



# National Institute Of Secretariat Training & Development

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Ref No KCP/Let/63-33-963

New Delhi, India, the Dated, 15<sup>th</sup> January, 2024

To,

The Principal Secretary To Chief Minister,  
Rajasthan, Jaipur And Chairman, Riico,  
Jaipur Rajasthan 302005

Greeting From National Institute of Secretariat Training & Development !

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

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD) (Established by Govt. of NCT of Delhi, Labour Department). NISTD serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. The program addresses critical global challenges while emphasizing the development of "Smart and Sustainable Cities." It offers a comprehensive array of training initiatives, spanning disciplines such as Seismology, Earthquake Engineering, Tsunami Disaster Mitigation, Operation and Maintenance of Urban Water Supply Systems, Public Health, Food Security, Civil Supplies, Disaster Risk Reduction, Infrastructure Development, Gender Mainstreaming Policies, Renewable Energy, and Forestry Management. Through these initiatives, participants gain valuable insights into modern management practices, enabling them to effectively contribute to the growth and sustainability of urban centers. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

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

CodeNo	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
ST 001	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	09 <sup>th</sup> March ,2024 To 16 <sup>th</sup> March ,2024 ( Last Date 30 <sup>th</sup> January,2024)	5,96,000.00
ST 003	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	09 <sup>th</sup> March ,2024 To 16 <sup>th</sup> March ,2024 ( Last Date 30 <sup>th</sup> January,2024)	6,96,000.00
ST 006	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	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 <sup>th</sup> March ,2024 To 16 <sup>th</sup> March ,2024 ( Last Date 30 <sup>th</sup> February,2024)	4,96,000.00



ST 007	"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	Tokyo, Hiroshima, Kyoto (Japan)	09th March, 2024 To 16th March, 2024 (Last Date 03rd February, 2024)	4,96,000.00
ST 008	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima, Kyoto (Japan)	09th March, 2024 To 16th March, 2024 (Last Date 03rd February, 2024)	4,96,000.00
ST 009	Leadership & Managerial Skills, Management & Business Administration	Tokyo, Hiroshima, Kyoto (Japan)	09th March, 2024 To 16th March, 2024 (Last Date 03rd February, 2024)	4,96,000.00
ST 010	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	09th March, 2024 To 16th March, 2024 (Last Date 03rd February, 2024)	4,96,000.00
ST 011	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	"Singapore, Kuala Lumpur & Bangkok"	06th April, 2024 To 13th April, 2024 (Last Date 03rd March, 2024)	3,36,000.00

**Registration Form Download:-** [https://nistd.co/knowledge\\_co-creation\\_program\\_registration\\_form.pdf](https://nistd.co/knowledge_co-creation_program_registration_form.pdf)

