



# India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

trg@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/NEW/VIG/24-8-1453

New Delhi

To  
The Chief Secretary  
Rajasthan

Subject: Three days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle

Three days Training Program on "Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel

Three days Training Program on Digital Personal Data Protection Act 2023 & Privacy Compliance

- From 10 to 12 Dec, 2024 at Lemon Tree Hotel, Port Blair
- From 10 to 12 Feb, 2025 at Hotel Pax Grand Blue, Udaipur
- From 17 to 19 March, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 13 to 15 May, 2025 at Hotel Deskitsal, Leh
- From 22 to 24 July, 2025 at Hotel Deskitsal, Leh
- From 23 to 25 September, 2025 at Lemon Tree Hotel, Port Blair
- From 27 to 29 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 18 to 20 November, 2025 at Lemon Tree Hotel, Port Blair
- From 08 to 10 December, 2025 at Hotel Olive County Manali
- From 17 to 19 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. Reference to Central Vigilance Commission Circular No. 024/VGL/081/36147 Dated 01/08/2024 on Observance of Vigilance Awareness Week, 2024. The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2024 would be observed from **28th October 2024 to 3rd November 2024** on the following theme:  
"Culture of Integrity for Nation's Prosperity"



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3. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with focus on following areas:
  - a. Capacity Building programs
  - b. Identification and implementation of Systemic Improvement measures
  - c. Up-dation of Circulars / Guidelines / Manuals
  - d. Disposal of complaints received before 30.06.24
  - e. Dynamic Digital Presence
4. The prime objective & it aims at making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further another field wherein huge budgetary allotment is being spent is in procurement of Goods and Services. In order to contain corruption, at the same time to promote transparency, e- procurement system is in vogue in all Government Departments and Public Sector Units. Training throws light on the concept of E-Procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.
5. Anti-corruption measures of the Central Government are responsibility of (i) the Central Vigilance Commission (ii) Administrative Vigilance Division (AVD) in the Department of Personnel & Training; (iii) Central Bureau of Investigation (CBI); (iv) Vigilance units in the Ministries / Departments of Government of India, Central Public Sector Enterprises and other autonomous organisations; (v) Disciplinary authorities; and (vi) Supervisory officers.
6. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
  - [Manual for Procurement of Goods \(Updated June, 2022\)](#)
  - [Manual for Procurement of Consultancy & Other Services \(Updated June, 2022\)](#)
  - [Manual for Procurement of Works \(Updated June, 2022\)](#)
7. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians. Training Objectives are:
  - To ensure prompt observance of proper conduct ethics related to integrity.
  - To institute pro-active vigilance and preventive vigilance and help employees to take unbiased and effective decisions.
  - To eliminate factors which provide opportunity for corruption and malpractices by in-depth examination of the Organization and procedures.
  - To conduct regular, periodical and surprise visit to check quality and progress of the work.
  - To sensitize the Corporation for implementing rotational transfers for employees posted at sensitive posts.
  - To encourage team spirit, innovation and to develop a transparent and accountable system.
  - To advise the Corporation towards removal of discretionary powers so that decisions can be taken in a transparent manner.



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- To streamline investigations so that it acts on deterrent to the corrupt elements at the same time encourage honest employees.
- To create vigilance awareness among employees to bring about the change in the work culture and work ethics.
- To implement CVC guidelines/circulars in the Organization.
- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017

