



National Institute Of Secretariat Training & Development

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

New Delhi, India, the Dated 30th 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)	03rd September 2024 To 09th 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)	6,96,000.00

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	03rd September 2024 To 09th September 2024 (Last Date 01st July, 2024)	6,96,000.00
ST 011	Leadership & Managerial Skills, Management & Business Administration	London, Sheffield, Liverpool (United Kingdom)	09th September, 2024 To 16th September, 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 September 2024 To to 30th September, 2024 (Last Date 09th July, 2024)	6,96,000.00
ST 013	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles (United State)	16th September 2024 To To 23th September, 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 September 2024 To to 30th September, 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





National Institute Of Secretariat Training & Development

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Ref No:- EDP/SAC/Let/33-69-339

New Delhi, India, the Dated, 30th April, 2024

To,

By Registered Post

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

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs:-

Code No.	Topics	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	Leadership & Managerial Skills, Management & Business Administration	09-10 June,2024 (Last Date 06th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00	76,690.00
EDP 002	Advance course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh, UT Of Ladakh,India	56,390.00	76,690.00
EDP 003	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	56,390.00	76,690.00
EDP 004	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 005	Leadership & Managerial Skills, Management & Business Administration	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 006	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 007	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 008	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 009	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules ,	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	56,390.00	76,690.00
EDP 010	"Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06 th July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	56,390.00	76,690.00

EDP 011	Leadership & Managerial Skills, Management & Business Administration	14-15 July, 2024 (Last Date 06 th July, 2024)	Keys Select Hotel, Kochi Kochi, Kerala 682013	56,390.00	76,690.00
EDP 012	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00	76,690.00
EDP 013	Leadership Excellence and Effective Decision Making.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00	76,690.00
EDP 014	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00	76,690.00
EDP 015	Leadership & Managerial Skills, Management & Business Administration	14-15 July, 2024 (Last Date 06 th July, 2024)	Taj Malabar Resort & Spa Cochin, Kerala, India	56,390.00	76,690.00
EDP 016	Quality Control & Quality Assurance, Under Capacity Building program	14-15 July, 2024 (Last Date 06 th July, 2024)	Taj Malabar Resort & Spa Cochin, Kerala, India	56,390.00	76,690.00
EDP 017	Government e-Market place (Portal), Procurement from GeM, e-tendering, e- Governance & GST	28-29 July, 2024 (Last Date 19 th July, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00	76,690.00
EDP 018	Leadership & Managerial Skills, Management & Business Administration	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00	76,690.00

Registration Form download :- https://nistd.co/EDP_Registration_form.pdf

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 36,600 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

Transportation: Participants are responsible for their own arrangements to reach the venue.

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

Yours Truly,

For National Institute Of Secretariat Training & Development


Deepak Kumar
 Addl. Director (Training)




National Institute Of Secretariat Training & Development

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Ref No OS/SAC/Let/23-63-669

New Delhi the Dated 30th April, 2024

To,

By Registered Post

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

Subject: In house-Onsite Training programs for Engineers & Admin staff

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.

Capacity Building for better cities is the effort to strengthen and improve the abilities of personnel and organizations to be able to perform their tasks in a more effective, efficient and sustainable manner. It needs to be appreciated that capacity building is a long term and ongoing effort which needs to be institutionalised in the planning and implementation process starting from the ULB to state to the central level programs. Capacity Building needs to be a continuous and ongoing initiative whose aim is to improve and facilitate the skill sets and processes involving human and other perceivable inputs. There is a need to calibrate and benchmark continuously against measurable indicators over a period of time in order to make course corrections to achieve the desired results.

The objective of Capacity Building programme as emphasised are:

- Professionalizing urban management through creation of a municipal cadre, city managers who can manage and govern cities especially in urban planning, E-governance / IT, municipal infrastructure and service delivery.
- Enhancing capacities/supply side/agencies to provide state of the art skills and resources to meet required demands of city managers and associated agencies thereby enhancing their capacities to improve city management, governance reforms, municipal infrastructure and service delivery.
- Institutionalise the use of appropriate tools and processes to enable better planning and implementation of municipal infrastructure, service delivery and governance reforms.

List of Training Programs:

Code No	Training Topics	Duration	Course Fee + 18% GST Extra
OS 01	"Right to information Act 2005, Case Studies/Court Cases & Improvement of Record Management System & a tool of Transparency & Citizen Charter" In Government Departments Autonomous Bodies & PSUs"	2 Days	2,69,000.0
OS 02	"Public Procurement, E - Procurement, Govt. E- Marketplace (GeM) & PFMS " In Government Departments Autonomous Bodies & PSUs"	2 Days	2,69,000.0
OS 03	"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."	2 Days	2,69,000.0
OS 04	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 05	"Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 06	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	3 Days	2,69,000.0
OS 07	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	3 Days	2,96,000.0
OS 08	"Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0

OS 09	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	2,69,000.0
OS 10	"Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 11	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 12	"Establishment Rules & General Administration Matters" Of Government Departments Autonomous Bodies & PSU".	2 Days	2,69,000.0
OS 13	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	2,96,000.0
OS 14	Swatch Bharat Mission	3 Days	2,96,000.0
OS 15	"Finance Management in Govt. with Financial & Administrative Powers	2 Days	2,69,000.0
OS 16	CPM as Tool for Construction Management	2 Days	2,69,000.0
OS 17	Project Management for Engineers	2 Days	2,69,000.0
OS 18	Quality Control & Quality Assurance	2 Days	2,69,000.0
OS 19	Project Preparation, DPR Preparation and Core Network	3 Days	2,69,000.0
OS 20	Project Management in Construction Industry	3 Days	2,69,000.0
OS 21	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	2,69,000.0
OS 22	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	2,69,000.0
OS 23	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	2,96,000.0
OS 24	Procurement & Contract Management for Building & Roads Projects	2 Days	2,69,000.0
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	2,69,000.0

In addition to the above programme other customized programs to the choice can be organized

The participants will be issued course material during the courses.

The participants will be issued course material during the course. 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.

National Institute of Secretariat Training & Development (NISTD), shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board / Corporations/Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- To arrange Boarding, Lodging for faculty & NISTD Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NISTD Staff.
- Arrangement of Venue, lunch and 2 times tea for participants, faculty & NISTD Staff.

Payment: In advance or before commencement of training program through RTGS/NEFT in favor of "National Institute of Secretariat Training & Development"

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

Thanking You,

For National Institute of Secretariat Training & Development


(S K Gupta)
Deputy Director (Training)
New Delhi