

**GOVERNMENT OF ASSAM****ADMINISTRATIVE REFORMS, TRAINING, PENSION AND PUBLIC GRIEVANCES DEPARTMENT****BLOCK-A, FOURTH FLOOR, JANATA BHAWAN :: DISPUR :: GUWAHATI-6****Website: art.assam.gov.in :: Email: artassamdept@gmail.com****E 780111/6**

To : All Administrative Departments,
Janata Bhawan, Dispur-781006

Sub. : Executive Development Programs- Call for Nominations.

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to forward hereby a copy of letter No.EDP/SAC/63-63-969 dated 3rd April, 2026 received from Delhi State Institute of Secretariat Training & Development, inviting nominations for Executive Development Programs to be held on varying dates in May & June, 2026 at the given venues.

This is for favor of your kind information and necessary action.

Yours Faithfully,

Enclo : As stated

Digitally signed by
CHANDANA BORUAH

Date: 07-04-2026

Deputy Secretary to the Govt. of Assam
ARTPPG Department

Memo No. E 780111/6-A

Copy forwarded for kind information to:-

1. Addl. Director (TRG), DSISTD, Plot No. 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, email : info@dsistd.in.
2. S.O. to Chief Secretary, Janata Bhawan, Dispur-781006, Assam.
3. P.A. to the Secretary to the Govt. of Assam, ARTPPG Department, Janata Bhawan, Dispur-781006.

(E-signed)

Deputy Secretary to the Govt. of Assam
ARTPPG Department



Forwarded as directed
for necessary action

Delhi State Institute Of Secretariat Training & Development

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India
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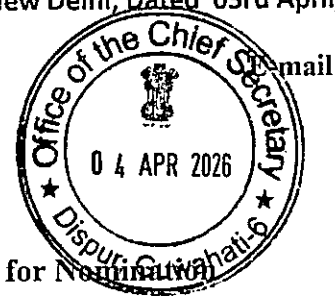
Ref No:- EDP /SAC/63-63-969

New Delhi, Dated 03rd April, 2026

To,

The Chief Secretary
Secretariat
Guwahati, Assam

Comm. Secy. ART/PPG
Staff Officer to
Chief Secretary
Government of Assam
Ph. (0361) 2237107



Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

The Delhi State Institute Of Secretariat Training & Development (DSISTD), Labour Department, Govt Of NCT Of Delhi serve as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, DSISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.No.	Title of Programme	Programme Date	Venue	Course Fee Per Participant (GST Exempted)	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
2.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
3.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
4.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)

6.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
7.	Emotional intelligence for Effective Leadership & Work Life Balance	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
8.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
9.	Systematic Problem Solving, Conflict resolution and change Management	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
10.	Green Building Technologies: Training on Low-Carbon Buildings (LCB), rainwater harvesting, and energy-efficient building materials.	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
11.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
12.	Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
13.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
14.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
15.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
16.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
17.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
18.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
20.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
21.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	22 nd -23 rd June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)

4. In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

General Instructions

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends."
- Participants choosing the residential program will be accommodated for **3 Nights & 4 days**.
- Upon successful completion of the program, participants will receive a **Certificate of Participation**.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- **Accommodation:** Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast Lunch, & Dinner at hotel.
- **Transportation:** Candidates are responsible for their own arrangements to reach the venue.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

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

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. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

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

Yours Truly,

For Delhi State Institute Of Secretariat Training & Development



< additionaldirector@nistd.org >

Fri, 03 Apr 2026 11:46:04 AM +0530

To "cs-assam"<cs-assam@nic.in>

Tags Not in Contacts

Executive Development Program

Delhi State Institute Of Secretariat Training & Development

Govt. of NCT of Delhi

Ref No: EDP/SAC/63-63-969

To,

The Chief Secretary

Secretariat Guwahati, Assam

Subject: Executive Development Program – Call for Nominations

Dear Sir/Madam,

The **Delhi State Institute Of Secretariat Training & Development (DSISTD)** invites nominations for its **Executive Development Programs (EDPs)** aimed at enhancing leadership, governance, technical, and administrative capabilities of government officials.

These programs cover critical domains such as **E-Governance, Leadership, Procurement, Financial Management, Quality Control, Stress Management, and Digital Transformation**, enabling efficient and accountable public service delivery.

• **Program Locations:**

Manali (HP) • Mount Abu (RJ) • Jim Corbett (UK)

Program	Dates	Venue	Fee
Stress Management & Behavioral Skills	25–26 May 2026	Manali	₹66,600
Leadership & Team Building	25–26 May 2026	Manali	₹66,600
Emotional Intelligence & Work-Life Balance	08–09 June 2026	Mount Abu	₹66,600
Public Procurement & Contracts	08–09 June 2026	Mount Abu	₹66,600
Negotiation & Conflict Resolution	22–23 June 2026	Jim Corbett	₹66,600

✓ **Program Includes:**

- 3 Nights & 4 Days stay in 4-star hotel
- Breakfast, Lunch & Dinner
- Training sessions & materials
- Certificate of Participation
- Residential options available

↔ **Important Notes:**

- Admission on first-come, first-served basis
- Advance payment via RTGS/NEFT required
- Non-refundable fee (substitutions allowed)
- Participants arrange their own travel

We request you to kindly nominate suitable officers at the earliest.

For further details, please feel free to contact us.

Yours sincerely,

Addl. Director (TRG)

Rajesh Jha

DSISTD

Plot No 15, Mayur Vihar, New Delhi
Email: info@dsistd.in | Website: www.dsistd.in

1 Attachment(s)

Executive Development Progra...
584.8 KB