



# National Institute Of Secretariat Training & Development

( An ISO 9001;2015 Institue )

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New Delhi,India,the Dated 02nd January, 2025

To,

By E Mail

The Chief Secretary

Government of

Rajasthan, Jaipur-302005.

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), registered Under the Societies Registration Act XXI of 1860 serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

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

S.NO.	Title of Programme	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
1.	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	09th March,2025 To 16th March,2025	4,96,000.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	09th March,2025 To 16th March,2025	6,96,000.00 (INR)
3.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
4.	"Sustainable Forestry Management with Community Participation" & "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)

5.	Leadership & Managerial Skills, Management & Business Administration	Indonesia	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
6.	“Seismology, Earthquake Engineering and Tsunami Disaster Mitigation” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	09th April,2025 To 16th April,2025	4,96,000.00 (INR)
7.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th April,2025 To 26th April,2025	4,96,000.00 (INR)
8.	“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 April,2025 To 26th April,2025	4,96,000.00 (INR)
9.	“Community Based Disaster Risk Reduction (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney, Melbourne (Australia)	19th April,2025 To 26th April,2025	4,96,000.00 (INR)
10.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19th May,2025 To 26th May,2025	4,96,000.00 (INR)
11.	“Public heath, Food, Civil Supplies, Lifestyle-Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th May,2025 To 26th May,2025	4,96,000.00 (INR)
12.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06 <sup>th</sup> May,2025 To 13th May,2025	4,96,000.00 (INR)
13.	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 May,2025 To 13th May,2025	4,96,000.00 (INR)
14.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	06th May,2025 To 13th May,2025	4,96,000.00 (INR)
15.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th May,2025 To 16th May,2025	4,96,000.00 (INR)
16.	“Middle East Models of Infrastructures Developed”& “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	03rd Junae,2025 To 09 <sup>th</sup> June, 2025	4,96,000.00 (INR)
17.	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	03rd June, 2025 To 09 <sup>th</sup> June,2025	4,96,000.00 (INR)
18.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) and Barcelona (Spain) Europe	03rd June,2025 To 09th June,2025	4,96,000.00 (INR)

19.	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	London & Manchester (United Kingdom)	03rd June,2025 To 09 <sup>th</sup> June,2025	4,96,000.00 (INR)
20.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	03rd June,2025 To 09 <sup>th</sup> June,2025	6,96,000.00 (INR)
21.	“ 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> July,2025 To 23 <sup>rd</sup> July,2025	4,96,000.00 (INR)
22.	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 July,2025 To 23rd July,2025	4,96,000.00 (INR)
23.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th July,2025 To 23rd July,2025	6,96,000.00 (INR)
24.	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 July,2025 To 23rd July,2025	4,96,000.00 (INR)
25.	“ 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 July,2025 To 23rd July,2025	5,96,000.00 (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

#### 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



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