোর্ড



পরিচালকের কার্যালয় প্রশিক্ষণ পরিদপ্তর পানি ভবন (২য় তলা) ৭২, গ্রীন রোড, ঢাকা-১২০৫ ফোন-০২-২২২২-৩০০২৪



Office of the Director
Directorate of Training
Pani Bhaban (Level-1)
72, Green Road, Dhaka-1205
e-mail: dtetrainingbwdb@gmail.com
Phone: 02-2222-30024

শারক নং- ৪২.০১.০০০০.০২৯.২৫.৭১৫.২২-৩৫১

তারিখ: ১৮/০৬/২০২৩ খ্রি.।

বিজ্ঞপ্তি

এতদ্বারা সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, India Institute of Secretariat Training & Development (IISTD) বিভিন্ন মেয়াদী প্রশিক্ষণ কোর্সের আয়োজন করেছে। প্রশিক্ষণ কোর্সসমূহে প্রার্থী মনোনয়ন প্রদানের জন্য IISTD হতে মহাপরিচালক, বাপাউবাে, ঢাকা মহােদয় বরাবর পত্র প্রেরণ করা হয়েছে। প্রশিক্ষণ কোর্সসমূহে নির্ধারিত কোর্স ফি পরিশােধ পূর্বক আবেদন করতে হবে। আগ্রহী প্রার্থীগণকে স্ব-অর্থায়নে বর্ণিত প্রশিক্ষণে অংশগ্রহণ করতে হবে এতে বাংলাদেশ পানি উন্নয়ন বার্ড তথা বাংলাদেশ সরকারের কোন আর্থিক সংশ্লেষ থাকবে না।

আগ্রহী প্রার্থীকে আগামী ২২/০৬/২০২৩খ্রি. তারিখের মধ্যে পরিচালক, প্রশিক্ষণ পরিদপ্তর, বাপাউবো, ঢাকা দপ্তরকে আবেদনের বিষয়টি অবহিত করার জন্য অনুরোধ জানানো হলো।

সংযুক্তি: ০১। বর্ণনামতে।

ঠিন্টি (2) ব (মোঃ আব্দুর রশীদ)

পরিচালক

প্রশিক্ষণ পরিদপ্তর

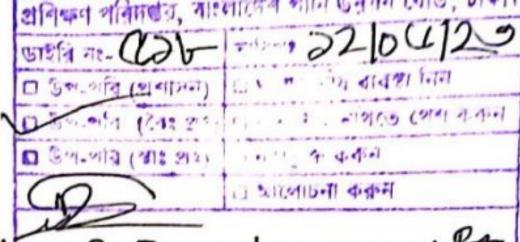
বাপাউবো, ঢাকা।

তারিখ: ১৮/০৬/২০২৩ খ্রি.।

শারক নং- ৪২.০১.০০০০.০২৯.২৫.৭১৫.২২-৬৫৯(৯)

| সদয় | । অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো। |
|------------|--|
| ۱ د | প্রধান/ প্রধান প্রকৌশলী/ অতিঃ প্রধান প্রকৌশলী। |
| २। | সচিব, বোর্ড সচিবালয়,বাপাউবো, ঢাকা। |
| ७ । | পরিচালক/তত্ত্বাবধায়ক প্রকৌশলী। |
| 8 1 | সিএসও টু মহাপরিচালক, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা। |
| œ I | সিনিয়র সিস্টেম এনালিস্ট, সেন্ট্রাল আইসিটি সেল, বাপাউবো ঢাকা (বোর্ডের ওয়েব সাইটে প্রকাশ করার জন্য অনুরোধ জানানো |
| | হলো)। |
| ७। | নির্বাহী প্রকৌশলী, (সকল)। |
| 91 | উপ-পরিচালক/হিসাব রক্ষণ অফিসার, আঞ্চলিক হিসাব কেন্দ্র,বাপাউবো। |
| b 1 | ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন/অর্থ/পূর্ব রিজিওন/পশ্চিম রিজিওন/পরিকল্পনা), বাপাউবো, ঢাকা। |
| ৯। | দপ্তর কপি/মাষ্টার নথি। |

