



# National Institute Of Secretariat Training & Development

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India  
Ph. +91-120-2682107, 2682110, 2682111, Fax No: +91-120-2682109, WhatsAppNo+91-9811094923  
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No KCP/SAC/Let/63-33-963

New Delhi, India, the Dated, 27<sup>th</sup> February, 2024

To,

The Chief Secretary  
Secretariat  
Jaipur, Rajasthan 302005

कार्यालय मुख्य सचिव  
राजस्थान, जयपुर  
CSO/2024/2208630  
दिनांक 18-03-2024

Secy DoP  
27/02/24

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:-

Code No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
ST 001	Leadership & Managerial Skills, Management & Business Administration	"Singapore, Kuala Lumpur & Bangkok"	06th April, 2024 To 13th April, 2024 Last Date 03rd February, 2024)	4,36,000.00
ST 002	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Belgium, Switzerland & Netherlands (Europe)	16th May, 2024 To 23rd May, 2024 (Last Date 06th March, 2024)	5,96,000.00



ST 003	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	16th May,2024 To 23rd May,2024 Last Date 03rd March, 2024	6,96,000.00
ST 004	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne, Wollongong (Australia)	06th June,2024 To 13th June,2024 Last Date 03rd April,2024	5,96,000.00
ST 005	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	06th June,2024 To 13th June,2024 Last Date 03rd April,2024	5,96,000.00
ST 006	"Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne, Wollongong (Australia)	06th July,2024 To 13th July,2024 Last Date 03rd May,2024	5,96,000.00
ST 007	Leadership & Managerial Skills, Management & Business Administration	New York Los Angeles, Fresno,Orlando (United State)	06th July,2024 To 13th July,2024 Last Date 03rd May ,2024	6,36,000.00
ST 008	Leadership & Managerial Skills, Management & Business Administration	London, Sheffield, Liverpool, Bristol (United Kingdom)	09th August,204 To 16th August,2024 ( Last Date 09th June,2024)	5,96,000.00
ST 009	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	09th August,2024 To 16th August,2024 ( Last Date 30th June,2024)	6,96,000.00
ST 010	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	16th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	5,96,000.00
ST 011	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Fresno, Orlando (United State)	16th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	6,96,000.00
ST 012	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	16th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	5,96,000.00
ST 013	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Fresno, Orlando (United State)	16th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	6,96,000.00
ST 014	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Paris (France) Zurich (Switzerland) (Europe)	16th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	5,96,000.00
ST 015	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, ,Fresno, Orlando (United State)	16th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	6,96,000.00
ST 016	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06th Sepmenber, 2024 To 13th Sepmenber, 2024 ( Last Date 01st July,2024	5,96,000.00



ST 017	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	Paris (France) Zurich (Switzerland) (Europe)	03rd September, 2024 to 09th September, 2024 ( Last Date 01st July,2024)	5,96,000.00
ST 018	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, ,Fresno, Orlando (United State)	03rd September 2024 to 09th September 2024 ( Last Date 01st July,2024)	6,96,000.00
ST 019	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	03rd September, 2024 to 09th September, 2024 ( Last Date 01st July,2024)	5,96,000.00
ST 020	"Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Dubai, Abu Dhabi (UAE)"	03rd September 2024 to 09th September, 2024 ( Last Date 01st July,2024)	3,96,000.00
ST 021	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09th September, 2024 To 16th September, 2024 ( Last Date 03rd July,2024)	5,96,000.00
ST 022	Leadership & Managerial Skills, Management & Business Administration	Stockholm (Sweden) Cologne (Germany) and Barcelona (Spain) Europe	09th September, 2024 To 16th September, 2024 ( Last Date 03rd July,2024)	5,96,000.00
ST 023	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	Stockholm (Sweden) Cologne (Germany) Barcelona (Spain)	23rd September 2024 to 30th September, 2024 ( Last Date 09th July,2024)	5,96,000.00
ST 024	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, ,Fresno, Orlando (United State)	16th September 2024 To 23th September, 2024 ( Last Date 09th July,2024)	5,96,000.00
ST 025	" 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	Stockholm (Sweden) Cologne (Germany) Barcelona (Spain)	23rd September 2024 to 30th September, 2024 ( Last Date 09th July,2024)	5,96,000.00

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\\_Offence\\_Europe1.pdf](https://nistd.co/Child_protection_system_especially_juvenile_justice_Protection_of_Children_from_Sexual_Offence_Europe1.pdf)
2. [https://nistd.co/Community\\_Based\\_Disaster\\_Risk\\_Reduction\\_& Smart\\_and\\_Sustainable\\_Citiesunder\\_Capacity\\_Building\\_Australia1.pdf](https://nistd.co/Community_Based_Disaster_Risk_Reduction_& Smart_and_Sustainable_Citiesunder_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\\_Tokoyo1.pdf](https://nistd.co/Leadership_Tokoyo1.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\\_heath\\_Food\\_Civil\\_Supplies\\_Lifestyle\\_Related\\_Diseases\\_Prevention\\_& Smart\\_and\\_Su st\\_Australia1.pdf](https://nistd.co/Public_heath_Food_Civil_Supplies_Lifestyle_Related_Diseases_Prevention_& Smart_and_Su st_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)

