



National Institute of Secretariat Training & Development

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

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in

Ref No OS/R/23-60-569

New Delhi, India

To,

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer /
Chairman / Managing Director / Director / Competent Authority

Subject: Capacity Building Onsite Training programs for Engineers & Admin staff

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Established by Govt. of NCT of Delhi, Labour Department). NISTD 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.

Capacity Building for better cities is the effort to strengthen and improve the abilities of personnel and organizations to be able to perform their tasks in a more effective, efficient and sustainable manner. It needs to be appreciated that capacity building is a long term and ongoing effort which needs to be institutionalised in the planning and implementation process starting from the ULB to state to the central level programs. Capacity Building needs to be a continuous and ongoing initiative whose aim is to improve and facilitate the skill sets and processes involving human and other perceivable inputs. There is a need to calibrate and benchmark continuously against measurable indicators over a period of time in order to make course corrections to achieve the desired results.

The objective of Capacity Building programme as emphasised are:

- Professionalizing urban management through creation of a municipal cadre, city managers who can manage and govern cities especially in urban planning, E-governance / IT, municipal infrastructure and service delivery.
- Enhancing capacities/supply side/agencies to provide state of the art skills and resources to meet required demands of city managers and associated agencies thereby enhancing their capacities to improve city management, governance reforms, municipal infrastructure and service delivery.
- Institutionalise the use of appropriate tools and processes to enable better planning and implementation of municipal infrastructure, service delivery and governance reforms.

List of Training Programs:

Code No	Training Topics	Duration	Course Fee + 18% GST Extra
OS 01	"Right to information Act 2005, Case Studies/Court Cases & Improvement of Record Management System & a tool of Transparency & Citizen Charter" In Government Departments Autonomous Bodies & PSUs"	2 Days	2,69,000.0
OS 02	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS " In Government Departments Autonomous Bodies & PSUs"	2 Days	2,69,000.0
OS 03	"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."	2 Days	2,69,000.0
OS 04	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 05	"Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 06	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	3 Days	2,69,000.0

OS 07	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	3 Days	2,96,000.0
OS 08	"Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 09	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	2,69,000.0
OS 10	"Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 11	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 12	"Establishment Rules & General Administration Matters" Of Government Departments Autonomous Bodies & PSU".	2 Days	2,69,000.0
OS 13	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	2,96,000.0
OS 14	Swatch Bharat Mission	3 Days	2,96,000.0
OS 15	"Finance Management in Govt. with Financial & Administrative Powers	2 Days	2,69,000.0
OS 16	CPM as Tool for Construction Management	2 Days	2,69,000.0
OS 17	Project Management for Engineers	2 Days	2,69,000.0
OS 18	Quality Control & Quality Assurance	2 Days	2,69,000.0
OS 19	Project Preparation, DPR Preparation and Core Network	3 Days	2,69,000.0
OS 20	Project Management in Construction Industry	3 Days	2,69,000.0
OS 21	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	2,69,000.0
OS 22	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	2,69,000.0
OS 23	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	2,96,000.0
OS 24	Procurement & Contract Management for Building & Roads Projects	2 Days	2,69,000.0
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	2,69,000.0

In addition to the above programme other customized programs to the choice can be organized

The participants will be issued course material during the courses.

The participants will be issued course material during the course. 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.

National Institute of Secretariat Training & Development (NISTD), shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board / Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- To arrange Boarding, Lodging for faculty & NISTD Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NISTD Staff.
- Arrangement of Venue, lunch and 2 times tea for participants, faculty & NISTD Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "National Institute of Secretariat Training & Development" payable at New Delhi.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You,

For National Institute of Secretariat Training & Development



(S K Gupta)
Deputy Director (Training)



National Institute Of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No EDP/M/63-36-669
To,

New Delhi, India
By E-mail

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer / Chairman /
Managing Director / Director / Competent Authority

Subject:-Executive Development Program-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Govt. of NCT of Delhi, Labour Department). NISTD 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.