প্রতীক রায়
সহকারী পরিচালক (বৈঃপ্রঃ)
প্রশিক্ষণ পরিদপ্তর
বাপাউবো, ঢাকা।





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 trg@iistd.in; training@iistd.in Website: https://iistd.in

By E-Mail & Registered Post

Ref No IISTD/R/23-47-2321

To The Director General (Grade-1) Bangladesh Water Development Board Ministry of Water Resources Government of the People's Republic of Bangladesh

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

विधि स्माजास्वक वावचा विम । भट्यात्र मर्मानुजादय श्रिटियमम रभाग कराम । তদন্ত করে মতামত সহ প্রতিবেদন দিন। जाग्र त्यांगमान कक्षम ध्यर कार्यविवत्रंगी जवद्वित *** আলাপ করুন**

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

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 | Topics | Date Venue | | Course Fee (Rs) per Participant + 18% GST Extra | | |
|--------------|---|----------------------|-------------------------------|--|-----------------|-------------------|
| | | Duration | | Non- | Resider | ntial |
| | | 3 Days | | Residential | Twin Sharing | Single Sharing |
| IISTD 075 | Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies | 11 - 13 May, 2023 | Hotel Clarks Inn, Srinagar | 29,999/- | 48,999/- | 59,999/- |
| IISTD 076 | Pension Scheme and New Pensions Scheme in Wake of VII th Pay Commission Report & Grant of Financial Up-gradation, Under MACP | 11 - 13 May, 2023 | Hotel Clarks Inn, Srinagar | 29,999/- | 48,999/- | 59,999/- |
| IISTD 077 | Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting | 11 - 13 May, 2023 | Hotel Clarks Inn, Srinagar | 29,999/- | 48,999/- | 59,999/- |

মতিঃ প্রধান প্রকৌশলা, প্রশিক্ষণ ও মানব সম্পদ্⊄উরা অতিরিক্ত মহাপরিচালক (প্রশাসন) এর দত্তর, বাপাউবো, ঢাকা। धादेशियाः 2206 তারিখঃ 22/ পুর) বিটিআই, ভাগ্যকুল 🗆 अत्याक्ष्मीय क्रिक्श निन ক্রি ছা প্রেটঃ প্রমান ট/সচিব/ত চাঃ প্রকৌঃ মাস্ট/পরিচালক, কপ্,'সঙ্যা/শৃংখলা/প্রশিক্ষ (পুর), মুদ্রর সম্পদ উন্নয়ন □ অবগতির জন্য Me & cur কল্যাণ/ভূমি ও রাজস্থ/নিরাপতা/জনসংযোগ/উপ-সচিব (প্রশাসন)/উপ-পরি (আইন) 🗆 মতামত/প্রতিবেদন দিন প্রকৌশলী একাডেমী, কাস্তাই জকুরা/মতি ভকুরা/মালাপ ভকুন/প্রয়োজনীয় ব্যবস্থা নিন/ন্থিতে পণ ভকুন/নিখতে রাখুন 🗆 'মালাপ ককুন र्माक, वाशांडेरवा, वाडानी, कृष्टिसा 🗖 উপ-পরিচালক (প্রশাসন)/নিঃ প্রকৌঃ (পুর) 🗆 উপস্থাপন করুন 🗆 সহকারী প্রকৌশলী (পুর) 🗆 নগিছক করুন সহকারী পরিচালক (প্রশাসন) অভিরিক্ত মহাপরিচাল (প্রশাসন) 🗆 পি.এ. 🗖 এস.এ.এ./ ভি.ই.৫ পত্র গ্রহণকারী



