



# National Council for Training & Social Research

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E Mail:-info@nctsr.in, infonctsr@gmail.com, www.nctsr.in

Ref No NCTSR/M/399/2023

New Delhi India the Dated 28<sup>th</sup> March, 2023

To,

By E Mail

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

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

Dear Sir/Madam,

**National Council For Training & Social Research (NCTSR)**, an autonomous body (Established by Govt. of National Capital Territory of Delhi), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. The Council 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 & NCTSR mandate is to impart training to officers of Central/State Secretariat Service and officers of other organized/subsidiary services functioning in the State/Central Secretariat.

The Complexities and Ever Changing Nature of today's Business Environment necessitates constant Evolution and Upgradation of one's Knowledge repository. While there is no match for Experimental Learning, one needs to keep abreast of Emerging Technologies and Good Practices to Improve 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.

**NCTSR 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.	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	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain). (Europe)	16 <sup>th</sup> May,2023 To 23 <sup>rd</sup> May,2023  (1 Day in New Delhi+ 6 Days International)	3,96,000.00
2.	Leadership & Managial Skills, Management & Business Admistration	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain). (Europe)	16 <sup>th</sup> May,2023 To 23 <sup>rd</sup> May,2023  (1 Day in New Delhi+ 6 Days International)	3,96,000.00
3.	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain). (Europe)	16 <sup>th</sup> May,2023 To 23 <sup>rd</sup> May,2023  (1 Day in New Delhi+ 6 Days International)	

	Belgium, Switzerland & Netherlands		Days International)	3,36,000.00
4.	“Community Based Disaster Risk Reduction (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program with Government of Russia	Moscow, St Petersburg, Kazan Russia	06th June,2023 To 13th June 2023 (1 Day in New Delhi+ 06 Days International)	3,96,000.00
5.	Leadership & Managial Skills, Management & Business Admistration	Moscow, St Petersburg, Kazan Russia	06th June,2023 To 13th June 2023 (1 Day in New Delhi+ 06 Days International)	3,96,000.00
6.	“Public heath, 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 June,2023 To 13th June 2023 (1 Day in New Delhi+ 07 Days International)	3,36,000.00
7.	Leadership & Managial Skills, Management & Business Admistration	Sydney, Melbourne, Wollongong (Australia)	06th June,2023 To 13th June 2023 (1 Day in New Delhi+ 07 Days International)	3,36,000.00
8.	“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	London, Sheffield, Liverpool, Bristol (United Kingdom)	09th June,2023 To 16th June 2023 (1 Day in New Delhi+ 07 Days International)	3,96,000.00
9.	Leadership & Managial Skills, Management & Business Admistration	London, Sheffield, Liverpool, Bristol (United Kingdom)	09th June,2023 To 16th June 2023 (1 Day in New Delhi+ 07 Days International)	3,96,000.00
10.	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	New York, Los Angeles, Fresno, Orlando (United State)	16 th June,2023 To 23 <sup>rd</sup> June 2023 (1 Day in New Delhi+ 07 Days International)	3,96,000.00
11.	Leadership & Managial Skills, Management & Business Admistration	New York, Los Angeles, Fresno, Orlando (United State)	16 th June,2023 To 23 <sup>rd</sup> June 2023 (1 Day in New Delhi+ 07 Days International)	3,96,000.00
12.	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	New York, <u>Los Angeles, Fresno, Orlando</u> (United State)	16 th June,2023 To 23 <sup>rd</sup> June 2023 (1 Day in New Delhi+ 07 Days International)	3,96,000.00
13.	Leadership & Managial Skills, Management & Business Admistration	Paris (France) Zurich (Switzerland) (Europe)	06th June,2023 To 13th June 2023 (1 Day in New Delhi+ 06 Days International)	3,96,000.00
14.	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 <sup>rd</sup> June,2023 to 30 <sup>th</sup> June, 2023 (1 Day in New Delhi+ 06 Days International)	3,96,000.00
15.	Leadership & Managial Skills, Management & Business Admistration	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 <sup>rd</sup> June,2023 to 30 <sup>th</sup> June, 2023 (1 Day in New Delhi+ 06 Days International)	3,96,000.00
16.	“ 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	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 <sup>rd</sup> June,2023 to 30 <sup>th</sup> June, 2023 (1 Day in New Delhi+ 06 Days International)	3,96,000.00

	Building program Technical Cooperation Program Government of Europe			
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 UAE	Moscow, St Petersburg, Kazan Russia	03rd July,2023 to 09 <sup>th</sup> July,2023 (1 Day in New Delhi+ 6 Days International)	3,96,000.00
18.	Leadership & Managial Skills, Management & Business Admistration	Moscow, St Petersburg, Kazan Russia	03rd July,2023 to 09 <sup>th</sup> July,2023 (1 Day in New Delhi+ 6 Days International)	3,96,000.00
19.	“Middle East Models of Infrastructures Developed“Smart and Sustainable Cities” under Capacity Building program Technical Cooperation ProgramwithGovernment Of UAE	Dubai, Abu Dhabi (UAE)”	03rd July, 2023 to 09 <sup>th</sup> July,2023 (1 Day in New Delhi+ 6 Days International)	2,96,000.00
20.	“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 <sup>th</sup> August,2023 To 16 <sup>th</sup> August,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
21.	Leadership & Managial Skills, Management & Business Admistration	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 <sup>th</sup> August,2023 To 16 <sup>th</sup> August,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
22.	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 <b>Russia</b>	Moscow, St Petersburg, Kazan Russia	09 <sup>th</sup> August2023 To 16 <sup>th</sup> August,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
23.	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 <sup>th</sup> August,2023 To 16 <sup>th</sup> August,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
24.	“ 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 <b>Japan</b>	Tokyo, Hiroshima , Kyoto (Japan)	09th September ,2023 To 16 <sup>th</sup> September,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
25.	Japan’s Model Of Infrastructure Development“Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program Government Of Japan	Tokyo, Hiroshima , Kyoto (Japan)	09th September,2023 To 16 <sup>th</sup> September ,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
26.	Leadership & Managial Skills, Management & Business Admistration	Tokyo, Hiroshima , Kyoto (Japan)	09th September,2023 To 16 <sup>th</sup> September ,2023 (01 Day in New Delhi+ 06 Days international)	3,96,000.00
27.	Leadership & Managial Skills, Management & Business Admistration	Paris (France) Zurich (Switzerland) (Europe)	03 <sup>rd</sup> October,2023 To 09 <sup>th</sup> October,2023	

			01 Day in New Delhi+ 06 Days Paris ( France)	3,96,000.00
28.	"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, 2023 To 13th October, 2023 (1 Day in New Delhi+ 7 Days International)	3,36,000.00
29.	Leadership & Managerial Skills, Management & Business Administration	"Singapore, Kuala Lumpur & Bangkok"	06th October, 2023 To 13th October, 2023 (1 Day in New Delhi+ 7 Days International)	3,36,000.00
30.	"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 November, 2023 To 23rd November, 2023 (1 Day in New Delhi+ 6 Days International)	3,96,000.00
31.	Leadership & Managerial Skills, Management & Business Administration	Belgium, Switzerland & Netherlands (Europe)	16th November, 2023 To 23rd November, 2023 (1 Day in New Delhi+ 6 Days International)	3,96,000.00
32.	"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 November, 2023 To 23rd November, 2023 (1 Day in New Delhi+ 6 Days International)	3,96,000.00

