

From: Pr. Secretary to CM <pscm-rj@gov.in>

Sent: Saturday, November 9, 2024 1:17 PM

To: jsar.cmo

Subject: Fwd: KRI-Knowledge Co-creation Programme (International Study Tour) -Call For Nominations & Executive Development Program - Call for Nominations

From: chairman@ictsr.in

To: "Pr. Secretary to CM" <pscm-rj@gov.in>

Sent: Saturday, November 9, 2024 11:30:16 AM

Subject: KRI-Knowledge Co-creation Programme (International Study Tour) -Call For Nominations & Executive Development Program - Call for Nominations

**Ref No KCP/KRI/63-66-699
2024**

New Delhi, India Dated 09th November,

To,

By E-mail & Registerd 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

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The *National Institute of Secretariat Training & Development (NISTD)*, Ministry of Human Resource Development, (Department of Education), Govt. of India, serves as an autonomous body supporting various sectors of Indian industry. NISTD's core mandate is to provide training to officers of the *Central Secretariat Service (CSS)* and other organized or subsidiary services operating within the Central Secretariat. CSS officers are crucial to the functioning of Central Government Ministries and Departments, often holding positions up to the level of Joint Secretaries. Their key responsibilities include policy formulation, execution, monitoring, and review.

In addition to its work with CSS officers, NISTD extends training services to *State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies*, and other organizations in specialized and general areas. The institute's programs encompass induction-level and functional training for officials from various service cadres and departments, covering topics such as public administration, financial management, economic development, management development, trainer development, information technology, disaster management, and urban management. NISTD's courses are well-designed, comprehensive, and emphasize interactive, participatory approaches. Over time, the institute has grown to become one of India's leading training organizations.

Dear Sir/Madam,

Please find here with Attached.

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

Thanking You

Regards

**National Institute Of Secretariat Training & Development
B-11C, Inderprastha, Tiila Shabajpur, NCR New Delhi,
Ghaziabad-201102, New Delhi, India
Ph. +91-120-2682107, 2682110, 2682111**

Fax No: +91-120-2682109, M-09811094923

E Mail: info@nistd.in, infonistd@gmail.com, Website: www.nistd.in



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E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No KCP/KRI/63-66-699

New Delhi, India Dated 09th November, 2024

To,

By E-mail & Registered Post

The Principal Secretary
Chief minister office
Govt of rajasthan
[psc-m-rj@gov.in](mailto:pscm-rj@gov.in)

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Department of Education, Govt. of India), & An ISO 9001:2015 Certified Institute 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 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.

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	Paris (France) Zurich (Switzerland) (Europe)	06th Februry,2025 To 13th February,2025	4,96,000.00 (INR)

ST 002	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)	06th Februry,2025 To 13th February,2025	4,96,000.00 (INR)
ST 003	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	06th Februry,2025 To 13th February,2025	4,96,000.00 (INR)
ST 004	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th Februry,2025 To 16th February,2025	4,96,000.00 (INR)
ST 005	“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 006	“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 007	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 008	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	London & Manchester (United Kingdom)	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 009	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	03rd February,2025 to 09th February,2025	4,96,000.00 (INR)
ST 010	“ 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 011	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 012	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)

ST 013	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 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	Tokyo, Hiroshima (Japan)	16th February,2025 To 23rd February,2025	4,96,000.00 (INR)
ST 015	Japan’s Model Of Infrastructure Development“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)
ST 015 A	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 016	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 017	“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 018	Leadership & Managerial Skills, Management & Business Administration	Indonesia	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 019	“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 020	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 021	“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 & Los Angeles, (United State)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 022	“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 023	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
	“Public heath, Food, Civil Supplies, Lifestyle- Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical	London &	19th March,2025 To	

ST 024	Cooperation Program	Manchester (United Kingdom)	26th March,2025	4,96,000.00 (INR)
ST 025	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 026	“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 & Manchester (United Kingdom)	09th April,2025 To 16th April,2025	4,96,000.00 (INR)
ST 027	Leadership & Managerial Skills, Management & Business Administration	London & Manchester (United Kingdom)	09th April,2025 To 16th April,2025	4,96,000.00 (INR)
ST 028	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th May,2025 To 23rd May,2025	4,96,000.00 (INR)
ST 0028	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 May,2025 To 23rd May,2025	4,96,000.00 (INR)
ST 030	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th June,2025 To 23rd June,2025	4,96,000.00 (INR)
ST 031	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	23rd June,2025 To 30th June,2025	4,96,000.00 (INR)
ST 032	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Paris (France) & Zurich (Switzerland) (Europe)	16th June,2025 To 23rd June,2025	4,96,000.00 (INR)
ST 033	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	19th July,2025 To 27th July,2025	4,96,000.00 (INR)

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 45 days in advance. This allows the (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 3,69,000 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 1,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

The Institute strongly encourages potential participants and their respective management teams to proactively communicate in advance. You can specify any specific issues or areas of concern that you would like to see covered in the course materials or addressed during the study tour. These suggestions should naturally align with the scope and focus of the program's subject matter. Your input will greatly contribute to tailoring the content to your needs and ensuring a more effective and relevant learning experience.