## 6. Course Contents:

- *Preventive Vigilance "A Conceptual Framework, Basics of Discipline, Misconduct and Disciplinary proceedings, Enquiry Proceedings.*
- *Tender guidelines, Government e-Marketplace (GeM), General Financial Rules, DOE OM's & CVC guidelines related to Public Procurement. Commission's guidelines on Intensive Examination of Procurement & Other Contracts.*
- *Constitutional Dimensions of Right to Information Act 2005, Exemptions from disclosure of information.*
- *Prevention of Corruption Act, 1988, Management audit of vigilance unit (MAVU), Adoption and implementation of Integrity Pact-Revised, Standard Operating Procedure*
- *DOPT instruction on Vigilance Matters: Grant of Vigilance Clearance to AIS Officers & Central Civil Services/Central Civil posts, Handling of complaints in Ministries/Departments.*
- *Complaint Handling System, Action on anonymous / pseudonymous complaints, Procedure for Handling of complaints sent for necessary action to the organisations concerned, Implementation of final penalty orders issued by the Competent Authority and submission of compliance report.*
- *CVC guidelines / Circular on Inquiry/ Disciplinary matters, Timely completion of Departmental Inquiries. Obtaining documents from CBI for the purpose of departmental inquiry proceedings.*
- *Drafting of Charge sheet and Disciplinary proceeding, Regular Departmental Action for Minor/ Major Penalty. Guidelines for dealing with disagreement between DA and CVC in cases of granting Sanction for Prosecution.*

## 8. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

## 9. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

## 10. Methodology: The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

## 11. The participants will be issued course material (Soft Copy) during the courses. 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.

## GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.



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- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

*Somveer*

Shri Somveer  
Director (Training)





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Ref No IISTD/NEW/WEB/24-8-1453

New Delhi

To,  
The Chief Secretary  
Rajasthan

Subject: Online Short-Term Training for Engineers/ Secretaries /Executives/ Assistants & Admin in Collaboration with IISTD

Dear Sir/Madam,

India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

This is regarding the ongoing training programmes/ workshops being organized by the IISTD for the benefit of employees of Central/ State Governments, Union Territory Administrations, Central Public Sector Enterprises, Autonomous Bodies and other organizations. The details of training programmes/ workshops being organized during the year 2022-23 are enclosed which may be circulated to all employees of your organisation for ensuring wider participation and nominations. It is intimated to your good self that India Institute of Secretariat Training & Development (IISTD) have designed Webinar: In-house training with excellent and experienced faculty (well known in their fields internationally & nationally).

S. No	Training Topic	Course Fee + GST 18%	Duration
1	Digital Personal Data Protection Act 2023 & Privacy Compliance	Rs. 59999.00	2 Days
2	Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel	Rs. 59999.00	2 Days
3	Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle	Rs. 59999.00	2 Days
4	Right to Information Act for CPIO and Appellate Authorities	Rs. 59999.00	2 Days
5	Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.	Rs. 59999.00	2 Days
6	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	Rs. 69999.00	3 Days
7	"Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs"	Rs. 59999.00	2 Days
8	"Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs"	Rs. 59999.00	2 Days
9	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days
10	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	Rs. 69999.00	3 Days
11	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules, In Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2Days



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12	"Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 59999.00	2Days
13	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP	Rs. 59999.00	2Days
14	Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact from Time to Time with Focus on Recent orders & Modified Assured Career Progression.	Rs. 59999.00	2 Days
15	Materials management and purchase policy & procedure, E- procurement in Govt. departments, Autonomous bodies	Rs. 59999.00	2 Days
16	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	Rs. 59999.00	2Days
17	Preventive Vigilance & Strategic Financial Management.	Rs. 59999.00	2Days
18	Public Procurement, E- Procurement, Govt. E- Marketplace (GeM), PFMS	Rs. 59999.00	2Days
19	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System	Rs. 59999.00	2Days
20	Purchase Policy & Procedure in Governments and Risk & Contract Management in Government Departments Autonomous Bodies & PSUs	Rs. 59999.00	2Days
21	Leadership Excellence and Effective Decision Making.	Rs. 59999.00	2Days
22	Enhancing Organizational Productivity Through Digital Transformation.	Rs. 69999.00	3 Days
23	Innovation, Change Management for Organizational Excellence.	Rs. 59999.00	2 Days
24	Work Life Balance and Stress Management.	Rs. 59999.00	2 Days
25	Zen Mind & Stress Management for Improving and Enhancing Efficiency of Staff	Rs. 59999.00	2 Days
26	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	Rs. 59999.00	2 Days
27	Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills	Rs. 59999.00	2Days
28	Leadership and Decision Making	Rs. 69999.00	3 Days
29	Ethics and Values	Rs. 59999.00	2Days
30	Swatch Bharat Mission	Rs. 69999.00	3 Days
31	Managing Stress for Personal Efficacy	Rs. 59999.00	2Days
32	Digital Workplace: Essentials for non-IT Executives.	Rs. 59999.00	2Days
33	Procurement & contract management for Building & Roads Projects	Rs. 69999.00	3 Days
34	CPM tool for construction management	Rs. 59999.00	2Days
35	Project Management for Engineers	Rs. 59999.00	2Days
36	Project preparation, DPR preparation & Project Management in Construction Industry	Rs. 59999.00	2Days
37	Feasibility study & preparation of detailed project reports (DPR).	Rs. 59999.00	2Days
38	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs. 59999.00	2Days
39	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs. 59999.00	2Days
40	"QA/QC methods in mineral exploration and mining with a focus on precious and critical metal data quality assessment"	Rs. 69999.00	3 Days
41	Office Effectiveness Management with focus on Lean Office, 5S and Productivity, Improvement Practices	Rs. 59999.00	2Days
42	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	Rs. 59999.00	2Days
43	Building construction & maintenance	Rs. 69999.00	3 Days
44	New Methods & Materials in Construction Technology & Building Repairing	Rs. 59999.00	2Days
45	Construction material (Road & Building)	Rs. 59999.00	2Days



