



**National Institute Of Secretariat Training & Development**  
( An ISO 9001;2015 Institue )

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New Delhi, India Dated 23rd October, 2024

To,

By E-mail & Registered Post

The Principal Secretary  
Chief minister office  
Govt of rajasthan  
pscm-rj@gov.in

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

Dear Sir/Madam,

I hope this message finds you well.

The National Institute of Secretariat Training & Development (NISTD), established by the Government of NCT of Delhi, serves as an autonomous body dedicated to enhancing the skills and capabilities of officers in various sectors of the Indian industry. Our primary objective is to provide comprehensive training to officers belonging to Central and State Government Services, as well as other organized/subsidiary services. This initiative aims to empower these officers to perform their duties more effectively and efficiently, thereby contributing to the overall improvement of administrative services.

In response to the demands of today's rapidly evolving business landscape, continuous enhancement of knowledge is essential. While experiential learning remains invaluable, staying informed about emerging technologies and best practices is crucial for maximizing project productivity and effectiveness. We are excited to introduce our specialized program, the Study Tour for Construction Professionals. This program is meticulously designed for executives and decision-makers across local, state, and central government sectors, as well as the corporate realm.

By facilitating international tours, this program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations from around the globe. As India strengthens its position on the global stage, this initiative is poised to equip participants with the insights needed to contribute effectively to the nation's growth.

Our Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, covers a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. This program addresses critical global challenges while emphasizing the development of "Smart and Sustainable Cities." Training initiatives will span 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
- Forestry Management

Through these initiatives, participants will gain valuable insights into modern management practices, enabling them to effectively contribute to the growth and sustainability of urban centers. Our collaborations with governments from Europe, the UAE, Russia, Japan, and Southeast Asian countries highlight the international scope of this endeavor, fostering cross-cultural learning and knowledge exchange to address complex global challenges.

NISTD is pleased to announce the organization of international study tours on various topics in the following 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" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	09th January,2025 To 16th January,2025	4,96,000.00 (INR)
ST 002	Leadership & Managerial Skills, Management & Business Administration	London, Sheffield, (United Kingdom)	09th January,2025 To 16th January,2025	4,96,000.00 (INR)
ST 003	Leadership & Managerial Skills, Management & Business Administration	New York & <u>Los Angeles</u> , (United State)	16th January,2025 To 23rd January,2025	4,96,000.00 (INR)
ST 004	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 January,2025 To 23rd January,2025	4,96,000.00 (INR)
ST 005	Leadership & Managerial Skills, Management & Business Administration	New York & <u>Los Angeles</u> , (United State)	16th January,2025 To 23rd January,2025	4,96,000.00 (INR)
ST 006	Leadership & Managerial Skills, Management & Business Administration	New York & <u>Los Angeles</u> , (United State)	23rd January,2025 To 30th January,2025	4,96,000.00 (INR)
ST 007	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Paris (France)& Zurich (Switzerland) (Europe)	16th January,2025 To 23rdJanuary,2025	4,96,000.00 (INR)
ST 008	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , (United State)	19th January,2025 To 27thJanuary,2025	4,96,000.00 (INR)
ST 009	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06th Febury,2025 To 13th February,2025	4,96,000.00 (INR)
	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building &	Paris (France) Zurich (Switzerland) (Europe)	06th Febury,2025 To 13th February,2025	4,96,000.00 (INR)

ST 010	Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program			
ST 011	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , (United State)	06th Febury,2025 To 13th February,2025	4,96,000.00 (INR)
ST 012	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06th Febury,2025 To 13th February,2025	4,96,000.00 (INR)
ST 013	"Middle East Models of Infrastructures Developed" Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 014	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 015	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) and Barcelona (Spain) Europe	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 015 A	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	London, Sheffield, (United Kingdom)	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 016	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , (United State)	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 017	" 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	Cologne (Germany) and Barcelona (Spain) Europe	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)
ST 018	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)	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)
ST 019	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , (United State)	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)
ST 020	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	Cologne (Germany) and Barcelona (Spain) Europe	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)
ST 021	" 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 (Japan)	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)
	Japan's Model Of Infrastructure Development" Smart and	Tokyo, Hiroshima , (Japan)	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)