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.

Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Institute Of Secretariat Training & Development
Bank Name	Punjab & Sindh Bank
Branch	Chander Nagar, Ghaziabad
Currant A/C No	09061100000517
IFSC Code	PSIB0000906
MICR CODE (9 Digit No.)	110023100

Or Payment be made through Bank Draft in favor of “National Institute Of Secretariat Training & Development” payable at New Delhi

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, and visits to various destinations. 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:** Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast, lunch, and dinner are provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. **Site Visits:** Participants will have the opportunity to engage in insightful site visits.

Rest assured, the study tour professional fee covers these extensive services to ensure a comprehensive and enriching experience for each participant.

Study tour participant:-The program is designed for 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.

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

The site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas. This hands-on experience aims to offer participants valuable insights into the operational aspects and challenges of these facilities, contributing to a deeper understanding of urban development dynamics.

Change of Schedule

The mentioned program is scheduled to proceed as planned and will not be subject to alterations, postponements, or cancellations, unless unforeseen circumstances arise that are beyond our control.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis.

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

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.
For National Institute of Secretariat Training & Development



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



Registration 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)



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, WhatsApp No +91-9811094923

E-Mail: -info@nistd.in, infonistd@gmail.com Website: -www.nistd.in

Ref No EDP/KRI/63-66-639

New Delhi, India 09th November, 2024

To,

By E-mail & Registered Post

The Principal Secretary

Chief minister office

Govt of Rajasthan

pscm-rj@gov.in

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Department of Education, Govt. of India), & An ISO 9001:2015 Certified Institute 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.

The Executive Development Programs offered by NISTD are grounded in a philosophy of continual learning, making them particularly suitable for busy executives. These programs are specifically designed to meet the needs of professionals who face time constraints and challenges in enrolling for traditional, lengthy courses. They offer a valuable opportunity for individuals who may 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 informed about the latest advancements in the business world while enhancing their managerial skills effectively.

The training topics covered are highly relevant to modern government operations, including:

- **Office Systems and E-Governance:** Streamlining administrative processes and embracing technology-driven citizen services.
- **Stress Management:** Ensuring mental and emotional well-being for better decision-making.
- **Project and Financial Management:** Essential for efficient resource allocation and successful project execution.
- **Quality Control:** Maintaining high standards in government projects.
- **Record and Database Management:** Facilitating informed decisions and transparency.
- **Change Management:** Enabling smooth transitions in organizational processes.
- **Gender Sensitivity:** Fostering an inclusive workplace.
- **Leadership, Public Procurement, and Contract Management:** Vital for effective governance.
- **Right to Information Act:** Promoting transparency in operations.
- **Digital Transformation:** Enhancing service delivery in a tech-driven environment.
- **Hazardous Waste Management:** Aligning with environmental goals.

Collectively, these topics empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

Code No	Title Of Programme	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (Single Shairing) (RS)	Residntial (Twine Sharing) (Rs)
EDP 001	General Financial Rule GFR Tendering & Contract Management	08th & 09th December, 2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 002	Project Management and Financial Management	08th & 09th December, 2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 003	Modern Office Administration & Management, Focus: HR & Digital India	08th & 09th December, 2024	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 004	Operation and Maintenance of Wastewater Treatment Plants	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Retirement empowerment training: impactful readiness for employees – uplifting programme (RETIRE- UP)	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 006	Contract Management/Safe guards in tendering, public procurement	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 007	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 008	Leadership Challenges in Digital Transformation	08th & 09th December, 2024	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	46,390.00 (INR)	56,690.00 (INR)
EDP 009	Advanced Course on Right to Information Act and Modern Office Management	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 010	Managerial Leadership & Team Building	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 011	Stress Management and Strategic Financial Planning for Organizational Excellence	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Managing Work Life Balance	22nd & 23rd December, 2024	Hotel Bogmallo Beach Resort, South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 013	Developing Managerial & Leadership Skills	22nd & 23rd December, 2024	Hotel Bogmallo Beach	46,390.00 (INR)	56,690.00 (INR)

