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17/05/22



गोपनीय (सि-1) निम्नलिखित
विवरण, सचिवालय, जयपुर
माफि नमो 954520
19/05/22

National Institute Of Secretariat Training & Development

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

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Ref No :- NISTD/M/969/2022

New Delhi, India The Dated 17th May, 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:-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 | Topic | Date & Duration 3 Days | Venue | Course Fee (RS) Per Participant | | |
|------|--|---|---|---------------------------------|---------------|----------------|
| | | | | Non Residential | Twine Sharing | Single Sharing |
| 1. | Advance Course On Secretarial Effectiveness : Capacity Building | 05-07 June, 2022 (Last Date 01 st June, 2022) | Fortune Park Dalhousie Dalhousie Himachal Pradesh, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 2. | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement | 05-07 June, 2022 (Last Date 01 st June, 2022) | Fortune Park Dalhousie Dalhousie Himachal Pradesh | 36,690.00 | 49,690.00 | 63,690.00 |
| 3. | Transformational Leadership & Managing Change | 05-07 June, 2022 (Last Date 01 st June, 2022) | Fortune Park Dalhousie Dalhousie Himachal Pradesh | 36,690.00 | 49,690.00 | 63,690.00 |
| 4. | Performance Management through Talent Management | 05-07 June, 2022 (Last Date 01 st June, 2022) | Hotel Mount View Dalhousie Dalhousie Himachal Pradesh | 36,690.00 | 49,690.00 | 63,690.00 |
| 5. | Stress Management for Achieving & Sustaining Performance | 05-07 June, 2022 (Last Date 01 st June, 2022) | Hotel Mount View Dalhousie Dalhousie Himachal Pradesh | 36,690.00 | 49,690.00 | 63,690.00 |
| 6. | Smart Governance: Public Service Delivery in Digital India | 05-07 June, 2022 (Last Date 01 st June, 2022) | Hotel Mount View Dalhousie Dalhousie Himachal Pradesh | 36,690.00 | 49,690.00 | 63,690.00 |

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| 7. | 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 th June,2022) | Hotel Radisson Srinagar, Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 8. | Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules , "Stress & Stress Management " Under Capacity Building in Government Departments Autonomous & PSUs" | 18-20 June, 2022 (Last Date 13 th June,2022) | Hotel Radisson Srinagar, Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 9. | Renewable Energy, Policies & Regulations and Electrical Vehicle Charging 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 ", Under Capacity Building program in Govt. departments, autonomous bodies & PSUs" | 18-20 June, 2022 (Last Date 13 th June,2022) | Hotel Radisson Srinagar, Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 10. | "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 , Under MACP" Under Capacity Building in Govt. departments, autonomous bodies & PSUs" | 18-20 June, 2022 (Last Date 13 th June,2022) | Hotel Radisson Srinagar, Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 11. | 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 th June,2022) | The Grand Mamta Srinagar Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 12. | "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 th June,2022) | Hotel Radisson Srinagar, Jammu & Kashmir, India The Grand Mamta Srinagar Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 13. | "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 th June,2022) | Hotel R The Grand Mamta Srinagar adisson Srinagar, Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 14. | "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 th June,2022) | Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 15. | "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 th June,2022) | Hotel Asian Park ★ Munawara Abad, Srinagar Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 16. | "Establishment Rules & General Administration Matters" & GST , Swatch Bharat Mission Of Government | 18-20 June, 2022 (Last Date 13 th June,2022) | Hotel Asian Park ★ Munawara Abad, Srinagar | 36,690.00 | 49,690.00 | 63,690.00 |

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| | Departments Autonomous Bodies & PSU". | | Jammu & Kashmir, India | | | |
| 17. | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST, Swatch Bharat Mission | 18-20 June, 2022 (Last Date 13 th June, 2022) | Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 18. | "Finance Management in Govt. with Financial & Administrative Powers | 18-20 June, 2022 (Last Date 13 th June, 2022) | Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 19. | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement. | 03-05 July, 2022 (Last Date 01 st July, 2022) | Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 20. | Seminar on ISO 9001, ISO 14001 and ISO 45001. | 03-05 July, 2022 (Last Date 01 st July, 2022) | Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 21. | Leadership Excellence and Effective Decision Making. | 03-05 July, 2022 (Last Date 01 st July, 2022) | Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 22. | LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE. | 03-05 July, 2022 (Last Date 01 st July, 2022) | Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 23. | ENHANCING ORGANIZATIONAL PRODUCTIVITY THROUGH DIGITAL TRANSFORMATION. | 03-05 July, 2022 (Last Date 01 st July, 2022) | Corbett Suman Grand Jim Corbett Ramnagar Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 24. | Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station and Stress Management. Under Capacity Building program | 23-25 July, 2022 (Last Date 16 th July, 2022) | "Hotel Shambhala" Leh-194 101, Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 25. | 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 th July, 2022) | "Hotel Shambhala" Leh-194 101, Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 26. | "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." | 23-25 July, 2022 (Last Date 16 th July, 2022) | "Hotel Shambhala" Leh-194 101, Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 27. | "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 th July, 2022) | The Grand Dragon Ladakh Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 28. | "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 th July, 2022) | The Grand Dragon Ladakh Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |