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

#### GENERAL INSTRUCTIONS

- The names of candidates along with the photocopy of passport should be provided at least 45 days in advance to facilitate National Council For Training & Social Research to make the necessary reservations for travel stay booking of faculties, securing visa and activities for efficient planning of the training program.
- For accompanying spouse and/or children (in the age group of 5 to 12 years & above ), the tentative charges would be INR 1,69,000+ 18% GST for the entire duration, payable to NCTSR 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 NCTSR 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.
- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- Participants are requested to assure their health and safety during the training period and NCTSR will not be liable for medical expenses incurred by the participants during the program.
- NCTSR will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

- The participants shall be awarded Certificate of Participation on successful completion of programme.
- On request INR 1,96,000.000 (Extra Charge), Add on for Business Class airfare (Optional),

The Council 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.

#### Payment

Payment in advance after confirmation of nomination, along with the Application Form for Registration Enclosed.

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

Study tour participant:- **All Officials of Central/ State/ UTs/PSU's/Autonomas bodies/Boards/ Corporation/ Departments,** 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

#### 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.

You can call the Central Line +91-9212114923 for any queries regarding the Study Tour

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.

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.

Thanking You,

**For National Council For Training & Social Research (NCTSR)**



**K.P. Singh, IAS (Retd)**  
**(Addl Director General)**







# National Council for Training & Social Research

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

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Ref No NCTSR/R/23-47-566

New Delhi, Dated, 28<sup>th</sup> March, 2023

To,

By E-Mail

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

**Subject:-Executive Development Programme-Call for Nominations**

Dear Sir/Madam,

**National Council For Training & Social Research (NCTSR)**, an autonomous body (Established by Govt. of National Capital Territory of Delhi), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. The Council 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 & NCTSR mandate is to impart training to officers of Central/State Secretariat Service and officers of other organized/subsidiary services functioning in the State/Central Secretariat.

Executive Development Programs conducted by NCTSR are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

## List of Executive Development Programs:

S No	Topics	Date & Duration	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
1.	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	15 -16 April,2023 ( 2 Days)	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,690.00	46,390.00
2.	Public Procurement, E-Procurement, Govt. E- Marketplace (GeM), PFMS	15 -16 April,2023 ( 2 Days)	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,690.00	46,390.00
3.	Materials management and purchase policy & procedure, E- procurement in Govt.departments, autonomous bodies	15 -16 April,2023 ( 2 Days)	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,690.00	46,390.00
4.	Civil Construction Engineering/ Management	15 -16 April,2023 ( 2 Days)	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,690.00	46,390.00
5.	Construction material (Road & Building)	15 -16 April,2023 ( 2 Days)	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,690.00	46,390.00
6.	Total quality person (TQP), Work life Balance, EmotionalIntelligence and Stress Management. Under Capacity Building program	15 -16 April,2023 ( 2 Days)	Hotel Clarks Inn, Srinagar, Kashmir, J&K	29,690.00	46,390.00
7.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07-08 May,2023 (2 Days)	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	29,690.00	46,390.00
8.	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	07-08 May,2023 (2 Days)	Sea Shell Coral Cove, Andaman & Nicobar	29,690.00	46,390.00
9.	Project Management in Construction Industry,	07-08 May,2023 (2 Days)	Sea Shell Coral Cove, Andaman & Nicobar	29,690.00	46,390.00
10.	Modern Survey Techniques Including GIS/GPS & total Station.and Stress Management. Under Capacity Building program	07-08 May,2023 (2 Days)	Sea Shell Coral Cove, Andaman & Nicobar	29,690.00	46,390.00
11.	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	07-08 May,2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
12.	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	07-08 May,2023 (2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00

13.	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	07-08 May,2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
14.	Preventive Vigilance & Strategic Financial Management.	07-08 May,2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
15.	Work Life Balance and Stress Management.	07-08 May,2023 (2 Days)	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
16.	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
17.	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
18.	Digital Workplace : Essentials for non-IT Executives.	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
19.	Building Organizational Excellence in Digital Era.	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
20.	Organizational Productivity through Digital, Transformation.	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
21.	Supply chain management,	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
22.	Construction Management TQM & Safety in Under Capacity Building program	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
23.	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
24.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
25.	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	21-22 May,2023	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
26.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	21-22 May,2023	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
27.	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	21-22 May,2023	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
28.	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	21-22 May,2023	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
29.	"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 & GST Under MACP" Under Capacity Building	21-22 May,2023	SNOW FLAKES RESORT & SPA Manali, Himachal Pradesh, India	29,690.00	46,390.00

30.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	21-22 May,2023	SNOW FLAKES RESORT & SPA Manali, Himachal Pradesh, India	29,690.00	46,390.00
31.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
32.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
33.	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
34.	Materials management and purchase policy & procedure, E- procurement & GST Under Capacity Building program	21-22 May,2023	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
35.	Project Management for Engineers Under Capacity Building	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
36.	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
37.	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
38.	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
39.	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	21-22 May,2023	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	29,690.00	46,390.00
40.	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	21-22 May,2023	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
41.	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST	21-22 May,2023	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
42.	PRP/ Schedule IV implementation, general requirements in Food Industry.	03-04 June,2023 ( 2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
43.	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	03-04 June,2023 ( 2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
44.	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	03-04 June,2023 ( 2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
45.	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	03-04 June,2023 ( 2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
46.	Advanced course on Record Management, Economic Reforms and Development	03-04 June,2023 ( 2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
47.	Drafting of Request for Proposal (RFP), Monitoring & Evaluation of Government Schemes	03-04 June,2023 ( 2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00