**Study Tour Brochures:-**

1. [https://nistd.co/Child\\_protection\\_system\\_especially\\_juvenile\\_justice\\_Protection\\_of\\_Children\\_from\\_Sexual\\_Offense\\_Europe1.pdf](https://nistd.co/Child_protection_system_especially_juvenile_justice_Protection_of_Children_from_Sexual_Offense_Europe1.pdf)
2. [https://nistd.co/Community\\_Based\\_Disaster\\_Risk\\_Reduction\\_Smart\\_and\\_Sustainable\\_Cities\\_under\\_Capacity\\_Building\\_Australia1.pdf](https://nistd.co/Community_Based_Disaster_Risk_Reduction_Smart_and_Sustainable_Cities_under_Capacity_Building_Australia1.pdf)
3. [https://nistd.co/Development\\_of\\_Urban\\_Road\\_Network\\_Operation\\_and\\_Maintenance\\_of\\_Urban\\_Water\\_Supply\\_System\\_Europe1.pdf](https://nistd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Europe1.pdf)
4. [https://nistd.co/Development\\_of\\_Urban\\_Road\\_Network\\_Operation\\_and\\_Maintenance\\_of\\_Urban\\_Water\\_Supply\\_System\\_Japan1.pdf](https://nistd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Japan1.pdf)
5. [https://nistd.co/Earthquake\\_Brussels\\_Zurich\\_Amsterdam1.pdf](https://nistd.co/Earthquake_Brussels_Zurich_Amsterdam1.pdf)
6. [https://nistd.co/Forestry\\_Management\\_Singapore\\_Malaysia\\_Thailand1.pdf](https://nistd.co/Forestry_Management_Singapore_Malaysia_Thailand1.pdf)
7. [https://nistd.co/Gender\\_Mainstreaming\\_Policies\\_for\\_Government\\_Officers\\_\(A\)\\_Smart\\_and\\_Sustainable\\_Cities\\_Europe1.pdf](https://nistd.co/Gender_Mainstreaming_Policies_for_Government_Officers_(A)_Smart_and_Sustainable_Cities_Europe1.pdf)
8. [https://nistd.co/Integrated\\_Lake\\_River\\_and\\_Coastal\\_Basin\\_Management\\_Europe1.pdf](https://nistd.co/Integrated_Lake_River_and_Coastal_Basin_Management_Europe1.pdf)
9. [https://nistd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City\\_Power\\_Health\\_Infrastructure\\_Building\\_Russia1.pdf](https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Russia1.pdf)
10. [https://nistd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City\\_Power\\_Health\\_Infrastructure\\_Building\\_Europe1.pdf](https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Europe1.pdf)
11. [https://nistd.co/Japan's\\_Model\\_Of\\_Infrastructure\\_Development\\_Smart\\_and\\_Sustainable\\_Cities\\_under\\_Capacity\\_Building\\_Japan1.pdf](https://nistd.co/Japan's_Model_Of_Infrastructure_Development_Smart_and_Sustainable_Cities_under_Capacity_Building_Japan1.pdf)
12. [https://nistd.co/Leadership\\_Australia1.pdf](https://nistd.co/Leadership_Australia1.pdf)
13. [https://nistd.co/Leadership\\_Brussels\\_Zurich\\_Amsterdam1.pdf](https://nistd.co/Leadership_Brussels_Zurich_Amsterdam1.pdf)
14. [https://nistd.co/Leadership\\_Paris\\_Zurich1.pdf](https://nistd.co/Leadership_Paris_Zurich1.pdf)
15. [https://nistd.co/Leadership\\_Russia1.pdf](https://nistd.co/Leadership_Russia1.pdf)
16. [https://nistd.co/Leadership\\_Singapore\\_Malaysia\\_Thailand1.pdf](https://nistd.co/Leadership_Singapore_Malaysia_Thailand1.pdf)
17. [https://nistd.co/Leadership\\_Spain\\_Germany\\_Stockholm1.pdf](https://nistd.co/Leadership_Spain_Germany_Stockholm1.pdf)
18. [https://nistd.co/Leadership\\_Tokyo1.pdf](https://nistd.co/Leadership_Tokyo1.pdf)
19. [https://nistd.co/Leadership\\_UK1.pdf](https://nistd.co/Leadership_UK1.pdf)
20. [https://nistd.co/Middle\\_East\\_Models\\_of\\_Infrastructures\\_Dubai1.pdf](https://nistd.co/Middle_East_Models_of_Infrastructures_Dubai1.pdf)
21. [https://nistd.co/Participatory\\_Irrigation\\_Management\\_System\\_UK1.pdf](https://nistd.co/Participatory_Irrigation_Management_System_UK1.pdf)
22. [https://nistd.co/Public\\_Health\\_Food\\_Civil\\_Supplies\\_Lifestyle\\_Related\\_Diseases\\_Prevention\\_Smart\\_and\\_Sustainable\\_Cities\\_Australia1.pdf](https://nistd.co/Public_Health_Food_Civil_Supplies_Lifestyle_Related_Diseases_Prevention_Smart_and_Sustainable_Cities_Australia1.pdf)
23. [https://nistd.co/Smart\\_Metering\\_E-Charging\\_Renewable\\_Energy\\_Resources\\_Battery\\_Energy\\_Storage\\_System\\_Russia1.pdf](https://nistd.co/Smart_Metering_E-Charging_Renewable_Energy_Resources_Battery_Energy_Storage_System_Russia1.pdf)
24. [https://nistd.co/Leadership\\_USA1.pdf](https://nistd.co/Leadership_USA1.pdf)
25. [https://nistd.co/Urban\\_Water\\_Brussels\\_Zurich\\_Amsterdam1.pdf](https://nistd.co/Urban_Water_Brussels_Zurich_Amsterdam1.pdf)

**GENERAL INSTRUCTIONS:-**

- Please ensure that candidate names and passport photocopies are submitted at least 30 days in advance. This allows the National Institute of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.000.

**Payment:-**

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. via RTGS/NEFT. For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking You,  
For National Institute of Secretariat Training & Development

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