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46	Estimate/contract preparation	Rs. 59999.00	2Days
47	Quality control & Quality assurance	Rs. 59999.00	2Days
48	Preliminary buildings & road construction requirement and survey.	Rs. 59999.00	2Days
49	Modern Survey Techniques including GIS/GPS & total Station.	Rs. 59999.00	2Days
50	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs. 59999.00	2Days
51	Quality Control and material Testing Procedures & Laboratory Practice	Rs. 59999.00	2Days
52	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs. 69999.00	3 Days
53	Design Construction and Maintenance of Flexible Pavements.	Rs. 59999.00	2Days
54	Planning of Electrical Sub Station. incl Fire Fighting Arrangements	Rs. 69999.00	3 Days
55	Indoor and Outdoor lighting design & relevant NBC Provisions	Rs. 59999.00	2Days
56	Construction and maintenance of Flexible & Rigid Pavements including use of new materials & technologies	Rs. 59999.00	2Days
57	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	Rs. 59999.00	2Days
58	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs. 59999.00	2Days
59	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs. 59999.00	2Days
60	Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.	Rs. 59999.00	2Days

## Details of the 'Terms and Conditions' of the program.

- Faculty: Senior IISTD consultant and expert would conduct the training Programme.
- The participants will be issued soft copy course material during the courses.
- 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.

Payment: In advance or before commencement of training program through RTGS / Bank draft in favor of “India Institute of Secretariat Training & Development” payable at New Delhi.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

*Somveer*

Shri. Somveer

Director (Training)





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Ref No IISTD/NEW/Study/24-8-1453

New Delhi

To  
The Chief Secretary  
Rajasthan

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

Dear Sir/Madam,

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The Complexities and ever changing nature of today's business environment necessitates constant evolution and upgradation of one's knowledge repository. While there is no match for Experimental Learning, one needs to keep abreast of Emerging Technologies and Good Practices to Improve productivity on the project and overall work, which are generally Technical in Nature. It's our Great Pleasure to convey you that we have conducted Study Tour for Construction Professionals, Specialized Program" These Programs have been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector.

As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers. This Program has been specially designed for the Executives & Decision Makers serving in Local, State, Central Govt. and the Corporate Sector. As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers.