48.	Modern Office Management and Modern Performance Management	03-04 June,2023 ( 2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
49.	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	03-04 June,2023 ( 2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
50.	Office Procedures including Noting and Drafting	03-04 June,2023 ( 2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
51.	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	03-04 June,2023 ( 2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
52.	Advance Course on Secretarial Effectiveness: Capacity Building	03-04 June,2023 ( 2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
53.	Reservation in Services for SC/ST/OBC. Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	03-04 June,2023 ( 2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
54.	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	03-04 June,2023 ( 2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
55.	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	03-04 June,2023 ( 2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
56.	Human Resource Management & Liaison Officers (SC/ST).	03-04 June,2023 ( 2 Days)	Hotel Mulberry Kathmandu, Nepal	29,690.00	46,390.00
57.	Citizen Centric & Service Delivery Approach & e- Office.	03-04 June,2023 ( 2 Days)	Hotel Mulberry Kathmandu, Nepal	29,690.00	46,390.00
58.	Big Data Analytics in Government (Basic)	03-04 June,2023 ( 2 Days)	Hotel Mulberry Kathmandu, Nepal	29,690.00	46,390.00
59.	Orientation Training Programme on Preventive Vigilance.	03-04 June,2023 ( 2 Days)	Hotel Shambala Kathmandu, Nepal	29,690.00	46,390.00
60.	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	03-04 June,2023 ( 2 Days)	Hotel Shambala Kathmandu, Nepa	29,690.00	46,390.00
61.	Digital Transformation of Organisation	03-04 June,2023 ( 2 Days)	Hotel Shambala Kathmandu, Nepal	29,690.00	46,390.00
62.	Centrifugal Pumps- how to efficiently operate & maintain them	03-04 June,2023 ( 2 Days)	Hotel The Soaltee Kathmandu, Nepal	29,690.00	46,390.00
63.	Performance Management for Organisational Effectiveness	03-04 June,2023 ( 2 Days)	Hotel The Soaltee Kathmandu, Nepal	29,690.00	46,390.00
64.	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e- PROCUREMENT	18-19 June,2023 (2 Days)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	29,690.00	46,390.00
65.	Gender Sensitisation	18-19 June,2023 (2 Days)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	29,690.00	46,390.00
66.	Hands-on training on energy efficiency in electrical utilities	18-19 June,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	29,690.00	46,390.00
67.	Advance course on RTI Act, 2005 and Modern Management Practices	18-19 June,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	29,690.00	46,390.00
68.	Advance course on modern office and productivity management	18-19 June,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	29,690.00	46,390.00
69.	Developing Managerial Leadership Skills	18-19 June,2023 (2 Days)	Hotel Summit Swiss Heritage Resort & Spa	29,690.00	46,390.00

			Darjeeling, Darjeeling, West Bengal, India		
70.	Productivity improvement and modern office management	02-03 July,2023 ( 2 Days)	Hotel Shangri-la Leh Leh UT Of Ladakh, India	29,690.00	46,390.00
71.	Effective spare parts management	02-03 July,2023 ( 2 Days)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- <b>UT Of Ladakh, India</b>	29,690.00	46,390.00
72.	Public procurement and contract management/arbitrations	02-03 July,2023 ( 2 Days)	Singge Palace Hotel, Leh Leh, <b>UT Of Ladakh, India</b>	29,690.00	46,390.00
73.	Business Excellence for Organisational Performance	02-03 July,2023 ( 2 Days)	Singge Palace Hotel, Leh Leh, <b>UT Of Ladakh, India</b>	29,690.00	46,390.00
74.	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderance of Probability Vigilence	02-03 July,2023 ( 2 Days)	Saboo Resorts Leh- UT Of Ladakh, India	29,690.00	46,390.00
75.	Advance Course On Secretarial Effectiveness : Capacity Building	02-03 July,2023 ( 2 Days)	Hotel Northern Singge Leh Leh, Ladakh, India	29,690.00	46,390.00
76.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	02-03 July,2023 ( 2 Days)	Spic N Span HotelLadakh, Leh,	29,690.00	46,390.00
77.	Transformational Leadership & Managing Change	02-03 July,2023 ( 2 Days)	Spic N Span HotelLadakh, Leh,	29,690.00	46,390.00
78.	Performance Management through Talent Management	23-25 July,2023 ( 2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
79.	Stress Management for Achieving & Sustaining Performance	23-25 July,2023 ( 2 Days)	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
80.	Smart Governance: Public Service Delivery in Digital India	23-25 July,2023 ( 2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
81.	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-25 July,2023 ( 2 Days)	Regenta Place Green Leaf Manali Himachal Pradesh, India	29,690.00	46,390.00
82.	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	23-25 July,2023 ( 2 Days)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	29,690.00	46,390.00
83.	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23-25 July,2023 ( 2 Days)	SNOW FLAKES RESORT & SPA Manali, Himachal Pradesh, India	29,690.00	46,390.00
84.	"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"	23-25 July,2023 ( 2 Days)	SNOW FLAKES RESORT & SPA Manali, Himachal Pradesh, India	29,690.00	46,390.00
85.	"Finance Management in Govt. with Financial & Administrative Powers	06-07 August,2023 ( 2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
86.	Seminar on ISO 9001, ISO 14001 and ISO 45001.	06-07 August,2023 ( 2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
87.	Leadership Excellence and Effective Decision Making.	06-07 August,2023 ( 2 Days)	VIVANTA KATHMANDU, Patan 44600, Nepal,	29,690.00	46,390.00
88.	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	06-07 August,2023 ( 2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
89.	Total quality person (TQP), Work life Balance, Emotional Intelligence	06-07 August,2023 ( 2 Days)	Hyatt Place Kathmandu Kathmandu, Nepal, 44614	29,690.00	46,390.00
90.	Quality Control & Quality Assurance, Under Capacity Building program	06-07 August,2023 ( 2 Days)	Hyatt Place Kathmandu	29,690.00	46,390.00

			Kathmandu, Nepal, 44614		
91.	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	06-07 August,2023 ( 2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
92.	Project Management in Construction Industry, Under Capacity Building program	06-07 August,2023 ( 2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
93.	Modern Survey Techniques Including GIS/GPS & total Station.	06-07 August,2023 ( 2 Days)	Radisson Hotel Kathmandu, Lazimpat, Kathmandu 44600, Nepal	29,690.00	46,390.00
94.	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	06-07 August,2023 ( 2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
95.	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs.	06-07 August,2023 ( 2 Days)	Hyatt Regency Kathmandu Taragaon, Boudha Kathmandu, Nepal	29,690.00	46,390.00
96.	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	06-07 August,2023 ( 2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
97.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	06-07 August,2023 ( 2 Days)	Grand Hotel Nepal Kathmandu, Nepal	29,690.00	46,390.00
98.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 August,2023 ( 2 Days))	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
99.	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 August,2023 ( 2 Days))	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
100.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 August,2023 ( 2 Days))	Sea Princess Beach Resort, Andaman & Nicobar	29,690.00	46,390.00
101.	Right to Information Act for CPIO and Appellate Authorities	20-21 August,2023 ( 2 Days))	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
102.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21 August,2023 ( 2 Days))	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
103.	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 August,2023 ( 2 Days))	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
104.	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 August,2023 ( 2 Days)	Hotel Sentinel, Andaman & Nicobar	29,690.00	46,390.00
105.	"Office Systems & Office Procedures, E- Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	24-25 September,2023 ( 2 Days))	Hotel Le Maritime Kochi Kerala- 682 510	29,690.00	46,390.00
106.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	24-25 September,2023 ( 2 Days))	Keys Select Hotel,Kochi Kochi , Kerala - 682013	29,690.00	46,390.00
107.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression"	24-25 September,2023 ( 2 Days))	HOLIDAY INN COCHIN Cochin, Kerla, India	29,690.00	46,390.00
108.	"Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	24-25 September,2023 ( 2 Days))	HOLIDAY INN COCHIN Cochin, Kerla, India	29,690.00	46,390.00
109.	"Establishment Rules & General Administration Matters"	24-25 September,2023 ( 2 Days))	Taj Malabar Resort & Spa Cochin, Kerla, India	29,690.00	46,390.00
110.	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	24-25 September,2023 ( 2 Days))	Taj Malabar Resort & Spa	29,690.00	46,390.00

