



India Institute of Secretariat Training & Development

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By E-Mail & Registered Post

Ref No IISTD/New/Study/24-20-802

New Delhi

To
The Principal Secretary
Department of Personnel
Main Building Secretariat, Jaipur (Rajasthan) India

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

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.

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 -01	Middle East Models of Infrastructures Developed, Smart and Sustainable Cities, under Capacity Building program. Technical Cooperation Program in UAE	07 July, 2025 to 13 July, 2025 7 Days International	Dubai, Abu Dhabi (UAE)	₹ 3,30,000/-





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IST -02	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 UAE.	07 July, 2025 to 13 July, 2025 7 Days International	Dubai, Abu Dhabi (UAE)	₹ 3,30,000/-
IST -03	Community Based Disaster Risk Reduction & Smart and Sustainable Cities, under Capacity Building program Technical Cooperation Program in UAE	07 July, 2025 to 13 July, 2025 7 Days International	Dubai, Abu Dhabi (UAE)	₹ 3,30,000/-
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 Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	08 Sep, 2025 to 14 Sep, 2025 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-
IST -05	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities under Capacity Building program. Technical Cooperation Program in Singapore, Malaysia & Thailand	08 Sep, 2025 to 14 Sep, 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	08 Sep, 2025 to 14 Sep, 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	08 Sep, 2025 to 14 Sep, 2025 7 Days international	Singapore, Kuala Lumpur & Bangkok	₹ 3,30,000/-

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. Besides the above Programme other customized programs to the choice can be organized.





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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
- 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)





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