

DoP/A-1/1685236

21/9/23

Fwd: The Principal Secretary: in collaboration with IISTD  
organizing - Executive Development Program-Call for  
Nomination & In-house Short-Term Training

Kuldeep Ranka <pscm-rj@gov.in>

Sat 9/9/2023 4:36 PM

To: SSAD.CMO@RAJASTHAN.GOV.IN <scmad.cmo@RAJASTHAN.GOV.IN>;

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सचिव, मुख्यमंत्री  
राजस्थान सरकार

8 attachments (1 MB)

EDP(2880).pdf; NominationForm.pdf; Inhouse(2880).pdf; Webinar(2880).pdf; StudyTour(2880).pdf; RTI(2880).pdf;  
GeM(2880).pdf; Vigilance(2880).pdf;

JS(A1)  
18/9

From: managertraining@iistd.in

To: "Kuldeep Ranka" <pscm-rj@gov.in>

Sent: Saturday, September 9, 2023 1:51:28 PM

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

By E-Mail & Registered Post

Ref No IISTD/R/23-40-2880

New Delhi, Dated, 9 September 2023

To,

The Principal Secretary  
Chief minister office  
Govt of rajasthan

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:

G.P.R.  
20-9-23

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*)
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. 3 Days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle. (Please refer to *Vigilance.Pdf file*)
7. Nomination Form (Please refer to *NominationForm.Pdf file*)

Schedule of Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle Ttraining\_programs is as follows:

- On 28 to 30 August, 2023 at Hotel Sentinel, Port Blair.
- On 28 to 30 Sept, 2023 at Hotel Shanker, Kathmandu, Nepal
- On 16 to 18 Oct, 2023 at Hotel Golden Tulip, Manali
- On 27 to 29 Nov, 2023 at Hotel Ramada by Wyndham Darjeeling
- On 21 to 23 Dec, 2023 at Hotel Madhuban Sarovar Portico, Mussoorie

Schedule of RTI & GeM training\_programs is as follows:

- On 17 - 19 August, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 25 - 27 Sept, 2023 at Hotel Shanker, Kathmandu, Nepal
- On 26 - 28 Oct, 2023 at Hotel Golden Tulip, Manali
- On 23 - 25 Nov, 2023 at Hotel Ramada by Wyndham Darjeeling
- On 18 - 20 Dec, 2023 at Hotel Madhuban Sarovar Portico, Mussoorie

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)



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# 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/EDP/23-40-2880

New Delhi

To  
The Principal Secretary  
Chief minister office  
Govt of rajasthan

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		Non-Residential	Residential	
		3 Days			Twin Sharing	Single Sharing
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/-





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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 Workplace & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25-27 Sept, 2023	Hotel Shanker, Kathmandu, Nepal	29,999/-	48,999/-	59,999/-
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	26 - 28 Oct, 2023	Golden Tulip, Manali	29,999/-	48,999/-	59,999/-



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	Construction including Extreme weather Concreting					
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/-
IISTD 075	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	23 - 25 Nov, 2023	Hotel Ramada by Wyndham Darjeeling	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	23 - 25 Nov, 2023	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 077	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	23 - 25 Nov, 2023	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 078	Total quality person (TQP), Work life Balance, Emotional Intelligence	23 - 25 Nov, 2023	Hotel Ramada by Wyndham Darjeeling	29,999/-	48,999/-	59,999/-
IISTD 079	Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers	18 - 20 Dec, 2023	Hotel Madhuban Sarovar Portico, Mussoorie	29,999/-	48,999/-	59,999/-
IISTD 080	Office Systems & Office Procedures, E-Governance,	18 - 20 Dec, 2023	Hotel Madhuban	29,999/-	48,999/-	59,999/-





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	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		Sarovar Portico, Mussoorie			
IISTD 081	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	18 - 20 Dec, 2023	Hotel Madhuban Sarovar Portico, Mussoorie	29,999/-	48,999/-	59,999/-
IISTD 082	Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies	18 - 20 Dec, 2023	Hotel Madhuban Sarovar Portico, Mussoorie	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.
- 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



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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.

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)





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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		





# India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/R/23-47-2880

New Delhi

To,  
The Principal Secretary  
Chief minister office  
Govt of rajasthan

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





# India Institute of Secretariat Training & Development

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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	Swatch 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





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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.

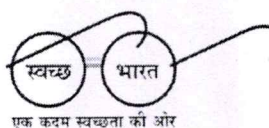
- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Delivery mode is in form of lectures audio / 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/23-47-2880

New Delhi

To  
The Principal Secretary  
Chief minister office  
Govt of rajasthan

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

Dear Sir/Madam,

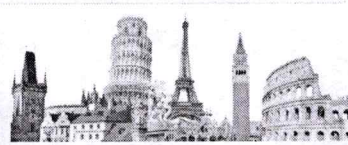
India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and 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 -13	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical	11 Sept, 2023 to 18 Sept, 2023	Singapore, Kuala Lumpur & Bangkok	3,30,000/-







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

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	Cooperation Program of Government of Singapore, Malaysia & Thailand	7 Days International		
IST -14	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/-
IST -15	Middle East Models of Infrastructures Developed, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program with Government of UAE	3 Nov, 2023 to 11 Nov, 2023  8 Days International	Dubai, Abu Dhabi (UAE)	3,30,000/-
IST -16	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects. Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program Government of UAE.	3 Nov, 2023 to 11 Nov, 2023  8 Days International	Dubai, Abu Dhabi (UAE)	3,30,000/-
IST -17	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 Dec, 2023 to 19 Dec, 2023  7 Days international	Singapore, Kuala Lumpur & Bangkok	3,30,000/-
IST -18	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 Dec, 2023 to 19 Dec, 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)