			Cochin, Kerala, India		
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In

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

#### GENERAL INSTRUCTIONS

- **Please book the tickets after receiving confirmation from our end.**
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant (S) and site visits. The Non residential fee covers the Training charges, working lunch and sight visits only.
- For accompanying spouse (Single Sharing) and/ or children (in the age group of 5 to 12 years), the tentative charges would be INR.16,600 and INR.9,600 + 18% GST respectively for the entire duration, payable to NCTSR 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 NCTSR would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NCTSR shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NCTSR will not be liable for medical expenses incurred by the participants during the program.
- NCTSR will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants opting for the residential program should Check into the Hotel on the first day of the course & Check-out will be day 2<sup>nd</sup> Day of the course.

The Council 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.

#### Inclusions

Stay In 4 Star Hotel, Daily Breakfast, Lunch & Dinner for each participant..

The training professional fee per Participant shall include following:-

Overall program management charges including faculty charges & Training infrastructure charges

#### PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations

Payment: In advance or before commencement of training program through RTGS/NEFT.

#### **Bank Details For RTGS, NEFT & Ecs Payment**

<b>Beneficiary Name</b>	National Council for Training & Social Research
<b>Bank Name</b>	Bank Of India
<b>Branch</b>	Ram Vihar Delhi-110092
<b>Current A/C No</b>	<b>607920110000171</b>
<b>IFSC Code</b>	<b>BKID0006079</b>
<b>Swift code</b>	<b>BKIDINBBJNP</b>
<b>MICR CODE (9 Digit No.)</b>	<b>110013110</b>

Or Payment be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi  
Accommodation would be available if confirmed in advance payment before Commencement 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.

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.

TEA/COFFEE BREAK

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

LUNCH

01:00 PM to 02:00 PM

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

It will be a two days Technical Workshop . Timing will be 9.30 am to 5.30 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 upto the Venue.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel.

#### 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.

You can call the Central Line +91-9212114923 for any queries regarding the EDP.

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.

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

Yours Truly,

For National Council for Training & Social Research



Deepak Kumar  
Director (Training)





# Fwd: The Chief Secretary: in collaboration with IISTD organising In-house Short-Term Training Executive Development Program-Call for Nomination

Chief Secretary, Rajasthan <cs-rajasthan@nic.in>

Mon 20-03-2023 10:14 AM

To: secy-dop@rajasthan.gov.in <secy-dop@rajasthan.gov.in>;

7 attachments (1 MB)

EDP(3923).pdf; NominationForm.pdf; Inhouse(3923).pdf; Webinar(3923).pdf; StudyTour(3923).pdf; RTI(3923).pdf; GeM(3923).pdf;

From: directortraining@iistd.in

To: "Chief-Secretary, Rajasthan" <cs-rajasthan@nic.in>

Sent: Sunday, March 19, 2023 6:07:13 PM

Subject: The Chief Secretary: in collaboration with IISTD organising In-house Short-Term Training Executive Development Program-Call for Nomination

By E-Mail & Registered Post

Ref No IISTD/R/23-47-3923

New Delhi, Dated, 19 March 2023

To,  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

Subject: International Study Tour / Executive Development Program - Call for Nominations/ In-House Training Program/ RTI & GeM Training Program/ Webinars for Engineering/ Secretaries / Executives/ Assistants/ Admin staff in collaboration with IISTD

Dear Sir/Madam,

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

Please find enclosed herewith details of training programs & Nomination Form:

1. International Study Tour (Knowledge Co-creation Programme) - Call for Nominations (Please refer to StudyTour.Pdf file).
1. Executive Development Programs (Please refer to EDP.Pdf file)
2. In-house Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin Staff (Please refer to Inhouse.Pdf file)
3. Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin (Please refer to Webinar.Pdf file)
4. 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities (Please refer to RTI.Pdf file)

Sh. R. P.  
21/03/2023

5. 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2022). (Please refer to Gem.Pdf file)

6. Nomination Form (Please refer to NominationForm.Pdf file)

Schedule of RTI & GeM training programs is as follows:

- On 2 to 4 March, 2023 at Hotel Marigold Sarovar Portico, Shimla
- On 16 to 18 March, 2023 at Hotel Ramada, Darjeeling
- On 13 to 15 April, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 27 to 29 April, 2023 at Golden Tulip, Manali
- On 11 to 13 May, 2023 at Hotel Clarks Inn, Srinagar
- On 25 to 27 May, 2023 at The Den Corbett Resort, Jim Corbett
- On 8 to 10 June, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 26 to 28 June, 2023 at Hotel Sangto Villa, Leh Laddakh

It is requested that the nomination of suitable candidates may please be forwarded at the earliest. Kindly do the needful & expecting for confirmation and further response.

Thanking You

Regards

Shri. Somveer

Director (Training)

India Institute of Secretariat Training & Development

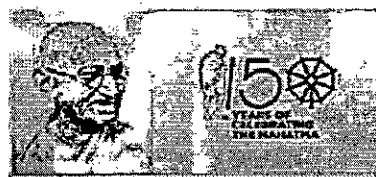
L-29/26, Jai Prakash Nagar, G-8, Delhi-110053

Ph. +011-22941056 & 22941014,

Mobile: 9891987306

E-Mail: [trg@iistd.in](mailto:trg@iistd.in), [training@iistd.in](mailto:training@iistd.in),

Website: [www.iistd.in](http://www.iistd.in)



Virus-free. [www.avast.com](http://www.avast.com)



# India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

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

By E-Mail & Registered Post

Ref No IISTD/R/23-47-3923

New Delhi

To  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

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

Executive Development Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

Course Code	Topics	Date		Venue	Course Fee (Rs) per Participant + 18% GST Extra		
		Duration	Residential				
			3 Days		Non-Residential	Twin Sharing	Single Sharing
IISTD 058	Leadership Excellence and Effective Decision Making	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-	
IISTD 059	Latest Changes in Pay Fixation, Focus on Recent Orders & Modified Assured Career Progression	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-	
IISTD 060	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-	



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

IISTD 061	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	2 - 4 March, 2023	Hotel Marigold Sarovar Portico, Shimla	29,999/-	48,999/-	59,999/-
IISTD 062	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 063	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 064	Total quality person (TQP), Work Life Balance, Emotional Intelligence	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 065	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 066	Stress & Stress Management & Staff Development in Improving	16 - 18 March, 2023	Hotel Ramada, Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 067	Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 068	Establishment Rules & General Administration Matters	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 069	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies),	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 070	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	13 - 15 April, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 071	Latest Changes in Pay Fixation Under Fundamental Rules & Its	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-



