



## National Institute Of Secretariat Training & Development

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Ref No :- NISTD/969/2022

New Delhi, India The Dated 26<sup>th</sup> April, 2022

To,

By E Mail & Registered Post

**The Principal Secretary to Government**

**Department of Personnel**

**Main Building Secretariat, Jaipur (Rajasthan) India**

**secy-dop@rajasthan.gov.in, ds-dop@rajasthan.gov.in**

**Subject:-Executive Development Program-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.

Executive Development Programs conducted by NISTD 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 Programmes:

S No	Topics	Date & Duration 3 Days	Venue	Course Fee (RS) Per Participant		
				Non Residential	Twine Sharing	Single Sharing
1.	Materials management and purchase policy & procedure, E- procurement & GST "Stress & Stress Management ", RTI & GST. Under Capacity Building programin Govt. departments, autonomous bodies. & PSUs"	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	Country Inn and Suites by Radisson Mussoorie, , 248179, India,Utt arakhand	36,690.00	49,690.00	63,690.00
2.	Project Management for Engineers, CPM as Tool for Construction Management, Project Management for Engineers , RTI & GST.Under Capacity Building in Govt. departments, autonomous bodies	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	Country Inn and Suites by Radisson Mussoorie, , 248179, India,Utt arakhand	36,690.00	49,690.00	63,690.00
3.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. "Stress & Stress Management ", RTI & GST. Under Capacity Building in Govt. departments, autonomous bodies	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	Country Inn and Suites by Radisson Mussoorie, , 248179, India,Utt arakhand	36,690.00	49,690.00	63,690.00
4.	Construction and Maintenance of Flexible & Rigid Pavements(Including	15-17	Hotel Pacific Mussoorie,	36,690.00	49,690.00	63,690.00

	Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	May, 2022  (Last Date 09 <sup>th</sup> May,2022)	, India,Uttarakhand			
5.	“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.” , RTI & GST., Swatch Bharat Mission	15-17 May, 2022  (Last Date 09 <sup>th</sup> May,2022)	Hotel Pacific Mussoorie, , India,Uttarakhand	36,690.00	49,690.00	63,690.00
6.	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills” , RTI & GST., Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	15-17 May, 2022  (Last Date 09 <sup>th</sup> May,2022)	Hotel Pacific Mussoorie, , India,Uttarakhand	36,690.00	49,690.00	63,690.00
7.	“Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression” , RTI & GST.Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	15-17 May, 2022  (Last Date 09 <sup>th</sup> May,2022)	The Fern Brentwood Resort, Mussoorie India, Uttarakhand	36,690.00	49,690.00	63,690.00
8.	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules , RTI & GST. Swatch Bharat Mission	15-17 May, 2022  (Last Date 09 <sup>th</sup> May,2022)	The Fern Brentwood Resort, Mussoorie India, Uttarakhand	36,690.00	49,690.00	63,690.00
9.	“Establishment Rules & General Administration Matters” , RTI & GST. Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU”.	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	The Fern Brentwood Resort, Mussoorie India, Uttarakhand	36,690.00	49,690.00	63,690.00
10.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, , RTI & GST. Swatch Bharat Mission	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	The Fern Brentwood Resort, Mussoorie India, Uttarakhand	36,690.00	49,690.00	63,690.00
11.	“Finance Management in Govt. with Financial & Administrative Powers	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	The Solitaire Resort Mussoorie, , India,Uttarakhand	36,690.00	49,690.00	63,690.00
12.	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” , RTI & GST. Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	15-17 May, 2022 (Last Date 09 <sup>th</sup> May,2022)	The Solitaire Resort Mussoorie, , India,Uttarakhand	36,690.00	49,690.00	63,690.00
13.	Digitalization of HR Practices in Power Distribution Sector “Stress & Stress Management “ Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	18-20 June, 2022  (Last Date 13 <sup>th</sup> June,2022)	The Solitaire Resort Mussoorie, , India,Uttarakhand	36,690.00	49,690.00	63,690.00
14.	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules , RTI & GST. “Stress & Stress Management “ Under Capacity Building in Government Departments Autonomous & PSUs”	18-20 June, 2022  (Last Date 13 <sup>th</sup> June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
15.	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network,	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00

	Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. "Stress & Stress Management ", RTI & GST. Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"					
16.	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up-gradation , RTI & GST. Under MACP" Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
17.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	The Grand Mamta Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
18.	"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." & GST , Swatch Bharat Mission	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India The Grand Mamta Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
19.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel R The Grand Mamta Srinagar adisson Srinagar, Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
20.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression" & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
21.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules& GST , Swatch Bharat Mission	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
22.	"Establishment Rules & General Administration Matters" & GST , Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU".	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
23.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST , Swatch Bharat Mission	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
24.	"Finance Management in Govt. with Financial & Administrative Powers	18-20 June, 2022 (Last Date 13 <sup>th</sup> June,2022)	Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India	36,690.00	49,690.00	63,690.00
25.	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance, Project Preparation, DPR Preparation and	23-25 July, 2022 (Last Date 16 <sup>th</sup>	"Hotel Shambhala" Leh-194 101, Ladakh (India).	36,690.00	49,690.00	63,690.00

	Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station and Stress Management. Under Capacity Building program	July, 2022)				
26.	Government e-Market place (Portal), Procurement from GeM , e- tendering, e-Governance & GST “Stress & Stress Management “ Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	“Hotel Shambhala” Leh-194 101, Ladakh (India).	36,690.00	49,690.00	63,690.00
27.	“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.” & GST , Swatch Bharat Mission	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	“Hotel Shambhala” Leh-194 101, Ladakh (India).	36,690.00	49,690.00	63,690.00
28.	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills” & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
29.	“Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression” & GST , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
30.	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules & GST , Swatch Bharat Mission	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
31.	“Establishment Rules & General Administration Matters” & GST , Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU”.	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	The Driftwood Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
32.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST , Swatch Bharat Mission	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	The Driftwood Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
33.	“Finance Management in Govt. with Financial & Administrative Powers	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	The Driftwood Ladakh Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
34.	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers , RTI & GST. in Under Capacity Building program in Government Departments Autonomous Bodies & PSUs”.	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	Singge Palace Hotel, Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
35.	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	Singge Palace Hotel, Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00
36.	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management, RTI & GST. Stress & Stress	23-25 July, 2022 (Last Date 16 <sup>th</sup> July, 2022)	Singge Palace Hotel, Leh & Ladakh (India).	36,690.00	49,690.00	63,690.00

	Management “ Under Capacity Building in Govt. departments, autonomous bodies & PSUs”					
37.	e-governance & Advance IT Tools: Transforming Government Sector” , <b>RTI &amp; GST.</b> “Stress & Stress Management “ Under Capacity Building in Govt. departments, autonomous bodies & PSUs”	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Radisson Hotel Kathmandu Lazimpat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
38.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Radisson Hotel Kathmandu Lazimpat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
39.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. “Stress & Stress Management “ , <b>RTI &amp; GST.</b> Under Capacity Building In Govt. departments, autonomous bodies & PSUs”	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Radisson Hotel Kathmandu Lazimpat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
40.	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. , <b>RTI &amp; GST.</b> Under Capacity program Building in Govt. departments, autonomous bodies & PSUs”	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Radisson Hotel Kathmandu Lazimpat, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
41.	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter , <b>RTI &amp; GST.</b> Under Capacity Building In Government Department, autonomous	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
42.	“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.” , <b>RTI &amp; GST.</b> , Swatch Bharat Mission	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
43.	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills” , <b>RTI &amp; GST.</b> Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
44.	“Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression” , <b>RTI &amp; GST.</b> , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
45.	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules& GST , Swatch Bharat Mission, <b>RTI &amp; GST.</b>	21-23 August,2022  (Last Date 16 <sup>th</sup> August,2022)	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
46.	“Establishment Rules & General Administration Matters” , <b>RTI &amp; GST.</b> , Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU”.	21-23 August,2022 (Last Date 16 <sup>th</sup> August,2022)	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00

