



National Institute Of Secretariat Training & Development

(An ISO 9001;2015 Organisation)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India

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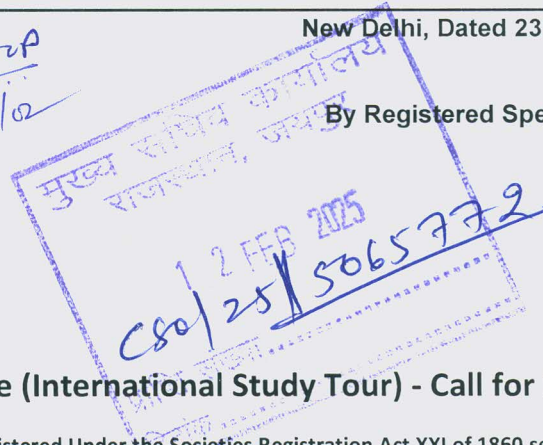
Ref No:- KCP/SAC/63-33-969

New Delhi, Dated 23rd January, 2025

To,

Shri SUDHANSH PANT, IAS
Chief Secretary of Rajasthan
Government of Rajasthan,
Secretariat, Jaipur-302005

By Registered Speed Post



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.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	19th May,2025 To 26th May,2025	6,96,000.00 (INR)
2.	"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 May,2025 To 26th May,2025	4,96,000.00 (INR)
3.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06 th May,2025 To 13th May,2025	4,96,000.00 (INR)
4.	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)
5.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	06th May,2025 To 13th May,2025	6,96,000.00 (INR)

6.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th May,2025 To 16th May,2025	4,96,000.00 (INR)
7.	"Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	03 rd June,2025 To 09 th June, 2025	4,96,000.00 (INR)
8.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	03 rd June, 2025 To 09 th June,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

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)



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To,

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Shri SUDHANSH PANT, IAS
Chief Secretary of Rajasthan
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Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

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These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Sharing) (Rs)	Residential (Single Sharing) (Rs)
1.	Leadership & Managerial Skills, Management & Business Administration	14 th To 15 th April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
2.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14 th To 15 th April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
3.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14 th To 15 th April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)

4.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	14 th To 15 th April, 2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
5.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14 th To 15 th April, 2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
6.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	14 th To 15 th April, 2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
7.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14 th To 15 th April, 2025	Regenta Central Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
8.	Leadership & Team Building	14 th To 15 th April, 2025	Clarks Inn Srinagar The Grand Mamta Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (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.
- **"Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."**
- **"Participants who choose the residential program are required to opt for single sharing occupancy. The course fee is INR 66,690 plus an additional 18% GST "**
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- 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.

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

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

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.

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)