| IISTD 078 | Total quality person (TQP), Work life Balance, Emotional Intelligence | 11 - 13 May, 2023 | Hotel Clarks Inn, Srinagar | 29,999/- | 48,999 | /- 59,999 |
|--------------|---|----------------------|--|----------|----------|-----------|
| IISTD 079 | Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers | 25 - 27 May, 2023 | The Den Corbett Resort, Jim Corbett | 29,999/- | 48,999, | |
| IISTD 080 | 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 | 25 - 27 May, 2023 | The Den Corbett Resort, Jim Corbett | 29,999/- | 48,999/- | 59,999/- |
| O81 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs. | 25 - 27 May, 2023 | The Den Corbett Resort, Jim Corbett | 29,999/- | 48,999/- | 59,999/- |
| OS2 | Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies | 25 - 27 May, 2023 | The Den Corbett Resort, Jim | 29,999/- | 48,999/- | 59,999/- |
| IISTD 083 | Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs. | 8 - 10 June, 2023 | Hotel Bogmallo Beach Resort, Goa | 29,999/- | 48,999/- | 59,999/- |
| IISTD 084 | Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management | 8 - 10 June, 2023 | Hotel Bogmallo Beach Resort, | 29,999/- | 48,999/- | 59,999/- |
| IISTD 085 | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs | 8 - 10 June, 2023 | Goa Hotel Bogmallo Beach Resort, Goa | 29,999/- | 48,999/- | 59,999/- |
| IISTD 086 | Establishment Rules & General Administration Matters | 8 - 10 June, 2023 | Hotel Bogmallo | 29,999/- | 48,999/- | 59,999/- |



| | | | Beach Resort, Goa | | | |
|--------------|--|-----------------------|--|----------|----------|----------|
| 087 | Project Management for Engineers Under Capacity Building | 26 - 28 June, 2023 | Hotel Sangto Villa, Leh Laddakh | 29,999/- | 48,999/- | 59,999/- |
| IISTD 088 | Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building | 26 - 28 June, 2023 | Hotel Sangto Villa, Leh Laddakh | 29,999/- | 48,999/- | 59,999/- |
| IISTD 090 | Finance Management in Govt. with Financial & Administrative Powers | 26 - 28 June, 2023 | Hotel Sangto Villa, Leh Laddakh | 29,999/- | 48,999/- | 59,999/- |
| IISTD 091 | Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance | 26 - 28 June, 2023 | Hotel Sangto Villa, Leh Laddakh | 29,999/- | 48,999/- | 59,999/- |
| O92 | Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies | 26 - 28 June, 2023 | Hotel Sangto Villa, Leh Laddakh | 29,999/- | 48,999/- | 59,999/- |
| IISTD 036 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs. | 26 – 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | 59,999/- |
| IISTD 037 | Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation | 26 – 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | 59,999/- |
| IISTD 038 | Preventive Vigilance & Strategic Financial Management | 26 – 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | 59,999/- |
| IISTD 039 | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs | 26 – 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | 59,999/- |
| IISTD 040 | Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under | 26 – 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | 59,999/- |



| | 1 - | | | | | |
|--------------|--|----------------------------|--|----------|----------|----------|
| | Capacity Building program in Govt. departments, autonomous bodies & PSUs | | | | | |
| IISTD 041 | Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression. | 26 – 28 July, 2023 | Hotel Park Inn by Radisson, Amritsar | 29,999/- | 48,999/- | - 59,999 |
| IISTD 042 | Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control | 17 - 19 August, 2023 | Hotel Bogmallo Beach Resort, Goa | 29,999/- | 48,999/- | 59,999/ |
| IISTD 043 | Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs. | 17 - 19 August, 2023 | Hotel Bogmallo Beach Resort, Goa | 29,999/- | 48,999/- | 59,999/- |
| IISTD 044 | Administrative Effectiveness, Focus: Preventive Vigilance, e- Procurement, RTI & GST | 17 - 19 August, 2023 | Hotel Bogmallo Beach Resort, Goa | 29,999/- | 48,999/- | 59,999/- |
| IISTD 045 | CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies | 17 - 19 August, 2023 | Hotel Bogmallo Beach Resort, Goa | 29,999/- | 48,999/- | 59,999/- |
| IISTD 046 | Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
| IISTD 047 | E-Governance & Advance IT Tools: Transforming Government Sector& GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
| IISTD 048 | Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
| IISTD 049 | Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |



