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National Institute Of Secretariat Training & Development

(Established by Govt. of NCT of Delhi)

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Ref No:- KCP/GS/Let/63-33-966

New Delhi, India, the Dated 4th April, 2024

To,

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

By Registered Post

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). 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.

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	"Participatory Irrigation Management System for Paddies (A), Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity" & "Smart and Sustainable Cities"	London, Sheffield, Liverpool (United Kingdom)	09th August, 2024 To 16th August, 2024 (Last Date 09th June, 2024)	6,96,000.00
ST 002	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles (United State)	09th August, 2024 To 16th August, 2024 (Last Date 30th June, 2024)	6,96,000.00
ST 003	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)	6,96,000.00
ST 004	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	16th August, 2024 To 23rd August, 2024 (Last Date 13th June, 2024)	6,96,000.00
ST 005	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)	6,96,000.00
ST 006	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06th September, 2024 To 13th September, 2024 (Last Date 01st July, 2024)	6,96,000.00
ST 007	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles (United State)	03rd September 2024 To 09th September 2024 (Last Date 01st July, 2024)	6,96,000.00
ST 008	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	03rd September, 2024 To 09th September, 2024 (Last Date 01st July, 2024)	6,96,000.00
ST 009	"Middle East Models of Infrastructures Developed" "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, Liverpool (United Kingdom)	03rd September 2024 To 09th September, 2024 (Last Date 01st July, 2024)	4,96,000.00

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ST 010	"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	09 th Sepmenber, 2024 To 16 th Sepmenber, 2024 (Last Date 03rd July,2024)	6,96,000.00
ST 011	Leadership & Managerial Skills, Management & Business Administration	London, Sheffield, Liverpool (United Kingdom)	09 th Sepmenber, 2024 To 16 th Sepmenber, 2024 (Last Date 03rd July,2024)	6,96,000.00
ST 012	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 rd Sepmenber 2024 To to 30 th Sepmenber, 2024 (Last Date 09th July,2024)	6,96,000.00
ST 013	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles (United State)	16 th Sepmenber 2024 To To 23th Sepmenber, 2024 (Last Date 09th July,2024)	6,96,000.00
ST 014	" 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).	23 rd Sepmenber 2024 To to 30 th Sepmenber, 2024 (Last Date 09th July,2024)	6,96,000.00

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

GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 60 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.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 5,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- 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 5,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form . Your prompt attention to these matters will help facilitate a smooth registration process.

Inclusions

1. Program Management Charges: This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. Travel Arrangements: It covers the cost of economy class airfare, luxurious AC coach transfers, The package also includes return airport transfers, ensuring seamless travel experiences.
3. Visa and Clearances: The fee incorporates the expenses associated with visa procurement and related clearances.
4. Accommodation (Twine Shaing) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- The program is designed for IAS/HCS/PCS Officers a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

Thanking You,

For National Institute of Secretariat Training & Development