			Resort,South Goa, Goa		
EDP 014	Preparatorytrainingfor Energy Managers and EnergyAuditors.	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 015	MissionLIFE:Lifestyle for Environment and Green Credit	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 016	Policy making, institutionalframework, governance and strategies – Scoping redesignprospectsand initiatives	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 017	ImprovingLeadership, Managerial & Administrative Skills	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Negotiation&Conflict Resolution Strategies	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 019	PreventiveVigilance,E- ProcurementandKeyto Good Governance	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 020	GeneralFinancialRule GFR Tendering & Contract Management	22nd & 23rd December,2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 021	Negotiation&Conflict Resolution Strategies	22nd & 23rd December,2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 022	GenderSensitization& Prevention of Sexual Harassment at Workplace	22nd & 23rd December,2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 023	Environment,Socialand Governance (ESG)	22nd & 23rd December,2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 024	WhyisPowerQuality in Electrical Systems Such a Big Issue?	22nd & 23rd December,2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 025	Performance Management, Monitoringand Evaluation for Organizational Excellence	22nd & 23rd December,2024	Holiday Inn Resort Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 026	PolicyEntrepreneurship, Program Design and Development Initiatives – Thematic Experiences andFuturistic Roadmap	05th & 06th January, 2025	Lemon Tree Hotel, Port Blair,Andeman& Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 027	Productivity Improvementthrough Team Building and Effective Communication	05th & 06th January, 2025	Lemon Tree Hotel, Port Blair,Andeman& Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 028	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modeling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping,	05th & 06th January, 2025	Sea Shell Coral Cove, Andeman& Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 029	Leadership&Team Building	05th & 06th January, 2025	Sea Shell Coral Cove, Andeman& Nicobar	46,390.00 (INR)	56,690.00 (INR)

EDP 030	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	05th & 06th January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 031	Soft Skills for Productivity Improvement	05th & 06th January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 032	Productivity Improvement Tools and Techniques	05th & 06th January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 033	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	05th & 06th January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 034	Good Governance & Transparency through RTI	05th & 06th January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 035	Environment, Social and Governance (ESG)-Way to Sustainability	05th & 06th January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 036	Quality Control Tools for Organizational Problem Solving	05th & 06th January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 037	Advanced Course on Productivity and Digital Workplace Management	05th & 06th January, 2025	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 038	Effective Office Administration and Financial Management	05th & 06th January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 039	Modern Office Management, Team building, Leadership & Performance Management	20th & 21st January, 2025	Radisson Blu Kochi, Cochin, Kerala, India	46,390.00 (INR)	56,690.00 (INR)
EDP 040	Finance & GFR for functional & Non-Finance Executives	20th & 21st January, 2025	Radisson Blu Kochi, Cochin, Kerala, India	46,390.00 (INR)	56,690.00 (INR)
EDP 041	Team Work for Better Performance & Developing a Strategy to deal with Stress	20th & 21st January, 2025	Keys Select Hotel, Kochi Kochi, Cochin Kerala - 682013	46,390.00 (INR)	56,690.00 (INR)
EDP 042	Management Development Program for Decision Making and Problem Solving	20th & 21st January, 2025	HOLIDAY INN COCHIN Cochin, Kerala, India	46,390.00 (INR)	56,690.00 (INR)
EDP 043	Secretarial Effectiveness and Modern Office Management	20th & 21st January, 2025	Kochi Marriott Hotel, Cochin, Kerala, India	46,390.00 (INR)	56,690.00 (INR)
EDP 044	RTI & Office Management	20th & 21st January, 2025	Novotel Kochi Infopark, Cochin, Kerala, India	46,390.00 (INR)	56,690.00 (INR)
EDP 045	Good Governance & Transparency through RTI	20th & 21st January, 2025	Novotel Kochi Infopark, Cochin, Kerala, India	46,390.00 (INR)	56,690.00 (INR)
EDP 045 A	Digital Workplace: Essentials for non-IT Executives	09th & 10th February, 2025	Radisson Blu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)

EDP 046	PublicProcurementand Contracts management	09th & 10th February,2025	Radisson Blu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 047	IndustrialPractitioner's Course on Energy Efficiency	09th & 10th February,2025	Radisson Blu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 048	CapacityBuildingon4 New Labour Codes – strategy&Compliance Management	09th & 10th February,2025	Country Inn & Suites by Radisson Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 049	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modeling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping,	09th & 10th February,2025	Country Inn & Suites by Radisson Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 050	Tendering & Procurementthrough GeM	09th & 10th February,2025	Country Inn & Suites by Radisson Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 0050	LeanManufacturingand Industry 4.0	09th & 10th February,2025	Lemon Tree Hotel Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 051	CentrifugalPumps– How to Efficiently Operate & Maintain Them?–Allyouwanted to know	09th & 10th February,2025	Lemon Tree Hotel Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 052	Environment, Social and Governance (ESG)- Way to Sustainability	09th & 10th February,2025	Lemon Tree Hotel Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 053	Effective Office Administration and FinancialManagement	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 054	Finance&Accounts	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 055	New Labour Codes, Industrial&Personnel Relation	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 056	E- procurement of GoodsandServicesand related GFR Rules	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 057	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 058	Advanced Course on EffectiveDigitalOffice Management	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 059	PolicyPrototypingand projects/ Schemes design and projects implementation and monitoring and evaluation towards economic growth and developmentalimpetus.	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 060	Procurement and	23rd & 24th	Sinclairs Retreat Ooty		