| IISTD 050 | Administration Matters of Government Departments Autonomous Bodies & PSUs. | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
|--------------|---|-------------------------|---------------------------------------|----------|----------|----------|
| IISTD 051 | Procurement & Contract Management for Building & Roads Projects | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
| IISTD 052 | Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs | 25-27 Sept, 2023 | Hotel Shanker, Kathmandu, Nepal | 29,999/- | 48,999/- | 59,999/- |
| IISTD 053 | Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules In Government Departments Autonomous Bodies & PSUs. | 26 - 28 Oct, 2023 | Golden Tulip, Manali | 29,999/- | 48,999/- | 59,999/- |
| IISTD 054 | Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting | 26 - 28 Oct, 2023 | Golden Tulip, Manali | 29,999/- | 48,999/- | 59,999/- |
| IISTD 055 | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs | 26 - 28 Oct, 2023 | Golden Tulip, Manali | 29,999/- | 48,999/- | 59,999/- |
| IISTD 056 | 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 | 26 - 28 Oct, 2023 | Golden Tulip, Manali | 29,999/- | 48,999/- | 59,999/- |
| IISTD 057 | CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies | 26 - 28 Oct, 2023 | Golden Tulip, Manali | 29,999/- | 48,999/- | 59,999/- |



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

trg@iistd.in; training@iistd.in Website: https://iistd.in

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. In addition to the above Programme other customized programs to the choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

General Instructions

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S).
- The Non-Residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

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 Performa may please be sent to IISTD. We solicit your kind cooperation by basis only.

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.

<u>Payment:</u> In advance or before commencement of training program through RTGS / Bank draft in favor 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

ון מחזיים

Shri Somveer



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 trg@iistd.in; training@iistd.in Website: https://iistd.in

Director (Training)



| Training No | mination 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 | |
| | |
| Sponso | r Details |
| Sponsoring Organization | |
| Address | |
| GST Code | |
| 5 M - 1 | |
| E-Mail | |
| Date: | |
| Signature of the Sponsor | |
| | |
| With stamp of the organization | |



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 trg@iistd.in; training@iistd.in Website: https://iistd.in

By E-Mail & Registered Post

Ref No IISTD/R/23-47-2321

New Delhi

To,
The Director General (Grade-1)
Bangladesh Water Development Board
Ministry of Water Resources
Government of the People's Republic of Bangladesh

<u>Subject: In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff in Collaboration</u> <u>with IISTD</u>

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

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). Onsite training Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for administrative staff and Engineers.

| S.No. | Training Topic | Course Fee/Participant + GST 18% | Duration |
|-------|---|--|----------|
| 1 | 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 |
| 2 | 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 |
| 3 | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement. | Rs.4600.00 | 2 Days |
| 4 | Preventive Vigilance & Strategic Financial Management. | Rs.4600.00 | 2 Days |
| 5 | Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS | Rs.4600.00 | 2 Days |
| 6 | Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System & a tool of Transparency | Rs.4600.00 | 2 Days |
| 7 | Purchase Policy, Procedure, Risk & Contract Management in Government Departments Autonomous Bodies & PSUs. | Rs.4600.00 | 2 Days |
| 8 | Materials management, purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies | Rs.5900.00 | 3 Days |



| 9 | Establishment Rules & General Administration Matters of Government | Rs.4600.00 | 2 Days |
|----|--|--|------------------|
| | Departments Autonomous Bodies & PSUs. | D 4600.00 | 2 Davis |
| 10 | Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. | Rs.4600.00 | 2 Days |
| 11 | Book Keeping, Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs. | Rs.4600.00 | 2 Days |
| 12 | Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs. | Rs.4600.00 | 2 Days |
| 13 | 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 |
| 14 | Gender sensitivity & prevention and redressal of sexual harassment of women at workplace in Government Departments Autonomous Bodies & PSUs. | Rs.4600.00 | 2 Days |
| 15 | 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 |
| 16 | Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP. | Rs.5900.00 | 3 Days |
| 17 | Leadership Excellence and Effective Decision Making. | Rs.4600.00 | 2 Days |
| 18 | Enhancing Organizational Productivity Through Digital Transformation. | Rs.4600.00 | 2 Days |
| 19 | Innovation: Change Management for Organizational Excellence. | Rs.4600.00 | 2 Days |
| 20 | Work Life Balance and Stress Management. | Rs.4600.00 | 2 Days |
| 21 | Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff | Rs.4600.00 | 2 Days |
| 22 | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building | Rs.4600.00 | 2 Days |
| 23 | Leadership and Decision Making | Rs.4600.00 | 2.5 |
| 24 | Ethics and Values | The same of the sa | 2 Days |
| 25 | Swatch Bharat Mission | Rs.4600.00 | 2 Days |
| 26 | Managing Stress for Personal Efficacy | Rs.4600.00 | 2 Days |
| 27 | Digital Workplace: Essentials for non-IT Executives. | Rs.4600.00 | 2 Days |
| 28 | Digital exploration tools | Rs.4600.00 | 2 Days |
| 29 | Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution | Rs.4600.00 Rs.4600.00 | 2 Days 2 Days |
| 20 | control | | |
| 30 | Application of GIS Software | Pc 4500.00 | |
| 31 | Building Construction & Maintenance | Rs.4600.00 | 2 Days |
| 32 | Construction material (Road & Building) | Rs.4600.00 | 2Days |
| 33 | Estimate/contract preparation | Rs.4600.00 | 2Days |
| 34 | CPM tool for construction management | Rs.4600.00 | 2Days |
| | | Rs.4600.00 | 2Days |



