



National Institute Of Secretariat Training & Development

1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara,
NCR New Delhi, Ghaziabad-201012, India

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No NISTD/999/2022

New Delhi India the Dated 26th April, 2022

To,

By E Mail

**The Hon,ble Chief Secretary
Government of Rajasthan Secretariat, Jaipur – 302005
csraj@rajasthan.gov.i n**

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

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Established by Department of Labour, Govt. of National Capital Territory of Delhi) Registration Certificate of Establishment No. :2022094022, 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.

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 one's productivity on the project and overall work, which are generally Technical in Nature. Its 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 who are 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 who are 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.

The Development of Cities would provide better Job Opportunities for the Working Class, better Living Conditions for the family, Better Recreational and Amusement Facilities. In short a better life style for the citizen. With a view to Provide Ideas, Concepts And Exposure to the Decision Makers.

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

Sl. No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant
1.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Russia	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09th August,2022 To 20th August,2022 (01 Day in New Delhi+ 10 Days international)	INR 3,96,000.00
2.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Russia	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09th August,2022 To 20th August,2022 (01 Day in New Delhi+ 10 Days international)	INR 3,96,000.00

3.	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 Russia	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09th August,2022 To 20th August,2022 (01 Day in New Delhi+ 10 Days international)	INR 3,96,000.00
4.	"Development of Urban Road Network (A)" Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Japan	"Tokyo" (Japan)	09th September,2022 To 19th September,2022 (01 Day in New Delhi+ 10 Days international)	INR 4,36,000.00
5.	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government Of Japan	"Tokyo" (Japan)	09th September,2022 To 19th September,2022 (01 Day in New Delhi+ 10 Days international)	INR 4,36,000.00
6.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program of Government Singapore, Malaysia & Thailand	"Singapore, Kuala Lumpur & Bangkok"	06th October ,2022 To 13th October, 2022 (1 Day in New Delhi+ 7 Days International)	INR 3,36,000.00
7.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Europe	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
8.	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Europe	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
9.	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Europe	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
10.	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
11.	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Australia	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
12.	"Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Australia	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
13.	"Participatory Irrigation Management System for Paddies (A), Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Australia	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
14.	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Europe	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
15.	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00

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	Dubai, Abu Dhabi (UAE)"	03rd December, 2022 to 11th December, 2022 (1 Day in New Delhi+ 8 Days International)	INR 3,36,000.00
17.	"Middle East Models of Infrastructures Developed" Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of UAE	Dubai, Abu Dhabi (UAE)"	03rd December, 2022 to 11th December, 2022 (1 Day in New Delhi+ 8 Days International)	INR 3,36,000.00

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

Payment Terms

Payment in advance after confirmation of nomination, RTGS/NEFT/Demand draft drawn in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi.

The names of candidates along with the photocopy of passport should be provided at least 30 days in advance to facilitate National Institute Of Secretariat Training & Development to make the necessary reservations for travel stay booking of faculties, securing visa and activities for efficient planning of the training program.

Inclusions

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 & Visites by luxury Ac Coach, Return Air Port Transfer. Visa & Clearance etc

Stay In Star Hotel, Daily Breakfast, Lunch & Dinner, Travel/Medical/Delay/Baggage loss insurance for each participant., Site Visit for each Participant.

Participant:-- 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.

The site visits are planned to give firsthand experience of the facilities providing services to the cities

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to:

The Program Coordinator (Knowledge Co-creation Programme)
National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109
WhatsAppNo+91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID ,along with DD/Cheque/NEFT/RTGS or details of UTR No. towards Participation fees should reach at following address

The Addl. Director (Trg)

National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, India

May I request you to Convey your Willingness to participate in this program, and also the nomination of the other Officers from your Organization, who may like to participate to Develop the Nation.