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| 29. | "Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules. | 23-25 July, 2022 (Last Date 16 th July, 2022) | The Grand Dragon Ladakh Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 30. | "Establishment Rules & General Administration Matters" & GST, Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU". | 23-25 July, 2022 (Last Date 16 th July, 2022) | The Driftwood Ladakh Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 31. | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills. | 23-25 July, 2022 (Last Date 16 th July, 2022) | The Driftwood Ladakh Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 32. | "Finance Management in Govt. with Financial & Administrative Powers | 23-25 July, 2022 (Last Date 16 th July, 2022) | The Driftwood Ladakh Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 33. | 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 th July, 2022) | Singge Palace Hotel, Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 34. | 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 th July, 2022) | Singge Palace Hotel, Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 35. | Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management, RTI & GST. Stress & Stress Management " Under Capacity Building in Govt. departments, autonomous bodies & PSUs" | 23-25 July, 2022 (Last Date 16 th July, 2022) | Singge Palace Hotel, Leh & Ladakh (India). | 36,690.00 | 49,690.00 | 63,690.00 |
| 36. | INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING. | 06-08 August, 2022 | Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 37. | Preventive Vigilance & Strategic Financial Management. | 06-08 August, 2022 | Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 38. | Work Life Balance and Stress Management. | 06-08 August, 2022 | Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006 | 36,690.00 | 49,690.00 | 63,690.00 |
| 39. | BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE. | 06-08 August, 2022 | Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006 | 36,690.00 | 49,690.00 | 63,690.00 |
| 40. | INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE. | 06-08 August, 2022 | Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006 | 36,690.00 | 49,690.00 | 63,690.00 |
| 41. | Digital Workplace : Essentials for non-IT Executives. | 06-08 August, 2022 | Sarovar Portico Dehradun 56, Rajpur Road, | 36,690.00 | 49,690.00 | 63,690.00 |

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| | | | Dehradun – 248001 Uttarakhand, India | | | |
| 42. | Building Organizational Excellence in Digital Era. | 06-08 August, 2022 | Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 43. | Organizational Productivity through Digital Transformation. | 06-08 August, 2022 | Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 44. | Project Management- Tools & Techniques. | 06-08 August, 2022 | Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 45. | Supply chain management, | 06-08 August, 2022 | Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 46. | Total Quality Management | 06-08 August, 2022 | Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 47. | Logistics and Inventory Management | 06-08 August, 2022 | Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand | 36,690.00 | 49,690.00 | 63,690.00 |
| 48. | e-governance & Advance IT Tools: Transforming Government Sector", "Stress & Stress Management " Under Capacity Building in Govt. departments, autonomous bodies & PSUs" | 21-23 August,2022 | Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 49. | 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 | Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 50. | Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. "Stress & Stress Management ", RTI & GST.Under Capacity Building In Govt. departments, autonomous bodies & PSUs" | 21-23 August,2022 | Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 51. | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication, Under Capacity program Building in Govt. departments, autonomous bodies & PSUs" | 21-23 August,2022 | Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 52. | "Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter , Under Capacity Building In Government Department, autonomous | 21-23 August,2022 | Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |