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 trg@iistd.in; training@iistd.in Website: https://iistd.in

| | Project Management for Engineers | Rs.4600.00 | 2 Days |
|----|---|------------|--------|
| 35 | Quality control & Quality assurance | Rs.4600.00 | 2Days |
| 36 | Project preparation, DPR preparation and core network | Rs.4600.00 | 2Days |
| 37 | Project preparation, bit is preparation and don't include the project Management in Construction Industry | Rs.4600.00 | 2Days |
| 38 | Project Management in Construction made y Preliminary buildings & road construction requirement and survey. | Rs.4600.00 | 2Days |
| 39 | Modern Survey Techniques including GIS/GPS & Total Station. | Rs.4600.00 | 2 Days |
| 40 | Preparation of DPRs (Cost estimation) for Building & Roads Projects | Rs.4600.00 | 2Days |
| 41 | Procurement & contract management for Building & Roads Projects | Rs.5900.00 | 3 Days |
| 42 | Quality Control and material Testing Procedures & Laboratory Practice | Rs.4600.00 | 2Days |
| 43 | Feasibility study & Preparation of Detailed Project Reports (DPR). | Rs.4600.00 | 2Days |
| 44 | Rigid Pavements: Design, Construction & Quality Control Aspects. | Rs.4600.00 | 2Days |
| 45 | Design Construction and Maintenance of Flexible Pavements. | Rs.4600.00 | 2Days |
| 46 | | Rs.4600.00 | 2Days |
| 47 | Planning of Electrical Sub Station, including Fire Fighting Arrangements Indoor and Outdoor Lighting Design & Relevant NBC Provisions | Rs.4600.00 | 2Days |
| 48 | Preparation of DPR and Tender Documents for Sewerage Schemes | Rs.5900.00 | 3 Days |
| 49 | Preparation of DPR and Tender Documents for Solid Waste Management | Rs.4600.00 | 2Days |
| 50 | Projects | | |
| 51 | Construction and Maintenance of Flexible & Rigid Pavements including use of new materials technologies | Rs.4600.00 | 2Days |
| 52 | Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting | Rs.4600.00 | 2Days |
| 53 | Computer applications: Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering. | Rs.5900.00 | 3 Days |
| 54 | Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation | Rs.4600.00 | 2Days |
| 55 | Repair and Rehabilitation or Concrete Structure including water Proofing material and Techniques. | Rs.5900.00 | 3 Days |
| 56 | Advances in alteration zone mapping using image processing of hyperspectral and Multispectral data for mineral investigation | Rs.4600.00 | 2 Days |
| 57 | Geochemical Modeling for Ore body knowledge and exploration targeting | Rs.4600.00 | 2 Days |
| 58 | Advances in Geophysical data processing and modeling for subsurface imaging | Rs.4600.00 | 2 Days |
| 59 | Advances in Hydrostatic rigs and deep hole drilling | Rs.4600.00 | 2 Days |
| 60 | Advances in exploration Geology and Geophysics using Artificial Intelligence and other new-age technologies | Rs.4600.00 | 2 Days |
| 61 | QA & QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment | Rs.4600.00 | 2 Days |
| 62 | Resource Estimation for Mineral Deposits. | Rs.4600.00 | 2 Days |
| 63 | 3-D Modeling for Mineral Exploration. | Rs.4600.00 | 2 Days |
| 64 | Basic principles of Exploration Project preparation, Execution and its Management. | Rs.4600.00 | 2 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 Programme.