Thanking You,

For National Institute Of Secretariat Training & Development



(Addl. Director General)



REGISTRATION FORM

Knowledge Co-Creation Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Residence Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Date: _____

Signature _____

(Photocopies of the form may be used for more delegates)



National Institute Of Secretariat Training & Development

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E Mail:-infonistd@gmail.com, info@nistd.in, Website:-www.nistd.in

Ref No NISTD/969/2022

New Delhi, India, The Dated 26th April, 2022

To,

By E Mail

The Hon,ble Chief Secretary
Government of Rajasthan Secretariat, Jaipur – 302005
csraj@rajasthan.gov.in

Subject:- Capacity Building-Residential Training Programme

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Established by Department of Labour, Govt. of National Capital Territory of Delhi) Registration Certificate of Establishment No. :2022094022, 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.

Capacity Building for better cities is the effort to strengthen and improve the abilities of personnel and organizations to be able to perform their tasks in a more effective, efficient and sustainable manner. It needs to be appreciated that capacity building is a long term and ongoing effort which needs to be institutionalised in the planning and implementation process starting from the ULB to state to the central level programs. Capacity Building needs to be a continuous and ongoing initiative whose aim is to improve and facilitate the skill sets and processes involving human and other perceivable inputs. There is a need to calibrate and benchmark continuously against measurable indicators over a period of time in order to make course corrections to achieve the desired results.

The objective of Capacity Building programme as emphasised are:

- Professionalizing urban management through creation of a municipal cadre, city managers who can manage and govern cities especially in urban planning, E-governance / IT, municipal infrastructure and service delivery.
- Enhancing capacities/supply side/agencies to provide state of the art skills and resources to meet required demands of city managers and associated agencies thereby enhancing their capacities to improve city management, governance reforms, municipal infrastructure and service delivery.
- Institutionalise the use of appropriate tools and processes to enable better planning and implementation of municipal infrastructure, service delivery and governance reforms.
- **We are approaching you through this letter with a request to disseminate the list of these program to all the departments/ offices in your Area of Responsibility so that they can avail the benefit of the same.**
- **These programs will help the officers to identify the areas of weakness in the systems and thus boost the economy and employment in the State.**

List of Training Programs:

S No	Training Topics	Date Duration 3 Days	Venue	Participation Fee Non Residential RS	Participation Fee Residential RS
1.	Transformational Leadership & Managing Change RTI & GST	08-10 May, 2022 (Last Date 03 rd May,2022)	Sterling Ooty Fern Hill Ooty Tamil Naidu	29,690.00	46,690.00
2.	Performance Management through Talent Management RTI & GST	08-10 May, 2022 (Last Date 03 rd May,2022)	Sterling Ooty Fern Hill Ooty Tamil Naidu	29,690.00	46,690.00
3.	Stress Management for Achieving &	08-10 May, 2022	Sterling Ooty	29,690.00	46,690.00

	Sustaining Performance RTI & GST	(Last Date 03 rd May,2022)	Fern Hill Ooty Tamil Naidu		
4.	Smart Governance: Public Service Delivery in Digital India RTI & GST	08-10 May, 2022 (Last Date 03 rd May,2022)	Sterling Ooty Elk Hill Ooty Tamil Naidu	29,690.00	46,690.00
5.	Advance Course On Secretarial Effectiveness : Capacity Building RTI & GST	08-10 May, 2022 (Last Date 03 rd May,2022)	Sterling Ooty Elk Hill Ooty Tamil Naidu	29,690.00	46,690.00
6.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	08-10 May, 2022 (Last Date 03 rd May,2022)	Sterling Ooty Elk Hill Ooty Tamil Naidu	29,690.00	46,690.00
7.	Advance Course On Secretarial Effectiveness : Capacity Building	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh, India	29,690.00	46,690.00
8.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh	29,690.00	46,690.00
9.	Transformational Leadership & Managing Change RTI & GST	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh	29,690.00	46,690.00
10.	Performance Management through Talent Management RTI & GST	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	29,690.00	46,690.00
11.	Stress Management for Achieving & Sustaining Performance RTI & GST	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	29,690.00	46,690.00
12.	Smart Governance: Public Service Delivery in Digital India RTI & GST	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	29,690.00	46,690.00
13.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	03-05 July, 2022 (Last Date 01 st July,2022)	Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand,	29,690.00	46,690.00
14.	Seminar on ISO 9001, ISO 14001 and ISO 45001, RTI & GST.	03-05 July, 2022 (Last Date 01 st July,2022)	Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand	29,690.00	46,690.00
15.	Leadership Excellence and Effective Decision Making, RTI & GST.	03-05 July, 2022 (Last Date 01 st July,2022)	Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand	29,690.00	46,690.00
16.	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE, RTI & GST.	03-05 July, 2022 (Last Date 01 st July,2022)	Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand	29,690.00	46,690.00
17.	ENHANCING ORGANIZATIONAL PRODUCTIVITY THROUGH DIGITAL TRANSFORMATION, RTI & GST.	03-05 July, 2022 (Last Date 01 st July,2022)	Corbett Suman Grand Jim Corbett Ramnagar Uttarakhand	29,690.00	46,690.00
18.	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India	29,690.00	46,690.00
19.	Preventive Vigilance & Strategic Financial Management, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India	29,690.00	46,690.00
20.	Work Life Balance and Stress Management, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi	29,690.00	46,690.00