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	Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.					
IISTD 072	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 073	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 074	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	27 - 29 April, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 075	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 076	Pension Scheme and New Pensions Scheme in Wake of VII <sup>th</sup> Pay Commission Report & Grant of Financial Up-gradation, Under MACP.	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 077	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 078	Total quality person (TQP), Work life Balance, Emotional Intelligence	11 - 13 May, 2023	Hotel Clarks Inn, Srinagar	29,999/-	48,999/-	59,999/-
IISTD 079	Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers	25 - 27 May, 2023	The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 080	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records	25 - 27 May, 2023	The Den Corbett	29,999/-	48,999/-	59,999/-





# India Institute of Secretariat Training & Development

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	Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress			Resort, Jim Corbett			
IISTD 081	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government, Departments Autonomous Bodies & PSUs.	25 - 27 May, 2023		The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 082	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	25 - 27 May, 2023		The Den Corbett Resort, Jim Corbett	29,999/-	48,999/-	59,999/-
IISTD 083	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	8 - 10 June, 2023		Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 084	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management	8 - 10 June, 2023		Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 085	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	8 - 10 June, 2023		Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 086	Establishment Rules & General Administration Matters	8 - 10 June, 2023		Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 087	Project Management for Engineers Under Capacity Building	26 - 28 June, 2023		Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 088	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	26 - 28 June, 2023		Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-



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IISTD 090	Finance Management in Govt. with Financial & Administrative Powers	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 091	Total quality person (TQP), Work life.Balance, Emotional Intelligence Quality Control & Quality Assurance	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 092	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous Bodies	26 - 28 June, 2023	Hotel Sangto Villa, Leh Laddakh	29,999/-	48,999/-	59,999/-
IISTD 036	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments, Autonomous Bodies & PSUs.	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 037	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 038	Preventive Vigilance & Strategic Financial Management	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 039	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 040	Digitalization of HR Practices in Power Distribution Sector Stress & Stress Management Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-
IISTD 041	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & Modified Assured Career Progression.	26 - 28 July, 2023	Hotel Park Inn by Radisson, Amritsar	29,999/-	48,999/-	59,999/-



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IISTD 042	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 043	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 044	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement, RTI & GST	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 045	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	17 - 19 August, 2023	Hotel Bogmallo Beach Resort, Goa	29,999/-	48,999/-	59,999/-
IISTD 046	"Totality of Project Management" leading to Certificate "In-Project Management (CIPM)" Under Capacity Building program	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 047	E-Governance & Advance IT Tools: Transforming Government Sector & GST Under Capacity Building in Govt. Departments, autonomous Bodies & PSU	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 048	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 049	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts Under Capacity Building in Govt. departments, autonomous bodies	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 050	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 051	Procurement & Contract Management for Building & Roads Projects	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
IISTD 052	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-



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	Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs					
IISTD 053	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Pwd & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 054	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 055	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building in Govt. departments, autonomous bodies & PSUs	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 056	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-
IISTD 057	CPM as Tool for Construction Management, Project Management for Engineers, Under Capacity Building in Govt. departments, autonomous bodies	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. [www.iistd.in](http://www.iistd.in). In addition to the above Programme other customized programs to the choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

## General Instructions

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S).
- The Non-Residential fee covers the Training charges, working lunch only.



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- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

These programs will help the officers of Central/ State Government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services.

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

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri Somveer  
Director (Training)





# India Institute of Secretariat Training & Development

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Training Nomination Form	
Name of the Programme:	
Duration:	Two Days
Particulars of Nominee	
Name of the Participant(s)	
Designation	
Mailing Address	
Contact Number (with STD Code)	
Office: Fax	
E-Mail	
Nomination Status (please tick)	Residential <input checked="" type="checkbox"/> Non-Residential <input type="checkbox"/>
Signature of the Participant	
Sponsor Details	
Sponsoring Organization	
Address	
GST Code	
E-Mail	
Date:	
Signature of the Sponsor	
With stamp of the organization	





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By E-Mail & Registered Post

Ref No IISTD/R/23-47-3923

New Delhi

To,  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

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

Dear Sir/Madam,

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

It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed In-house training with excellent and experienced faculty (well known in their fields internationally & nationally). Onsite training Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for administrative staff and Engineers.

S.No.	Training Topic	Course Fee/Participant + GST 18%	Duration
1	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its Impact on work and methods of managing stress	Rs.4600.00	2 Days
2	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
3	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs.4600.00	2 Days
4	Preventive Vigilance & Strategic Financial Management.	Rs.4600.00	2 Days
5	Public Procurement, E-Procurement, Govt. E- Marketplace (GeM), PFMS	Rs.4600.00	2 Days
6	Right to Information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System & a tool of Transparency	Rs.4600.00	2 Days
7	Purchase Policy, Procedure, Risk & Contract Management in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
8	Materials management, purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies	Rs.5900.00	3 Days
9	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days



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10	Finance management, Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
11	Book Keeping, Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
12	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
13	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules in Government Departments Autonomous Bodies & PSUs.	Rs.5900.00	3 Days
14	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
15	Amendment To CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP in Government Departments Autonomous Bodies & PSUs.	Rs.4600.00	2 Days
16	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent Orders & MACP.	Rs.5900.00	3 Days
17	Leadership Excellence and Effective Decision Making.	Rs.4600.00	2 Days
18	Enhancing Organizational Productivity Through Digital Transformation.	Rs.4600.00	2 Days
19	Innovation: Change Management for Organizational Excellence.	Rs.4600.00	2 Days
20	Work Life Balance and Stress Management.	Rs.4600.00	2 Days
21	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs.4600.00	2 Days
22	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs.4600.00	2 Days
23	Leadership and Decision Making	Rs.4600.00	2 Days
24	Ethics and Values	Rs.4600.00	2 Days
25	Swatch Bharat Mission	Rs.4600.00	2 Days
26	Managing Stress for Personal Efficacy	Rs.4600.00	2 Days
27	Digital Workplace: Essentials for non-IT Executives.	Rs.4600.00	2 Days
28	Digital exploration tools	Rs.4600.00	2 Days
29	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs.4600.00	2 Days
30	Application of GIS Software	Rs.4600.00	2 Days
31	Building Construction & Maintenance	Rs.4600.00	2Days
32	Construction material (Road & Building)	Rs.4600.00	2Days
33	Estimate/contract preparation	Rs.4600.00	2Days
34	CPM tool for construction management	Rs.4600.00	2Days
35	Project Management for Engineers	Rs.4600.00	2 Days
36	Quality control & Quality assurance	Rs.4600.00	2Days