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- 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.

<u>Payment</u>: In advance or before commencement of training program through RTGS / Bank draft in favor 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

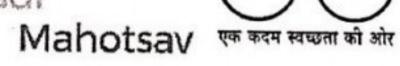
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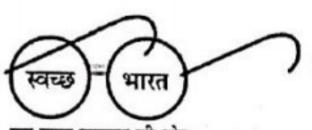
Shri Somveer Director (Training)















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By E-Mail & Registered Post

New Delhi

Ref No IISTD/R/23-47-2321

To,
The Director General (Grade-1)
Bangladesh Water Development Board
Ministry of Water Resources
Government of the People's Republic of Bangladesh

Subject: Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin in Collaboration with IISTD

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

This is regarding the ongoing training programmes/ workshops being organized by the IISTD for the benefit of employees of Central/ State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies and other organizations. The details of training programmes/ workshops being organized during the year 2022-23 are enclosed which may be circulated to all employees of your organisation for ensuring wider participation and nominations. It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed Webinar: Inhouse training with excellent and experienced faculty (well known in their fields internationally & nationally).

| S. No | Training Topic | Course Fee + GST 18% | Duration |
|----------|---|-------------------------|----------|
| 1 | 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. 59999.00 | 2 Days |
| 2 | Autonomous Bodies & PSUs Autonomous Bodies & PSUs | Rs. 59999.00 | 2 Days |
| 3 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs | Rs. 59999.00 | 2 Days |
| 4 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Rodice & Deute | Rs. 59999.00 | 2 Days |
| 5 | Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs | Rs. 59999.00 | 2 Days |
| 6 | Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs". | Rs. 69999.00 | 3 Days |
| 7 | Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs". Amendment to CCS (Parsis 1) 2 in the Partments Autonomous Bodies & PSUs". | Rs. 59999.00 | 2 Days |
| 8 | 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 | Rs. 59999.00 | 2 Days |



| 9 | Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to | Rs. 69999.00 | 3 Days |
|------|--|------------------------------|----------------|
| 10 | Time with Focus on Recent orders & Modified Assured Career Progression. Materials management and purchase policy & procedure, E- procurement in Govt. | Rs. 69999.00 | 3 Days |
| | departments, Autonomous bodies | Rs. 59999.00 | 2Days |
| 11 | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement. | Rs. 59999.00 | 2Days |
| 12 | Preventive Vigilance & Strategic Financial Management. | Rs. 59999.00 | 2Days |
| 13 | Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS | Rs. 59999.00 | 2 Days |
| 14 | Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System | | |
| 15 | Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs | Rs. 59999.00 | 2 Days |
| 16 | Leadership Excellence and Effective Decision Making. | Rs. 59999.00 | 2Days |
| 17 | Enhancing Organizational Productivity Through Digital Transformation. | Rs. 59999.00 | 2Days |
| 18 | Innovation, Change Management for Organizational Excellence. | Rs. 59999.00 | 2Days |
| 19 | Work Life Balance and Stress Management. | Rs. 59999.00 | 2Days |
| 20 | Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff | Rs. 59999.00 | 2Days |
| 21 | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building | Rs. 59999.00 | 2Days |
| 22 | Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills | Rs. 69999.00 | 3 Days |
| 23 | Leadership and Decision Making | Rs. 59999.00 | 2 Days |
| 24 | Ethics and Values | Rs. 59999.00 | 2 Days |
| 25 | Swatch Bharat Mission | Rs. 59999.00 | 2 Days |
| 26 | Managing Stress for Personal Efficacy | Rs. 59999.00 | 2 Days |
| 27 | Digital Workplace: Essentials for non-IT Executives. | Rs. 59999.00 | 2Days |
| 28 | Procurement & contract management for Building & Roads Projects | Rs. 69999.00 | 3 Days |
| 29 | CPM tool for construction management | Rs. 59999.00 | 2Days |
| 30 | Project Management for Engineers | Rs. 69999.00 | 3 Days |
| 31 | Project preparation, DPR preparation & Project Management in Construction Industry | Rs. 59999.00 | 2Days |
| 32 | Feasibility study & preparation of detailed project reports (DPR). | Rs. 59999.00 | 2Days |
| 33 | Preparation of DPR and Tender Documents for Sewerage Schemes | Rs. 69999.00 | 3 Days |
| 34 | Preparation of DPR and Tender Documents for Solid Waste Management Projects | Rs. 59999.00 | 2Days |
| 35 | QA/QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment | Rs. 59999.00 | 2Days 2Days |
| 36 | Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control | Rs. 59999.00 | 2Days |
| 37 | Building construction & maintenance | Rs. 59999.00 | 3Dave |
| 8 | New Methods & Materials in Construction Technology & Building Repairing | Rs. 59999.00 | 2Days |
| 200 | Construction material (Road & Building) | Rs. 59999.00 | 2Days |
| 0 | Estimate/contract preparation | Rs. 69999.00 | 2Days |
| 1 | Quality control & Quality assurance | | 3 Days |
| 2 | Preliminary buildings & road construction requirement and survey. | Rs. 59999.00 | 2Days |
| | Modern Survey Techniques including GIS/GPS & total Station. | Rs. 59999.00 | 2Days |
| 1100 | Preparation of DPRs (Cost estimation) for Building & Roads Projects | Rs. 69999.00 Rs. 59999.00 | 3 Days |
| | 0 10 10 10 10 10 10 10 10 10 10 10 10 10 | I KY JUUUU III | 2Days |



