



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

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Ref No:- KCP/SAC/93-63-3399

New Delhi, Dated 14th May, 2025

To,

The Principal Secretary

Department of Personnel

Main Building, Secretariat, Jaipur (Rajasthan) 302005

Registered Speed Post

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) 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 Per Participant
1.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th August, 2025 To 26th August, 2025	5,96,000.00 (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 August, 2025 To 26th August, 2025	4,96,000.00 (INR)
3.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	23 rd August, 2025 To 30th August, 2025	4,96,000.00 (INR)
4.	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)	23 rd August, 2025 To 30th August, 2025	4,96,000.00 (INR)
5.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	23 rd August, 2025 To 30th August, 2025	5,96,000.00 (INR)
6.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	23 rd August, 2025 To 30th August, 2025	4,96,000.00 (INR)

7.	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo & Hiroshima (Japan)	09th September, 2025 To 16th September, 2025	5,96,000.00 (INR)
8.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	09th September, 2025 To 16th September, 2025	3,96,000.00 (INR)
9.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	19th September, 2025 To 26th September, 2025	4,96,000.00 (INR)
10.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th September, 2025 To 26th September, 2025	4,96,000.00 (INR)
11.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	19th September, 2025 To 26th September, 2025	4,96,000.00 (INR)
12.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th September, 2025 To 26th September, 2025	5,96,000.00 (INR)
13.	"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 September, 2025 To 26th September, 2025	5,96,000.00 (INR)
14.	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
15.	"Middle East Models of Infrastructures Developed" "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Sheffield, (United Kingdom)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
16.	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)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
17.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) & Barcelona (Spain) Europe	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
18.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	London & Manchester (United Kingdom)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
19.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th October, 2025 To 26th October, 2025	5,96,000.00 (INR)
20.	" 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) & Barcelona (Spain) Europe	16th November, 2025 To 23rd November, 2025	4,96,000.00 (INR)
21.	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 November, 2025 To 23rd November, 2025	4,96,000.00 (INR)
22.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	16th November, 2025 To 23rd November, 2025	5,96,000.00 (INR)
23.	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) & Barcelona (Spain) Europe	16th November, 2025 To 23rd November, 2025	4,96,000.00 (INR)

24.	"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)	16 th November, 2025 To 23 rd November, 2025	5,96,000.00 (INR)
25.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles (United State)	19th December ,2025 To 26th, December 2025	5,96,000.00 (INR)
26.	"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 December,2025 To 26th December,2025	4,96,000.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	06 th December,2025 To 13th December,2025	4,96,000.00 (INR)
28.	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 December,2025 To 13th December,2025	4,96,000.00 (INR)
29.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	06th December,2025 To 13th December,2025	5,96,000.00 (INR)
30.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th December,2025 To 16th December,2025	4,96,000.00 (INR)
31.	"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) & Barcelona (Spain) Europe	16 th January,2026 To 23 rd January,2026	4,96,000.00 (INR)
32.	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 January,2026 To 23rd January,2026	4,96,000.00 (INR)
33.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	16th January, 2026 To 23rd January, 2026	5,96,000.00 (INR)
34.	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) & Barcelona (Spain) Europe	16th January, 2026 To 23rd January, 2026	4,96,000.00 (INR)
35.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo & Hiroshima (Japan)	16th January, 2026 To 23rd January, 2026	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 45 days in advance. This allows the (NISTD) to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 6,96,000.000. Per Participant.

- 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.

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 (Twine Sharing) in a comfortable 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast only provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- Senior Government Officials only from Central/State/Union Territory, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards & Corporations & Govt Departments. .

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.

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