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37	Project preparation, DPR preparation and core network	Rs.4600.00	2Days
38	Project Management in Construction Industry	Rs.4600.00	2Days
39	Preliminary buildings & road construction requirement and survey.	Rs.4600.00	2Days
40	Modern Survey Techniques including GIS/GPS & Total Station.	Rs.4600.00	2 Days
41	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs.4600.00	2Days
42	Procurement & contract management for Building & Roads Projects	Rs.5900.00	3 Days
43	Quality Control and material Testing Procedures & Laboratory Practice	Rs.4600.00	2Days
44	Feasibility study & Preparation of Detailed Project Reports (DPR).	Rs.4600.00	2Days
45	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs.4600.00	2Days
46	Design Construction and Maintenance of Flexible Pavements.	Rs.4600.00	2Days
47	Planning of Electrical Sub Station, including Fire Fighting Arrangements	Rs.4600.00	2Days
48	Indoor and Outdoor Lighting Design & Relevant NBC Provisions	Rs.4600.00	2Days
49	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs.5900.00	3 Days
50	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs.4600.00	2Days
51	Construction and Maintenance of Flexible & Rigid Pavements including use of new materials technologies	Rs.4600.00	2Days
52	Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting	Rs.4600.00	2Days
53	Computer applications: Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs.5900.00	3 Days
54	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs.4600.00	2Days
55	Repair and Rehabilitation of Concrete Structure including water Proofing material and Techniques.	Rs.5900.00	3 Days
56	Advances in alteration zone mapping using image processing of hyperspectral and Multispectral data for mineral investigation	Rs.4600.00	2 Days
57	Geochemical Modeling for Ore body knowledge and exploration targeting.	Rs.4600.00	2Days
58	Advances in Geophysical data processing and modeling for subsurface imaging	Rs.4600.00	2 Days
59	Advances in Hydrostatic rigs and deep hole drilling.	Rs.4600.00	2Days
60	Advances in exploration Geology and Geophysics using Artificial Intelligence and other new-age technologies	Rs.4600.00	2 Days
61	QA & QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment	Rs.4600.00	2 Days
62	Resource Estimation for Mineral Deposits.	Rs.4600.00	2 Days
63	3-D Modeling for Mineral Exploration.	Rs.4600.00	2Days
64	Basic principles of Exploration Project preparation, Execution and its Management.	Rs.4600.00	2 Days

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

- Minimum batch Size: 40-50 Nos Participants
- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copies of course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.





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- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

**Payment:** In advance or before commencement of training program through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

*Somveer*

Shri Somveer  
Director (Training)





# India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/R/23-47-3923

New Delhi

To,  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

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

Dear Sir/Madam,

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

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

S. No	Training Topic	Course Fee + GST 18%	Duration
1	Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress	Rs. 59999.00	2 Days
2	Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
3	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
4	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
5	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
6	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days
7	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2 Days
8	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP	Rs. 59999.00	2 Days
9	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent orders & Modified Assured Career Progression	Rs. 69999.00	3 Days



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trg@ilstd.in; training@ilstd.in Website: <https://ilstd.in>

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



# India Institute of Secretariat Training & Development

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

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

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

**Payment:** In advance or before commencement of training program through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

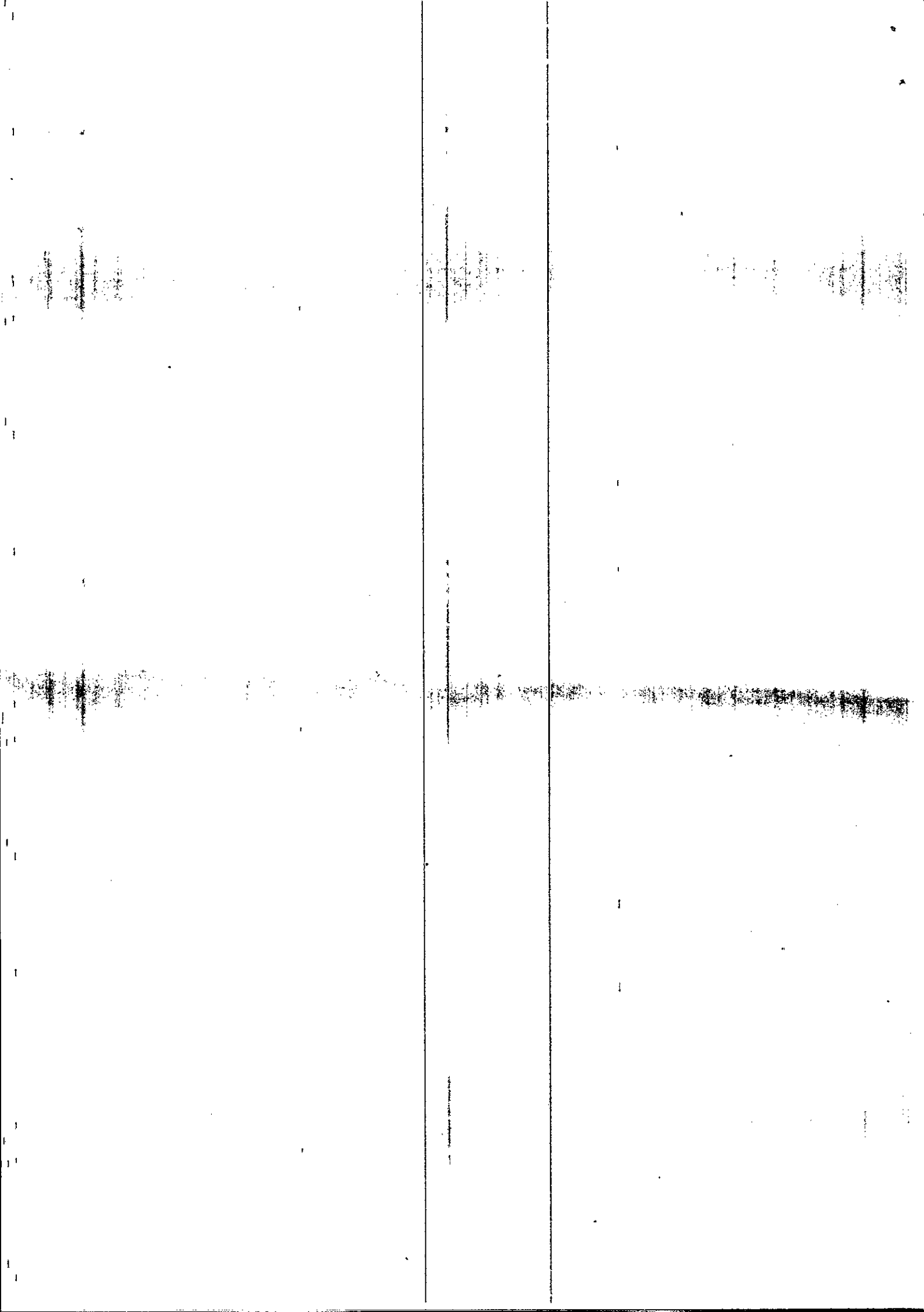
For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development



Shri. Somveer  
Director (Training)









# India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/R/23-47-3923

New Delhi

To  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

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

Dear Sir/Madam,

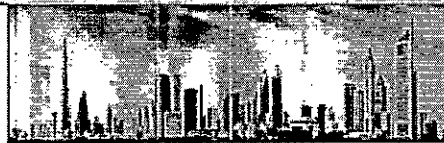
India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and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