47.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST , Swatch Bharat Mission, <b>RTI &amp; GST.</b>	21-23 August,2022 (Last Date 16 <sup>th</sup> August,2022)	The Everest Hotel Shankhamul, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
48.	"Finance Management in Govt. with Financial & Administrative Powers, <b>RTI &amp; GST.</b>	21-23 August,2022 (Last Date 16 <sup>th</sup> August,2022)	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
49.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST "Stress & Stress Management “, <b>RTI &amp; GST.</b> Under Capacity Building program In Government Departments Autonomous Bodies & PSUs"	21-23 August,2022 (Last Date 16 <sup>th</sup> August,2022)	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
50.	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' CPM as Tool for Construction Management, Project Management for Engineers , <b>RTI &amp; GST.</b> Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	21-23 August,2022 (Last Date 16 <sup>th</sup> August,2022)	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	36,690.00	49,690.00	63,690.00
51.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting , <b>RTI &amp; GST.</b> Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	18-20 September, 2022 (Last Date 13 <sup>th</sup> September,2022)	Hotel Le Maritime Cochin, 682510 Kerla, India	36,690.00	49,690.00	63,690.00
52.	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management , <b>RTI &amp; GST.</b> Under Capacity Building in Govt. departments, autonomous bodies & PSUs"	18-20 September, 2022 (Last Date 13 <sup>th</sup> September,2022)	Hotel Le Maritime Cochin, 682510 Kerla, India	36,690.00	49,690.00	63,690.00
53.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	18-20 September, 2022 (Last Date 13 <sup>th</sup> September,2022)	Hotel Le Maritime Cochin, 682510 Kerla, India	36,690.00	49,690.00	63,690.00
54.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. , <b>RTI &amp; GST.</b> Under Capacity Building in Govt. departments, autonomous bodies	18-20 September, 2022 (Last Date 13 <sup>th</sup> September,2022)	Hotel Radisson Blu Kochi Elamkul am, Cochin Kerla, India	36,690.00	49,690.00	63,690.00
55.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and ItsImpact On Work And Methods Of Managing Stress." , <b>RTI &amp; GST.</b> , Swatch Bharat Mission	18-20 September, 2022 (Last Date 13 <sup>th</sup> September,2022)	Hotel Radisson Blu Kochi Elamkul am, Cochin Kerla, India	36,690.00	49,690.00	63,690.00
56.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills" , <b>RTI &amp; GST.</b> , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs".	18-20 September, 2022 (Last Date 13 <sup>th</sup> September,2022)	Hotel Radisson Blu Kochi Elamkul am, Cochin Kerla, India	36,690.00	49,690.00	63,690.00
57.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From	18-20		36,690.00	49,690.00	63,690.00

	Time to Time with Focus On Recent Orders & Modified Assured Career Progression”, <b>RTI &amp; GST.</b> , Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs”.	September, 2022 (Last Date 13 <sup>th</sup> September, 2022)	Hotel Novotel Kochi Infopark Kerla, India			
58.	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules, <b>RTI &amp; GST.</b> Swatch Bharat Mission	18-20 September, 2022 (Last Date 13 <sup>th</sup> September, 2022)	Hotel Novotel Kochi Infopark Kerla, India	36,690.00	49,690.00	63,690.00
59.	“Establishment Rules & General Administration Matters” & GST, Swatch Bharat Mission, <b>RTI &amp; GST.</b> Of Government Departments Autonomous Bodies & PSU”.	18-20 September, 2022 (Last Date 13 <sup>th</sup> September, 2022)	Hotel Novotel Kochi Infopark Kerla, India	36,690.00	49,690.00	63,690.00
60.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST, Swatch Bharat Mission, <b>RTI &amp; GST.</b>	18-20 September, 2022 (Last Date 13 <sup>th</sup> September, 2022)	Hotel Crowne Plaza Kochi Kerla, India	36,690.00	49,690.00	63,690.00
61.	“Finance Management in Govt. with Financial & Administrative Powers, <b>RTI &amp; GST.</b>	18-20 September, 2022 (Last Date 13 <sup>th</sup> September, 2022)	Hotel Crowne Plaza Kochi Kerla, India	36,690.00	49,690.00	63,690.00
62.	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace”, <b>RTI &amp; GST.</b> Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	18-20 September, 2022 (Last Date 13 <sup>th</sup> September, 2022)	Hotel Crowne Plaza Kochi Kerla, India	36,690.00	49,690.00	63,690.00

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

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### 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.16,600 and Rs.9,600 respectively for the entire duration, payable to NISTD In Advance.
- 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.

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 (Executive Development Program)

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/RTGS/NEFT 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, 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 .

TEA/COFFEE BREAK  
LUNCH

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM  
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 3<sup>rd</sup> 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 (Trg)**



Executive Development Program

TRAINING 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)



## 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 26<sup>th</sup> April, 2022

To,

By E Mail

**The Principal Secretary to Government**  
**Department of Personnel**  
**Main Building Secretariat, Jaipur (Rajasthan) India**  
**secy-dop@rajasthan.gov.in, ds-dop@rajasthan.gov.in**

**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	<b>Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe</b>	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	<b>Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe</b>	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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 ProgramwithGovernment 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 & Clearnce etc

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

Study tour 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](mailto:info@nistd.in), [infonistd@gmail.com](mailto: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

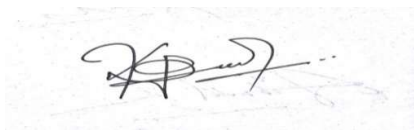
**The Addl. Director (Trg)**

National Institute Of Secretariat Training & Development

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)