The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

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	Topics	Date & Duration	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 002	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 003	Digital Workplace : Essentials for non-IT Executives.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 004	<u>Leadership & Managerial Skills, Management & Business Administration</u>	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 005	Building Organizational Excellence in Digital Era.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 006	Organizational Productivity through Digital, Transformation.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 007	Supply chain management,	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 008	Construction Management TQM & Safety in Under Capacity Building program	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 009	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 010	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March,2024 Last Date 16th March 2024	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 011	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 012	<u>Leadership & Managerial Skills, Management & Business Administration</u>	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 013	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 014	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00

EDP 015	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Hotel Sentinel, Andaman & Nicobar	36,690.00	56,390.00
EDP 016	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP” Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 017	e-governance & Advance IT TooJs: Transforming Government Sector” & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 018	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 019	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 020	“Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 021	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 022	Materials management and purchase policy & procedure, E-procurement & GST Under Capacity Building program	14-15 April,2024 Last Date 06th April , 2024	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 023	Project Management for Engineers Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 024	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 025	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 April,2024 Last Date 19th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 026	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 027	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	28-29 April,2024 Last Date 19th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 028	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	28-29 April,2024 Last Date 19th April,2024	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 029	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00

		Last Date 19th April,2024			
EDP 030	Government e-Market place (Portal), Procurement from GeM , e-tendering, e- Governance & GST	28-29 April,2024 Last Date 19th April,2024	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 031	PRP/ Schedule IV implementation, general requirements in Food Industry.	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 032	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 033	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 034	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	11-12 May,2024 Last Date 06th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 035	Advanced course on Record Management, Economic Reforms and Development	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 036	Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 037	Modern Office Management and Modern Performance Management	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 038	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 039	Office Procedures including Noting and Drafting	11-12 May,2024 Last Date 06th May,2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 040	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 041	Advance Course on Secretarial Effectiveness: Capacity Building	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 042	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	11-12 May,2024 Last Date 06th May,2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 043	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 044	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 045	Human Resource Management & Liaison Officers (SC/ST).	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

EDP 045 A	<u>Leadership & Managerial Skills, Management & Business Administration</u>	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 046	Citizen Centric & Service Delivery Approach & e-Office.	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 047	Big Data Analytics in Government (Basic)	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 048	Orientation Training Programme on Preventive Vigilance.	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 049	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 050	Digital Transformation of Organisation	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 051	Performance Management for Organisational Effectiveness	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 052	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 053	Gender Sensitization	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 054	Hands-on training on energy efficiency in electrical utilities	09-10 June,2024 (Last Date 06th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 055	Advance course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 056	Advance course on modern office and productivity management	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 057	Developing Managerial Leadership Skills	09-10 June,2024 (Last Date 06th June,2024)	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 058	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 059	Effective spare parts management	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span Hotel Ladakh, Leh,	36,690.00	56,390.00
EDP 060	Public procurement and contract management/arbitrations	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span HotellLadakh, Leh,	36,690.00	56,390.00
EDP 060 A	Business Excellence for Organisational Performance	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 061	Preliminary Enquiry , Preventive, Administrative, Punitive , Preponderance of Probability Vigilance	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 062	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 063	Advance Course On Secretarial Effectiveness : Capacity Building	09-10 June,2024 (Last Date 06th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00

EDP 064	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 065	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 066	Performance Management through Talent Management	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 067	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 067 A	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 068	Digitalization of HR Practices in Power Distribution Sector “Stress & Stress Management “	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 069	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 070	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 071	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vth Pay Commission Report & Grant of Financial Up-gradation , Under MACP”	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 072	“Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06 th July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 073	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 July,2024 (Last Date 06 th July,2024)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	36,690.00	56,390.00
EDP 074	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 075	Leadership Excellence and Effective Decision Making.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 075 A	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 076	Total quality person (TQP), Work life Balance, Emotional Intelligence	14-15 July,2024 (Last Date 06 th July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 077	Quality Control & Quality Assurance, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Taj Malabar Resort & Spa	36,690.00	56,390.00

			Cochin, Kerla, India		
EDP 078	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	36,690.00	56,390.00
EDP 079	Project Management in Construction Industry, Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	36,690.00	56,390.00
EDP 080	Modern Survey Techniques Including GIS/GPS & total Station.	14-15 July,2024 (Last Date 06 th July,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	36,690.00	56,390.00
EDP 081	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 082	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs.	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 083	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 084	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	14-15 July,2024 (Last Date 06 th July,2024)	Radisson Blu Kochi Cochin, Kerla, India	36,690.00	56,390.00
EDP 085	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 July,2024 (Last Date 19 th July,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 086	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	28-29 July,2024 (Last Date 19 th July,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 087	Office Procedures including Noting and Drafting	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 088	Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO., Handling of CAT Cases	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 088 A	Citizen Centric & Service Delivery Approach & e-Office.	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 089	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 090	<u>Leadership & Managerial Skills, Management & Business Administration</u>	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 091	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 092	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu& Kashmir)	36,690.00	56,390.00