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| 53. | "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.", | 21-23 August,2022 | Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 54. | "Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills", In Government Departments Autonomous Bodies & PSUs". | 21-23 August,2022 | Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 55. | "Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression", In Government Departments Autonomous Bodies & PSUs". | 21-23 August,2022 | The Everest Hotel Shankhamul, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 56. | "Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules | 21-23 August,2022 | The Everest Hotel Shankhamul, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 57. | "Establishment Rules & General Administration Matters", Of Government Departments Autonomous Bodies & PSU". | 21-23 August,2022 | The Everest Hotel Shankhamul, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 58. | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills. | 21-23 August,2022 | The Everest Hotel Shankhamul, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 59. | "Finance Management in Govt. with Financial & Administrative Powers. | 21-23 August,2022 | The Soaltee Kathmandu Tahachal, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 60. | "Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST "Stress & Stress Management, Under Capacity Building program In Government Departments Autonomous Bodies & PSUs" | 21-23 August,2022 | The Soaltee Kathmandu Tahachal, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 61. | "Totality of Project Management" - leading to Certificate In Project Management (CIPM)' CPM as Tool for Construction Management, Project Management for Engineers , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs" | 21-23 August,2022 | The Soaltee Kathmandu Tahachal, Kathmandu, Nepal | 36,690.00 | 49,690.00 | 63,690.00 |
| 62. | Transformational Leadership & Managing Change. | 04-05 september,2022 | Sterling Ooty Fern Hill Ooty Tamil Nadu | 36,690.00 | 49,690.00 | 63,690.00 |
| 63. | Performance Management through Talent Management. | 04-05 september,2022 | Sterling Ooty Fern Hill Ooty Tamil Nadu | 36,690.00 | 49,690.00 | 63,690.00 |
| 64. | Stress Management for Achieving & Sustaining Performance. | 04-05 september,2022 | Sterling Ooty Fern Hill Ooty Tamil Nadu | 36,690.00 | 49,690.00 | 63,690.00 |
| 65. | Smart Governance: Public Service Delivery in Digital India. | 04-05 september,2022 | Sterling Ooty Elk Hill Ooty Tamil Nadu | 36,690.00 | 49,690.00 | 63,690.00 |
| 66. | Advance Course On Secretarial Effectiveness : Capacity Building | 04-05 september,2022 | Sterling Ooty Elk Hill Ooty Tamil Nadu | 36,690.00 | 49,690.00 | 63,690.00 |
| 67. | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST | 04-05 september,2022 | Sterling Ooty Elk Hill, Ooty Tamil Nadu | 36,690.00 | 49,690.00 | 63,690.00 |
| 68. | "Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting , Under | 18-20 September, 2022 | Hotel Le Maritime | 36,690.00 | 49,690.00 | 63,690.00 |

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| | Capacity Building in Govt. departments, autonomous bodies & PSUs" | | Cochin, 682510 Kerala, India | | | |
| 69. | Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management , Under Capacity Building in Govt. departments, autonomous bodies & PSUs" | 18-20 September, 2022 | Hotel Le Maritime Cochin, 682510 Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 70. | 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 | Hotel Le Maritime Cochin, 682510 Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 71. | "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. , Under Capacity Building in Govt. departments, autonomous bodies | 18-20 September, 2022 | Hotel Radisson Blu Kochi Elamkulam, Cochin Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 72. | "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." | 18-20 September, 2022 | Hotel Radisson Blu Kochi Elamkulam, Cochin Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 73. | "Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" , RTI & GST., Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs". | 18-20 September, 2022 | Hotel Radisson Blu Kochi Elamkulam, Cochin Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 74. | "Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" , In Government Departments Autonomous Bodies & PSUs". | 18-20 September, 2022 | Hotel Novotel Kochi Infopark Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 75. | "Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules, RTI & GST.Swatch Bharat Mission | 18-20 September, 2022 | Hotel Novotel Kochi Infopark Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 76. | "Establishment Rules & General Administration Matters" & GST , Swatch Bharat Mission , Of Government Departments Autonomous Bodies & PSU". | 18-20 September, 2022 | Hotel Novotel Kochi Infopark Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 77. | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST , Swatch Bharat Mission, RTI & GST. | 18-20 September, 2022 | Hotel Crowne Plaza Kochi Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 78. | "Finance Management in Govt. with Financial & Administrative Powers, RTI & GST. | 18-20 September, 2022 | Hotel Crowne Plaza Kochi Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 79. | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" , RTI & GST Under Capacity Building program in | 18-20 September, 2022 | Hotel Crowne Plaza Kochi Kerala, India | 36,690.00 | 49,690.00 | 63,690.00 |