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

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

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

Course Code	Topics	Programme Date	Country to be Visited	Tour Cost (Rs) Per Participant + 18 % GST Extra
IST-16	Middle East Models of Infrastructures Developed, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program with Government of UAE	3 April, 2023 to 11 April, 2023	Dubai, Abu Dhabi (UAE)	3,30,000/-





# India Institute of Secretariat Training & Development

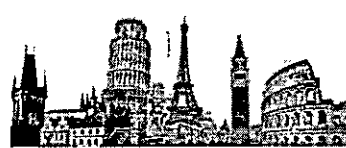
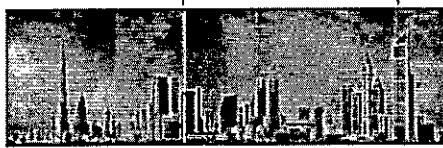
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		8 Days International		
IST -17	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects. Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program Government of UAE.	3 April, 2023 to 11 April, 2023  8 Days International	Dubai, Abu Dhabi (UAE)	3,30,000/-
IST -18	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 Singapore, Malaysia & Thailand	12 Jun, 2023 to 19 Jun, 2023  7 Days International	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -19	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program. Technical Cooperation Program. Government of Singapore, Malaysia & Thailand	12 Jun, 2023 to 19 Jun, 2023  7 Days International	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -14	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program of Government of Singapore, Malaysia & Thailand	11 Sept, 2023 to 18 Sept, 2023  7 Days International	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -15	Development of Urban Road Network, Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program Government of Singapore, Malaysia & Thailand	11 Sept, 2023 to 18 Sept, 2023  7 Days International	Singapore, Kuala Lumpur & Bangkok	3,30,000/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. [www.iistd.in](http://www.iistd.in). Besides the above Programme other customized programs to the choice can be organized.





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## General Instructions

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

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

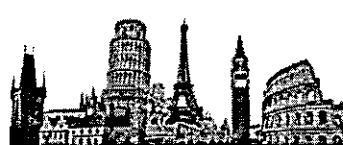
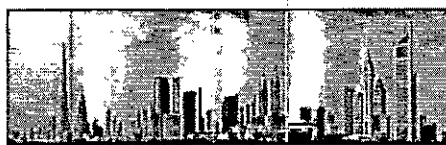
These programs will help the Bureaucrats, Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural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

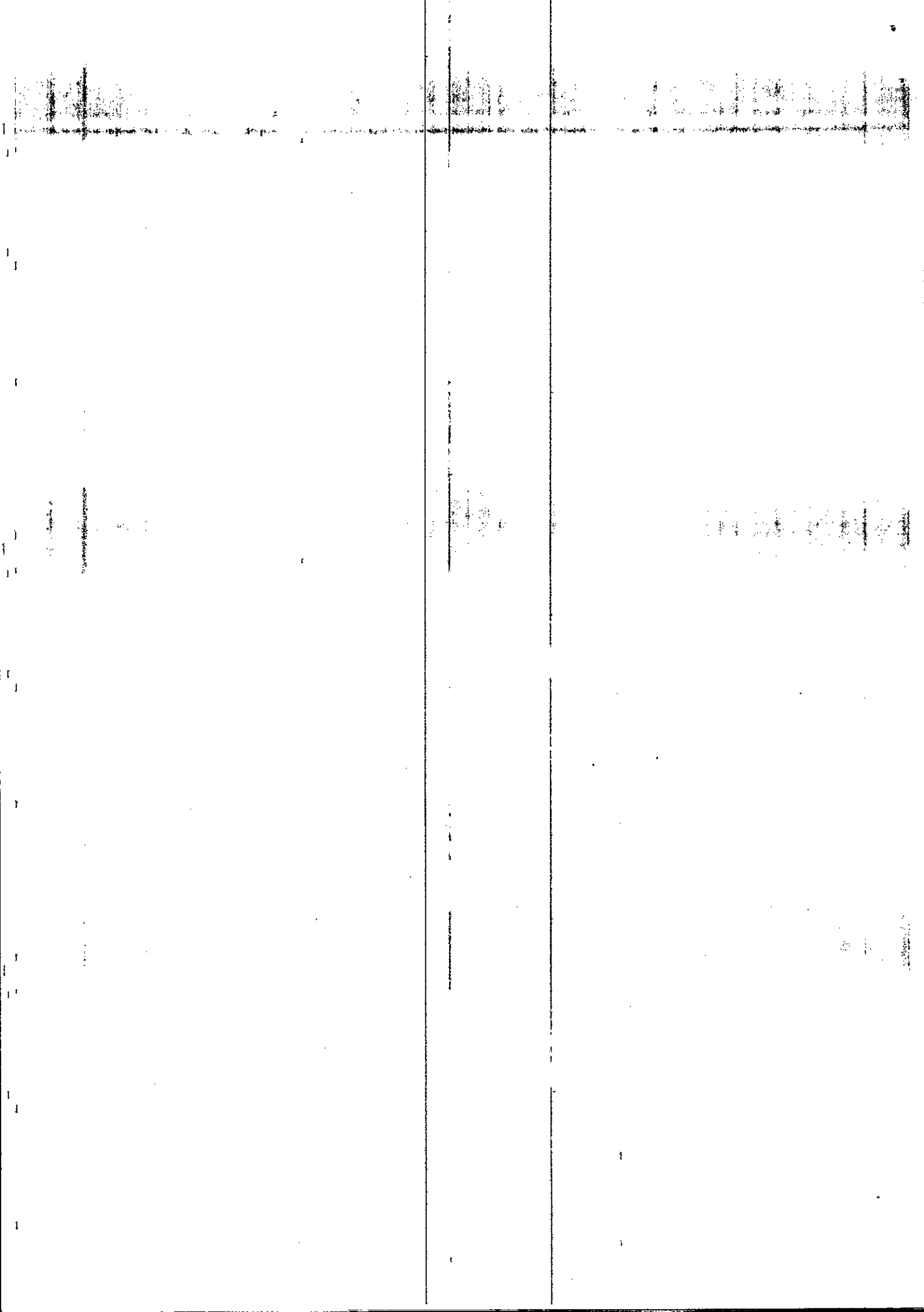
An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri. Somveer  
Director (Training)  
Program Coordinator (Knowledge Co-creation Programme)







# India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/R/23-47-3923,

New Delhi

To  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

**Subject: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.**

- On 2 to 4 March, 2023 at Hotel Marigold Sarovar Portico, Shimla
- On 16 to 18 March, 2023 at Hotel Ramada, Darjeeling
- On 13 to 15 April, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 27 to 29 April, 2023 at Golden Tulip, Manali
- On 11 to 13 May, 2023 at Hotel Clarks Inn, Srinagar
- On 25 to 27 May, 2023 at The Den Corbett Resort, Jim Corbett
- On 8 to 10 June, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 26 to 28 June, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 26 to 28 July, 2023 at Hotel Park Inn by Radisson, Amritsar
- On 17 to 19 August, 2023 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. The Right to Information Act, 2005 mandates timely response to citizen requests for government information. The basic objective of the Right to Information Act, 2005 is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption and to make the democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance.
3. The Director, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Government of India in his memo no.10/23/2007-IR dated 9.07.2007 has also observed certain shortcomings in the functioning of the First Appellate Authorities (FAAs) not examining the appeals judiciously and their mechanical agreement with the decision of CPIOs, the FAAs not disposing the appeals within the prescribed time frame and CPIOs not complying with the directions of the FAAs, etc.