EDP 093	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	28-29 July,2024 (Last Date 19 th July,2024)	Regenta Central Srinagar Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 093 A	Right to Information Act for CPIO and Appellate Authorities	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 094	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 095	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 096	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 097	“Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department’s Duties in Relation to Social Equity.	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 098	“Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills”	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 099	”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression”	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpadesh	36,690.00	56,390.00
EDP 0100	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 0100 A	“Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 0101	“Establishment Rules & General Administration Matters”	11-12 August,2024 (Last Date 06 th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00
EDP 0102	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0103	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0104	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	11-12 August,2024 (Last Date 06 th August,2024)	Praveg Tent City Brahma Kund Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 0105	Project Management in Construction Industry,	25-26 August,2024 (Last Date 19 th August,2024)	Holiday Inn Chandigarh, UT, India	36,690.00	56,390.00
EDP 0106	Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00
EDP 0107	<u>Leadership & Managerial Skills, Management & Business Administration</u>	25-26 August,2024 (Last Date 19 th August,2024)	Radisson Chandigarh UT India	36,690.00	56,390.00
EDP 0108	Construction Management TQM & Safety , CPM as Tool for	25-26 August,2024	Radisson Chandigarh UT India	36,690.00	56,390.00

	Construction Management, Project Management for Engineers ,	(Last Date 19 th August,2024)			
EDP 0109	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 0110	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 0110 A	Preventive Vigilance & Strategic Financial Management.	25-26 August,2024 (Last Date 19 th August,2024)	HOLIDAY INN CHANDIGARH, UT India	36,690.00	56,390.00
EDP 0110 B	Work Life Balance and Stress Management.	25-26 August,2024 (Last Date 19 th August,2024)	Holiday Inn Chandigarh, UT, India	36,690.00	56,390.00

Registration Form download :- https://nistd.co/EDP_Registration_form.pdf

Please find here with attachment of EDP Brochures

1. https://nistd.co/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_e-Procurement..pdf
2. https://nistd.co/Big_Data_Analytics_,Preparation_of_Expenditure_Finance_Committee%20Standing_Finance_Committee.pdf
3. https://nistd.co/Developing_Management_Leadership_Skills..pdf
4. https://nistd.co/Digital_Transformation_of_Organisation..pdf
5. [https://nistd.co/Drafting_of_Request_for_Proposal_\(RFP\)_Monitoring_&_Evaluation_of_Government_Schemes..pdf](https://nistd.co/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes..pdf)
6. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination%20\(1\)..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination%20(1)..pdf)
7. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination%20\(2\)..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination%20(2)..pdf)
8. [https://nistd.co/Rights_of_Persons_with_Disabilities_\(PWDs\)_Patent_Agent_Examination..pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination..pdf)

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.
- The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- 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.
- NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.
- NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
- Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.

- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop. These topics should naturally fall within the scope of the program's subject matter. Your input will contribute to tailoring the content to better suit the participants' needs and enhance the overall workshop experience.

Inclusions:

- Accommodation in 4 star hotel
- Daily breakfast for each participant
- The training professional fee per participant covers the following:
- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

•

PARTICIPANTS' PROFILE

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.

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

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

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.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

Substituting nominees is allowable.

Schedule of Breaks during the Training Session

MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM

LUNCHTIME: 01:00 PM to 02:00 PM

AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

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.

PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

PROVIDED BY US

- Accommodation
- Breakfast
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

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.

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

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited sating and registrations will be accepted on a first-come, first-served basis.

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)



Application Form for Registration
Executive Development Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status

Residential

☐

Non-Residential (please tick)

☐

Date: _____

Signature _____

Place:- _____

(Photocopies of the form may be used for more delegates)



National Institute Of Secretariat Training & Development

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

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No KCP/M/63-66-969

To,

New Delhi India

By E Mail

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer / Chairman / Managing Director / Director / Competent Authority

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

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD) (Established by Govt. of NCT of Delhi, Labour Department). NISTD 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.