ST 022	Sustainable Cities” under Capacity Building program Technical Cooperation Program			
ST 023	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , (United State)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 024	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 025	“Sustainable Forestry Management with Community Participation” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 026	Leadership & Managerial Skills, Management & Business Administration	Indonesia	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 027	“Seismology, Earthquake Engineering and Tsunami Disaster Mitigation” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 028	Leadership & Managerial Skills, Management & Business Administration	New York & <u>Los Angeles</u> , (United State)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 029	“Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	New York & <u>Los Angeles</u> , (United State)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 030	“Community Based Disaster Risk Reduction (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney, Melbourne (Australia)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 031	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne (Australia)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 032	“Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 033	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , (United State)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)

### Customized International Study Tour Programs

In addition to the above program, customized international study tour programs can be organized based on preferred destinations.

#### General Instructions

- **Submission of Documents:** Please submit candidate names and passport photocopies at least 60 days in advance to facilitate necessary arrangements for travel, accommodations, faculty bookings, visa processing, and program planning.
- **Charges for Accompanying Family:** For accompanying spouses and/or children (ages 5 to 12 and above), the estimated charges for the entire duration will be INR 4,69,000 plus 18% GST. Payment should be made in advance to NISTD.

- **Nominations:** Accepted based on seat availability and receipt of the participation fee by the specified deadline.
- **Accommodation Policy:** NISTD does not provide accommodations before or after the designated program dates. Extended stays must be arranged independently.
- **Refund Policy:** The participation fee is non-refundable; however, substitutions can be made, or fees adjusted for future nominations.
- **Health and Safety:** Participants are responsible for their own health and safety during the study tour. NISTD is not liable for medical expenses incurred during the program.
- **Additional Charges:** Participants are responsible for settling any additional bills directly with the hotel (e.g., family members, laundry, minibar, room service) before check-out.
- **Certificate of Participation:** Successful participants will receive a Certificate of Participation upon program completion.
- **Business Class Airfare:** An optional Business Class airfare add-on is available upon request for an additional charge of INR 6,96,000.

### Inclusions

1. **Program Management Charges:** Covers administration, faculty compensation, and study tour infrastructure.
2. **Travel Arrangements:** Economy class airfare, luxurious AC coach transfers, and return airport transfers.
3. **Visa and Clearances:** Includes visa procurement and related clearances.
4. **Accommodation:** Comfortable stay in a 4-star hotel.
5. **Meals:** Daily breakfast provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage for each participant.
7. **Site Visits:** Engaging site visits for firsthand exposure to urban development facilities.

### Target Audience

This program is designed for IAS/HCS/PCS Officers and other professionals from various government sectors, PSUs, autonomous bodies, and relevant fields. Participants will engage in a comprehensive itinerary that includes site visits, interactions with officials, and insights into ongoing urban projects.

### Schedule Changes

The program will proceed as planned unless unforeseen circumstances arise beyond our control.

For inquiries regarding the Study Tour, please contact our Central Line at +91-9811094923.

We encourage prompt submission of nominations, as availability is limited and registrations are accepted on a first-come, first-served basis.

We invite you to submit nominations for this unique opportunity. Your participation will be instrumental in enhancing the effectiveness and innovation within your respective sectors.

We look forward to your confirmation and any further responses at your earliest convenience.

**Best regards,**

**For National Institute of Secretariat Training & Development**



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



**Application Form**  
**Knowledge Co-Creation Program**

Date \_\_\_\_\_ To \_\_\_\_\_,

Topic \_\_\_\_\_.

Venue \_\_\_\_\_.

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Office Address : \_\_\_\_\_

City :- \_\_\_\_\_ Pin \_\_\_\_\_ State \_\_\_\_\_

Telephone : (Off) \_\_\_\_\_ (Res) \_\_\_\_\_

Fax : \_\_\_\_\_ Mob No.: \_\_\_\_\_ E-mail : \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

(Photocopies of the form may be used for more delegates)