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| | Govt. departments, autonomous bodies & PSUs" | | | | | |
| 80. | Materials management and purchase policy & procedure, E- procurement & GST "Stress & Stress Management ", Under Capacity Building program in Govt. departments, autonomous bodies. & PSUs" | 16-18 October,2022 | Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806 | 36,690.00 | 49,690.00 | 63,690.00 |
| 81. | Project Management for Engineers, CPM as Tool for Construction Management, Project Management for Engineers .Under Capacity Building in Govt. departments, autonomous bodies | 16-18 October,2022 | Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806 | 36,690.00 | 49,690.00 | 63,690.00 |
| 82. | "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 ", Under Capacity Building in Govt. departments, autonomous bodies | 16-18 October,2022 | Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806 | 36,690.00 | 49,690.00 | 63,690.00 |
| 83. | 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 | 16-18 October,2022 | Bogmallo Beach Resort Goa, Bogmallo ,Goa - 403806 | 36,690.00 | 49,690.00 | 63,690.00 |
| 84. | "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 | 16-18 October,2022 | Sobit Sarovar Portico Palolem, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 85. | "Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills", Swatch Bharat Mission In Government Departments Autonomous Bodies & PSUs". | 16-18 October,2022 | Sobit Sarovar Portico Palolem, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 86. | "Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression", In Government Departments Autonomous Bodies & PSUs". | 16-18 October,2022 | Sobit Sarovar Portico Palolem, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 87. | "Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules , RTI & GST. Swatch Bharat Mission | 16-18 October,2022 | Sobit Sarovar Portico Palolem, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 88. | "Establishment Rules & General Administration Matters", RTI & GST. Swatch Bharat Mission Of Government Departments Autonomous Bodies & PSU". | 16-18 October,2022 | Golden Tulip Goa, Candolim Beach, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 89. | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, | 16-18 October,2022 | Golden Tulip Goa, Candolim Beach, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 90. | "Finance Management in Govt. with Financial & Administrative Powers | 16-18 October,2022 | Golden Tulip Goa, | 36,690.00 | 49,690.00 | 63,690.00 |

| | | | | | | |
|-----|---|--------------------|--|-----------|-----------|-----------|
| | | | Candolim Beach, Goa | | | |
| 91. | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" ,Under Capacity Building program in Govt. departments, autonomous bodies & PSUs" | 16-18 October,2022 | Golden Tulip Goa, Candolim Beach, Goa | 36,690.00 | 49,690.00 | 63,690.00 |
| 92. | Advance Course On Secretarial Effectiveness : Capacity Building | 02-04 October,2022 | Golden Tulip Manali Manali, 175131 Himachal Pradesh, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 93. | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST | 02-04 October,2022 | Golden Tulip Manali Manali, 175131 Himachal Pradesh, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 94. | Transformational Leadership & Managing Change. | 02-04 October,2022 | Golden Tulip Manali Manali, 175131 Himachal Pradesh, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 95. | Performance Management through Talent Management. | 02-04 October,2022 | Royal Park Resorts and spa Manali, Himachal Pradesh, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 96. | Stress Management for Achieving & Sustaining Performance. | 02-04 October,2022 | Royal Park Resorts and spa Manali, Himachal Pradesh, India | 36,690.00 | 49,690.00 | 63,690.00 |
| 97. | Smart Governance: Public Service Delivery in Digital India. | 02-04 October,2022 | Royal Park Resorts and spa Manali, Himachal Pradesh, 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 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 (Trg)



REGISTRATION FORM
Executive Development 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 : _____

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/M/999/2022

New Delhi India the Dated 17th May, 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. | "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 |
| 2. | 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 |

| | | | | |
|-----|--|--|--|--------------------|
| 3. | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program of Government of 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 |
| 4. | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands | Belgium, Switzerland & Netherlands (Europe) | 16th October, 2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International) | INR 4,66,000.00 |
| 5. | "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 Belgium, Switzerland & Netherlands | Belgium, Switzerland & Netherlands (Europe) | 16th October, 2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International) | INR 4,66,000.00 |
| 6. | Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands | Belgium, Switzerland & Netherlands (Europe) | 16th October, 2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International) | INR 4,66,000.00 |
| 7. | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice, Belgium, Switzerland & Netherlands | Belgium, Switzerland & Netherlands (Europe) | 16th October, 2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International) | INR 4,66,000.00 |
| 8. | "Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Sydney, Melbourne, Wollongong | Sydney, Melbourne, Wollongong Australia | 06th November, 2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International) | INR 4,36,000.00 |
| 9. | "Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Sydney, Melbourne, Wollongong | Sydney, Melbourne, Wollongong Australia | 06th November, 2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International) | INR 4,36,000.00 |
| 10. | "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 Sydney, Melbourne, Wollongong | Sydney, Melbourne, Wollongong Australia | 06th November, 2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International) | INR 4,36,000.00 |
| 11. | Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Sydney, Melbourne, Wollongong | 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. | 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 |
| 13. | 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 |
| 14. | "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 |
| 15. | 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 Sweden, Germany & Spain | Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe | 09th January, 2023 To 20th January, 2023 (01 Day in New Delhi+ 10 Days international) | INR 3,96,000.00 |

| | | | | |
|-----|---|--|---|--------------------|
| 16. | "Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Sweden, Germany & Spain | Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe | 09 th January,2023 To 20 th January,2023 (01 Day in New Delhi+ 10 Days international) | INR 3,96,000.00 |
| 17. | 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 Sweden, Germany & Spain | Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe | 09 th January,2023 To 20 th January,2023 (01 Day in New Delhi+ 10 Days international) | INR 3,96,000.00 |

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 Dirctor, 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)