



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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Ref No:- KCP/SAC/Let/63-33-969

New Delhi, Dated 04<sup>th</sup> December, 2024

To,

By Registered Post

The Principal Secretary To Government  
Department Of Personnel, Rajasthan,  
Jaipur Rajasthan 302001

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Department of Education, Govt. of India), 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

S.NO.	Title of Programme	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)	06 <sup>th</sup> February, 2025 To 13th February, 2025	4,96,000.00 (INR)

S.L. R.P.  
17/12/24

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 February,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 February,2025 To 13th February,2025	4,96,000.00 (INR)
ST 004	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th February,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 09 <sup>th</sup> 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 09 <sup>th</sup> 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 09 <sup>th</sup> 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 09 <sup>th</sup> 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 09 <sup>th</sup> 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	16 <sup>th</sup> February,2025 To 23 <sup>rd</sup> 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 016	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 017	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 018	"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 019	Leadership & Managerial Skills, Management & Business Administration	Indonesia	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
ST 020	"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 021	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 022	"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 023	"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 024	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
ST 025	"Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th March,2025 To 26th March,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 60 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.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 6,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

#### 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, 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.

our 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







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Ref No:- EDP /SAC/Let/63-33-969

New Delhi, Dated 04<sup>th</sup> December, 2024

To,

By Registered Post

The Principal Secretary To Government  
Department Of Personnel, Rajasthan,  
Jaipur Rajasthan 302001

## Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Department of Education, Govt. of India), 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.

## List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (Single Shairing) (RS)	Residntial (Twine Sharing) (Rs)
EDP 001	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 002	Managerial Leadership & Team Building	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 003	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 004	Managing Work Life Balance	22nd & 23rd December,2024	Hotel Bogmallo Beach Resort,South Goa, Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 005	Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 006	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 007	Improving Leadership, Managerial & Administrative Skills	22nd & 23rd December,2024	Ocean Palms Goa Resort, Calangute Goa	46,390.00 (INR)	56,690.00 (INR)
EDP 008	Leadership & Team Building	05th & 06th January, 2025	Sea Shell Coral Cove, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 009	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 010	Soft Skills for ProductivityImprovement	05th & 06th January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 011	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	05th & 06th January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 012	Productivity Improvement Tools and Techniques	05th & 06th January, 2025	Hotel Sentinel, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 013	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 014	Good Governance & Transparency through RTI	05th & 06th January, 2025	Sea Princess Beach Resort, Andaman & Nicobar	46,390.00 (INR)	56,690.00 (INR)
EDP 015	Modern Office Management, Team building, Leadership & Performance Management	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 016	Finance & GFR for functional & Non-Finance Executives	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 017	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	20th & 21st January,2025	Radisson Blu Kochi, Cochin, Kerla, India	46,390.00 (INR)	56,690.00 (INR)
EDP 018	Environment, Social and Governance (ESG)- Way to Sustainability	09th & 10th February,2025	Lemon Tree Hotel Jammu Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 019	Effective Office Administration and Financial Management	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 020	Finance & Accounts	09th & 10th February,2025	Hotel Vivanta Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 021	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 022	E- procurement of Goods and Services and related GFR Rules	09th & 10th February,2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	46,390.00 (INR)	56,690.00 (INR)
EDP 023	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 024	Advanced Course on Effective Digital Office Management	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 025	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd & 24th February,2025	Sinclairs Retreat Ooty (Tamil Nadu)	46,390.00 (INR)	56,690.00 (INR)
EDP 026	Project Management and Financial Management	09th March,2025 To 10th March, 2025	Lemon Tree Premier Buddhanilkantha Kathmandu ( Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 027	Digital Transformation through e-Governance & ICT	09th March,2025 To 10th March, 2025	Hotel Kathmandu Marriott Hotel Kathmandu ( Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 028	Stress Management for Improving Productivity	09th March,2025 To 10th March,2025	Hotel The Soaltee Kathmandu ( Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 029	Management Development Program for Decision Making and Problem Solving	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu ( Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 030	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu ( Nepal)	46,390.00 (INR)	56,690.00 (INR)
EDP 031	Emotional intelligence for Effective Leadership & Work Life Balance	23rd March,2025 To 24th March,2025	Hotel Northern Singge Leh Leh, Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 032	Public Procurement and Contracts management	23rd March,2025 To 24th March,2025	Hotel Northern Singge Leh Leh, Ladakh,India	46,390.00 (INR)	56,690.00 (INR)
EDP 033	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 034	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 035	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 036	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 037	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 038	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	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.
- 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.

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  
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

**ADMISSION PROCEDURE**

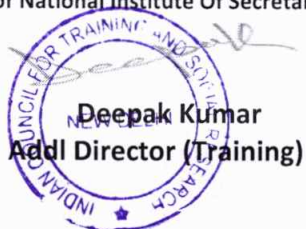
Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

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.

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)