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| 46 | Rigid Pavements: Design, Construction & Quality Control Aspects. | Rs. 59999.00 | 2Days |
|----|---|--------------|--------|
| 47 | Design Construction and Maintenance of Flexible Pavements. | Rs. 59999.00 | 2Days |
| 48 | Planning of Electrical Sub Station. incl Fire Fighting Arrangements | Rs. 59999.00 | 2Days |
| 49 | Indoor and Outdoor lighting design & relevant NBC Provisions | Rs. 59999.00 | 2Days |
| 50 | Construction and maintenance of Flexible & Rigid Pavements including use of new materials & technologies | Rs. 59999.00 | 2Days |
| 51 | Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting | Rs. 59999.00 | 2Days |
| 52 | Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering. | Rs. 69999.00 | 3 Days |
| 53 | Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation | Rs. 59999.00 | 2Days |
| 54 | Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques. | Rs. 69999.00 | 3 Days |
| 55 | Application of GIS Software | Rs. 59999.00 | 2Days |
| 56 | Advances in alteration zone mapping using image processing of hyper spectral and Multispectral data for mineral investigation | Rs. 59999.00 | 2Days |
| 57 | Geochemical modeling for ore body knowledge and exploration targeting | Rs. 59999.00 | 2Days |
| 58 | | Rs. 59999.00 | 2Days |
| 59 | Advances in Hydrostatic rigs and deep hole drilling | Rs. 59999.00 | 2Days |
| 60 | Advances in Hydrostation geology and geophysics using Artificial Intelligence and other new-age technologies | Rs. 59999.00 | 2Days |
| 61 | Denocits | Rs. 59999.00 | 2Days |
| 62 | - I - I - I - I - I - I - I - I - I - I | Rs. 59999.00 | 2Days |
| 63 | | Rs. 59999.00 | 2Days |

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

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copy 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.

<u>Payment:</u> In advance or before commencement of training program through RTGS / Bank draft in favor of "<u>India Institute</u> 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

PORTE

Shri. Somveer Director (Training)

















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By E-Mail & Registered Post

Ref No IISTD/R/23-47-2321

New Delhi

To
The Director General (Grade-1)
Bangladesh Water Development Board
Ministry of Water Resources
Government of the People's Republic of Bangladesh

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

The Complexities and ever changing nature of today's business environment necessitates constant evolution and upgradation of one's knowledge repository. While there is no match for Experimental Learning, one needs to keep abreast of Emerging Technologies and Good Practices to Improve productivity on the project and overall work, which are generally Technical in Nature. It's our Great Pleasure to convey you that we have conducted Study Tour for Construction Professionals, Specialized Program" These Programs have been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector.