# India Institute of Secretariat Training & Development

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4. The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.
5. The Training Programme is meant for PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.
  - Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
  - Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
  - Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
  - Removal of doubts and interaction with RTI experts.
6. Course Contents:
  - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
  - Role & Responsibilities of CPIO/Alternate CPIO
  - Role & Responsibilities of Appellate Authority
  - Analysis of Appellate Authority decisions- Case studies/Brainstorming
  - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
  - CIC guidelines and model code of conduct for FAAs
  - Interaction/Discussion/Quiz on RTI act 2005
7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.
9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

## GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.



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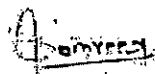
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- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

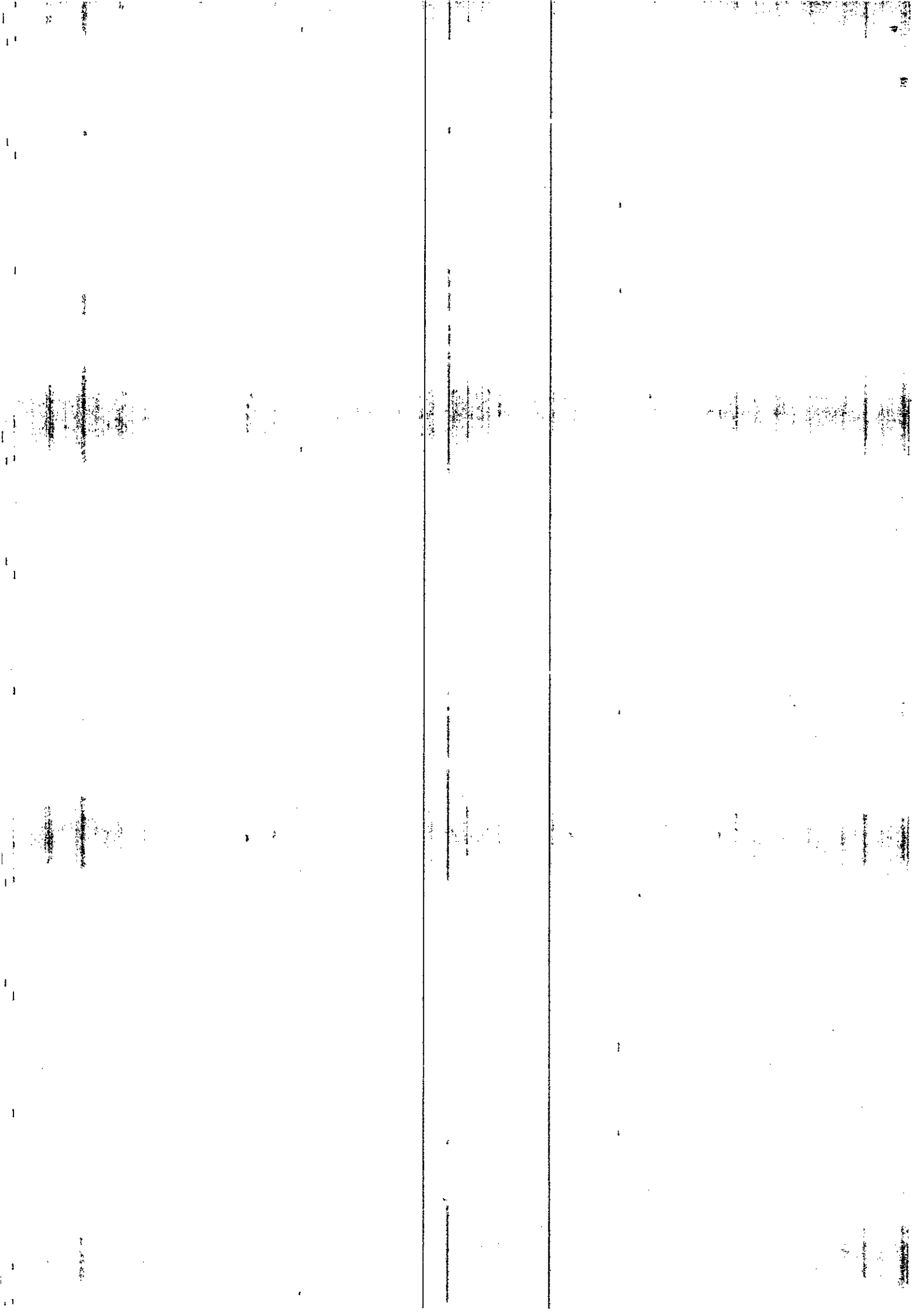
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For India Institute of Secretariat Training & Development



Shri. Somveer  
Director (Training)







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By E-Mail & Registered Post

Ref No IISTD/GEM/23-47-3923

New Delhi

To  
The Chief Secretary  
Government of Rajasthan, Jaipur-302005.

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2022)

- On 2 to 4 March, 2023 at Hotel Marigold Sarovar Portico, Shimla
- On 16 to 18 March, 2023 at Hotel Ramada, Darjeeling
- On 13 to 15 April, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 27 to 29 April, 2023 at Golden Tulip, Manali
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2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.



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- Manual for Procurement of Goods (Updated June, 2022)
- Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
- Manual for Procurement of Works (Updated June, 2022)

4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 52,171 Buyer organizations and 1851222 Sellers and Service providers Government e-Marketplace with its latest 4.0 upgrade is growing rapidly. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
  - To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
  - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
  - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
  - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.

## 6. Course Contents:

### General Financial Rules 2017:

- An overall perspective
- Role of GFRs in Government Procurement
- GFRs 2017 on Procurement of Goods
- GFRs 2017 on Procurement of Services

### Manual for Procurement

- Manual for Procurement of Goods (Updated June, 2022)
- Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
- Manual for Procurement of Works (Updated June, 2022)





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## Government e-Marketplace (GeM)

- Overview of GeM and objectives
- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM
- Authorisation of Primary user and Secondary users
- Registration of Organization
- Creation of User Accounts on GeM portal and activation
- Important Terms and Conditions for GeM
- Placement of Order for Goods
- Receipt of Goods, accepting the Goods and Issuing CRAC on GeM portal
- Procedure for Payment and Payment initiation in GeM
- Creation and finalization of Bid and Reverse Auction on GeM portal

## 7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
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- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable 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 IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked



# India Institute of Secretariat Training & Development

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For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri. Somveer  
Director (Training)