	ContractManagement	February,2025	(Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 060 A	DesignThinkingin Human Resource Management	23rd & 24th February,2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 061	NeuroLinguistic Programming	23rd & 24th February,2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 062	Soft skills for productivity improvement	23rd & 24th February,2025	Sterling Ooty Fern Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 063	Administrative Effectiveness,Focus: POSH & RTI	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 064	EnhancingLeadership, Managerial and Administrative Skills	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 065	Leadership,Team Building and Performance Management	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 066	HumanRightsandAnti- Corruption & Anti- bribery Management System to improve Governanceaspartof ESG	23rd & 24th February,2025	Sterling Ooty Elk Hill Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 067	ProjectManagement and Financial Management	09 th March,2025 To 10 th March, 2025	Lemon Tree Premier Buddhanilkantha Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 067 A	DigitalTransformation through e-Governance & ICT	09 th March,2025 To 10 th March, 2025	Hotel Kathmandu Marriott Hotel Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 068	StressManagementfor Improving Productivity	09 th March,2025 To 10 th March,2025	Hotel The Soaltee Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 069	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modeling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping,	09 th March,2025 To 10 th March,2025	Hotel Yak &YetiKathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 070	FutureLeadership DevelopmentProgrammefo r organisationaleffectiveness &productivity	09 th March,2025 To 10 th March,2025	Hotel Hyatt Place Kathmandu, (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 071	Administrative Effectiveness,Focus: PreventiveVigilance&e- Procurement	09 th March,2025 To 10 th March,2025	Hotel Hyatt Place Kathmandu, (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 072	Advanced Course on RighttoInformationAct and Modern Office Management	09 th March,2025 To 10 th March,2025	Hotel Hilton Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 073	Modern Office Management, Team Building,Leadership&Perfo rmance Management	09 th March,2025 To 10 th March,2025	Radisson Hotel Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 074	Management DevelopmentProgram for	09 th March,2025 To	Hyatt Regency Kathmandu (Nepal)	46,390.00 (INR)	56,690.00 (INR)

	Decision Making and Problem Solving	10th March,2025			
EDP 075	Emotional intelligence for Effective Leadership & Work Life Balance	23rd March,2025 To 24th March,2025	Hotel Northern SinggeLehLeh, Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 075 A	Public Procurement and Contracts management	23rd March,2025 To 24th March,2025	Hotel Northern SinggeLehLeh, Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 076	Systematic Problem Solving, Conflict resolution and change Management	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 077	Negotiation & Conflict Resolution Strategies	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 078	Professional Work & Personal Life Balance for High Productivity in Organization	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 079	Environment, Social and Governance (ESG)-Way to Sustainability	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	46,390.00 (INR)	56,690.00 (INR)
EDP 080	CORPORATE SOCIAL RESPONSIBILITY (CSR)-Business meets Community for Sustainable Development	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	46,390.00 (INR)	56,690.00 (INR)
EDP 081	Advanced GIS Applications in Groundwater Survey, Data Spatial Analysis, Modeling Plugins, Digitization, project, data base research tools, thematic map, web GIS, Open Source Tools, Groundwater resource mapping,	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	46,390.00 (INR)	56,690.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

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 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- 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.
- NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.

- NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
- Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
- 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 second day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop. These topics should naturally fall within the scope of the program's subject matter. Your input will contribute to tailoring the content to better suit the participants' needs and enhance the overall workshop experience.

Inclusions:

- Accommodation in a star hotel
- Daily breakfast, lunch, and dinner for each participant
- The training professional fee per participant covers the following:
- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

PARTICIPANTS' PROFILE

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non-Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Institute Of Secretariat Training & Development
Bank Name	Punjab & Sindh Bank
Branch	Chander Nagar, Dist Ghaziabad-201011
Current A/C No	09061100000517
IFSC Code	PSIB0000906
MICR CODE (9 Digit No.)	110023100

Or Payment be made through Bank Draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

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.

Substituting nominees is allowable.

Schedule of Breaks during the Training Session

MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM

LUNCHTIME: 01:00 PM to 02:00 PM

AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

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.

PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9811094923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For National Institute Of Secretariat Training & Development



Deepak Kumar
Addl Director (Training)



Application Form for Registration
Executive Development Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

NominationStatus

Residential

Non-Residential (pleasetick)

Date: _____

Signature _____

Place:- _____

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