As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers. This Program has been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector. As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers.

IISTD has planned to organise the international study tours on different topics in below mentioned cities:

| Topics | Programme Date | Country to be Visited | Tour Cost (Rs) Per Participant + 18 %% GST Extra |
|--|---|--|---|
| Smart Metering, E- Charging, Renewable Energy Resources & Battery Energy Storage System. Smart and Sustainable | 12 Jun, 2023 to 19 Jun, 2023 | Singapore, Kuala Lumpur & Bangkok | 3,30,000/- |
| The state of the s | Smart Metering, E- Charging, Renewable Energy Resources & Battery Energy | Smart Metering, E- Charging, Renewable 12 Jun, 2023 Energy Resources & Battery Energy to | Smart Metering, E- Charging, Renewable Energy Resources & Battery Energy to Visited Visited Singapore, Kuala Lumpur & |



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| | Cities under Capacity Building program. Technical Cooperation Program with Government of Singapore, Malaysia & Thailand | 7 Days international | | |
|---------|---|---|---|------------|
| IST -12 | Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program. Technical Cooperation Program. Government of Singapore, Malaysia & Thailand | 12 Jun, 2023 to 19 Jun, 2023 7 Days international | Singapore, Kuala Lumpur & Bangkok | 3,30,000/- |
| IST -13 | Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program of Government of Singapore, Malaysia & Thailand | 11 Sept, 2023 to 18 Sept, 2023 7 Days International | Singapore, Kuala Lumpur & Bangkok | 3,30,000/- |
| IST -14 | Development of Urban Road Network, Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program Government of Singapore, Malaysia & Thailand | 11 Sept, 2023 to 18 Sept, 2023 7 Days International | Singapore, Kuala Lumpur & Bangkok | 3,30,000/- |
| IST -15 | Middle East Models of Infrastructures Developed, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program with Government of UAE | 3 Nov, 2023 to 11 Nov, 2023 8 Days International | Dubai, Abu Dhabi (UAE) | 3,30,000/- |
| IST -16 | International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects. Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program Government of UAE. | 3 Nov, 2023 to 11 Nov, 2023 8 Days International | Dubai, Abu Dhabi (UAE) | 3,30,000/- |

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. Besides the above Programme other customized programs to the choice can be organized.









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trg@iistd.in; training@iistd.in Website: https://iistd.in

General Instructions

- The names of candidates along with the photocopy of passport should be provided at least 45 days in advance to facilitate IISTD to make the necessary reservations for travel stay booking of hotels, securing visa and activities for efficient planning of the training program.
 - The training professional fee per Participant shall include following:
 - Overall program management charges including faculty charges & Training infrastructure charges
 - Return economy class airfare
 - All Transfers & Visits by luxury AC Coach, Return Air Port Transfer.
 - Visa & Clearance etc.
 - Stay in 4/5 Star Hotel, Daily Breakfast, Lunch & Dinner, Travel/ Medical/ Delay/ Baggage loss insurance for each participant.
 - The site visits are planned to give first-hand experience of the facilities providing services to the cities
 - IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
 - Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

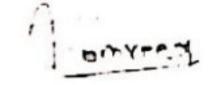
Payment: In advance after confirmation of nomination, along with the Pre-Registration Form through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

These programs will help the Bureaucrats, Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on cities in transition and the rehabilitation of run-down neighborhoods.

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 Performa may please be sent to IISTD.

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



Shri. Somveer Director (Training)

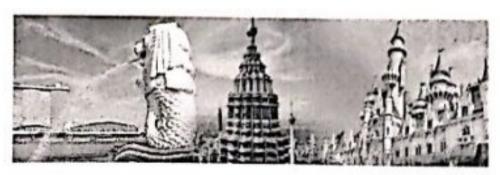








Program Coordinator (Knowledge Co-creation Programme)









L29/26, Jai Prakash Nagar, Gautam Vihar, Shahdara, Delhi -110053, Phone: 011 22170478, 22170541, Mobile: 9891987306, trg@iistd.in; training@iistd.in Website: https://iistd.in