		2022)	Chowk, Mussoorie Uttrakhand, India		
21.	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttrakhand, India	29,690.00	46,690.00
22.	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttrakhand, India	29,690.00	46,690.00
23.	Digital Workplace : Essentials for non-IT Executives, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Fortune Resort Grace, Mussoorie Uttrakhand, India	29,690.00	46,690.00
24.	Building Organizational Excellence in Digital Era, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Fortune Resort Grace, Mussoorie Uttrakhand, India	29,690.00	46,690.00
25.	Organizational Productivity through Digital Transformation, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Fortune Resort Grace, Mussoorie Uttrakhand, India	29,690.00	46,690.00
26.	Project Management- Tools & Techniques, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Fortune Resort Grace, Mussoorie Uttrakhand, India	29,690.00	46,690.00
27.	Supply chain management, RTI & GST.	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Yog Wellness By Amritara, Uttrakhand, India	29,690.00	46,690.00
28.	Total Quality Management RTI & GST	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Yog Wellness By Amritara, Uttrakhand, Indi	29,690.00	46,690.00
29.	Logistics and Inventory Management RTI & GST	06-08 August, 2022 (Last Date 01 st August, 2022)	Hotel Yog Wellness By Amritara, Uttrakhand, Indi	29,690.00	46,690.00

In addition to the above programme other customized programs to the choice can be organized

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) and site visits. The Non residential fee covers the Training charges, working lunch and sight visits only.
 - For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.13,600 and Rs.9,600 respectively for the entire duration, payable to NISTD 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 NISTD 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.

Participant-- 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.

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to:

The Program Coordinator (**Capacity Building**)
National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No: -+91-120-2682109, WhatsAppNo **+91-9811094923**
E Mail: -info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating **Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID**, along with DD/Cheque/NEFT/RTGS or details of UTR No. towards Participation fees should reach at following address

The Addl Director (ADMIN)

National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India

Accommodation would be available if confirmed in advance payment before Commencement of the Program.

Note: Participants opting for the residential program should Check into the Hotel on the day prior to the first day of the course (afternoon). Check-out will be the morning of day 3 of the course.

Note:- The Institute encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

OUR FACULTY

We have our own regular Faculty. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers .

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a RTGS/NEFT/Demand Draft of the required amount drawn in favor of "National Institute Of Secretariat Training & Development " payable at New Delhi and should be sent in advance along with the nomination.

Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted.
Substitution of nominees is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel . Participants are free to stay at any other place of their choice and convenience.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three day Technical Workshop . Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Accommodation Breakfast, Dinner & Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate , Photography.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.

Change of Schedule

The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: You can call the Central Line +91-9811094923 for any queries regarding the Workshop.

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.

We would also welcome invitation from your side for On-Site Training program at your premises

Payment: In advance or before commencement of training program through RTGS/NEFT bank draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

For National Institute Of Secretariat Training & Development

Addl Director (ADMIN)



Capacity Building-Training Program
NOMINATION FORM

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Residence Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status
(please tick)

Residential

Non-Residential

Date: _____

Signature _____

(Photocopies of the form may be used for more delegates)