IISTD has planned to organise the international study tours on different topics in below mentioned cities:

Course Code	Topics	Programme Date	Country to be Visited	Tour Cost (Rs) Per Participant + 18 % GST Extra
IST -04	Development of Urban Road Network, Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities under Capacity	16 Jan, 2025 to 23 Jan, 2025	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-







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	Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	7 Days international		
IST -05	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	16 Jan, 2025 to 23 Jan, 2025 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -06	Smart Metering, E- Charging, Renewable Energy Resources & Battery Energy Storage System. Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	16 Jan, 2025 to 23 Jan, 2025 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -07	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	16 Jan, 2025 to 23 Jan, 2025 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -08	Leadership and Business Administration, Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership. Technical Cooperation Program in Australia.	1 Mar, 2025 to 8 Mar, 2025 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -09	Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention & Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program. Technical Cooperation Program in Australia.	1 Mar, 2025 to 8 Mar, 2025 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -10	Community Based Disaster Risk Reduction & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Australia.	1 Mar, 2025 to 8 Mar, 2025 7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -11	Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and	1 Mar, 2025 to 8 Mar, 2025	Sydney, Perth (Australia)	₹ 5,95,000/-





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	Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Australia.	7 Days International		
IST -12	Seismology, Earthquake Engineering and Tsunami Disaster Mitigation & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Australia.	1 Mar, 2025 to 8 Mar, 2025  7 Days International	Sydney, Perth (Australia)	₹ 5,95,000/-
IST -13	Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2025 to 8 May, 2025  7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -14	Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership. Technical Cooperation Program in UK.	1 May, 2025 to 8 May, 2025  7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -15	Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2025 to 8 May, 2025  7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -16	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in UK.	1 May, 2025 to 8 May, 2025  7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-
IST -17	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 in UK.	1 May, 2025 to 8 May, 2025  7 Days International	London, Sheffield, (United Kingdom)	₹ 5,95,000/-





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IST -18	Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership. Technical Cooperation Program in Canada.	1 June, 2025 to 8 June, 2025  7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-
IST -19	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Canada.	1 June, 2025 to 8 June, 2025  7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-
IST -20	Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Canada.	1 June, 2025 to 8 June, 2025  7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-
IST -21	Community Based Disaster Risk Reduction & Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in Canada.	1 June, 2025 to 8 June, 2025  7 Days International	Calgary, Alberta (Canada)	₹ 6,25,000/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. [www.iistd.in](http://www.iistd.in). Besides the above Programme other customized programs to the choice can be organized.

## General Instructions

- The names of candidates along with the photocopy of passport should be provided at least 45 days in advance to facilitate IISTD to make the necessary reservations for travel stay booking of hotels, securing visa and activities for efficient planning of the training program.
- The training professional fee per Participant shall include following:
  - Overall program management charges including faculty charges & Training infrastructure charges
  - Return economy class airfare
  - All Transfers & Visits by luxury AC Coach, Return Air Port Transfer.
  - Visa & Clearance etc.
  - Stay in 4/5 Star Hotel, Daily Breakfast, Lunch & Dinner, Travel/ Medical/ Delay/ Baggage loss insurance for each participant.
  - The site visits are planned to give first-hand experience of the facilities providing services to the cities





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- IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

Payment: In advance after confirmation of nomination, along with the Pre-Registration Form through RTGS / Bank draft in favor of "India Institute of Secretariat Training & Development" payable at New Delhi.

These programs will help the Bureaucrats, Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on cities in transition and the rehabilitation of run-down neighborhoods.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed Performa may please be sent to IISTD.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

*Somveer*

Shri. Somveer

Director (Training)

Program Coordinator (Knowledge Co-creation Programme)





# India Institute of Secretariat Training & Development

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Phone: 011 22941056 & 22941014, Mobile: 9891987306

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Training Nomination Form	
Name of the Programme:	
Date & Location of Training Programme:	
Particulars of Nominee	
Name of the Participant(s)	
Designation	
Mailing Address	
Contact Number (with STD Code)	
Office: Fax	
E-Mail	
Nomination Status (please tick)	Non- Residential <input type="checkbox"/> Twin Sharing <input type="checkbox"/> Single Sharing <input type="checkbox"/>
Signature of the Participant	
Sponsor Details	
Sponsoring Organization	
Address	
GST Code	
E-Mail	
Date:	
Signature of the Sponsor	
With stamp of the organization	