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. The program addresses critical global challenges while emphasizing the development of "Smart and Sustainable Cities." It offers a comprehensive array of training initiatives, spanning disciplines such as Seismology, Earthquake Engineering, Tsunami Disaster Mitigation, Operation and Maintenance of Urban Water Supply Systems, Public Health, Food Security, Civil Supplies, Disaster Risk Reduction, Infrastructure Development, Gender Mainstreaming Policies, Renewable Energy, and Forestry Management. Through these initiatives, participants gain valuable insights into modern management practices, enabling them to effectively contribute to the growth and sustainability of urban centers. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

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

Code No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
ST 001	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	"Singapore, Kuala Lumpur & Bangkok"	06 th April,2024 To 13 th April,2024 (Last Date 03rd Febuary,2024)	4,36,000.00
ST 002	Leadership & Managerial Skills, Management & Business Administration	"Singapore, Kuala Lumpur & Bangkok"	06 th April,2024 To 13 th April,2024 Last Date 03rd Febuary,2024)	4,36,000.00

ST 003	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Belgium, Switzerland & Netherlands (Europe)	16 th May,2024 To 23 rd May, 2024 (Last Date 06 th March, 2024)	5,96,000.00
ST 004	Leadership & Managerial Skills, Management & Business Administration	New York, <i>Los Angeles</i> , <i>Fresno, Orlando</i> (United State)	16 th May,2024 To 23 rd May,2024 Last Date 03 rd March, 2024	6,96,000.00
ST 005	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)"& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Belgium, Switzerland & Netherlands (Europe)	16 th May,2024 To 23 rd May,2024 (Last Date 03 rd March 2024)	5,96,000.00
ST 006	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne, Wollongong (Australia)	06 th June,2024 To 13 th June,2024 Last Date 03 rd April,2024	5,96,000.00
ST 007	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	06 th June,2024 To 13 th June,2024 Last Date 03 rd April I,2024	5,96,000.00
ST 007 A	"Public heath, Food, Civil Supplies, Lifestyle- Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne, Wollongong (Australia)	06 th July,2024 To 13 th July,2024 Last Date 03 rd May,2024	5,96,000.00
ST 008	Leadership & Managerial Skills, Management & Business Administration	New York, <i>Los Angeles</i> , <i>Fresno, Orlando</i> (United State)	06 th July,2024 To 13 th July,2024 Last Date 03 rd May ,2024	6,36,000.00
ST 009	"Participatory Irrigation Management System for Paddies (A), Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, Liverpool, Bristol (United Kingdom)	09 th August,2024 To 16 th August,2024 (Last Date 09 th June,2024)	5,96,000.00
ST 010	Leadership & Managerial Skills, Management & Business Administration	London, Sheffield, Liverpool, Bristol (United Kingdom)	09 th August,204 To 16 th August,2024 (Last Date 09 th June,2024)	5,96,000.00
ST 011	Leadership & Managerial Skills, Management & Business Administration	New York, <i>Los Angeles</i> , <i>Fresno, Orlando</i> (United State)	09 th August,2024 To 16 th August,2024 (Last Date 30 th June,2024)	6,96,000.00
ST 012	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	16 th August,2024 To 23 rd August,2024 (Last Date 13 th June,2024	5,96,000.00
ST 013	Leadership & Managerial Skills, Management & Business Administration	New York, <i>Los Angeles</i> , <i>Fresno, Orlando</i> (United State)	16 th August,2024 To 23 rd August,2024 (Last Date 13 th June,2024	6,96,000.00
ST 014	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	16 th August,2024 To 23 rd August,2024 (Last Date 13 th June,2024	5,96,000.00
ST 015	Leadership & Managerial Skills, Management & Business Administration	New York, <i>Los Angeles</i> , <i>Fresno, Orlando</i> (United State)	16 th August,2024 To 23 rd August,2024 (Last Date 13 th June,2024	6,96,000.00
ST 015 A	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Paris (France) Zurich (Switzerland) (Europe)	16 th August,2024 To 23 rd August,2024 (Last Date 13 th June,2024	5,96,000.00

ST 016	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , <u>Fresno, Orlando</u> (United State)	16 th August,2024 To 23 rd August,2024 (Last Date 13th June,2024	6,96,000.00
ST 017	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06th Sepmenber, 2024 To 13th Sepmenber, 2024 (Last Date 01st July,2024	5,96,000.00
ST 018	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)	03rd Sepmenber, 2024 to 09 th Sepmenber, 2024 (Last Date 01st July,2024	5,96,000.00
ST 019	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , <u>Fresno, Orlando</u> (United State)	03rd Sepmenber 2024 to 09 th Sepmenber 2024 (Last Date 01st July,2024	6,96,000.00
ST 020	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	03rd Sepmenber, 2024 to 09 th Sepmenber, 2024 (Last Date 01st July,2024	5,96,000.00
ST 021	“Middle East Models of Infrastructures Developed“Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Dubai, Abu Dhabi (UAE)”	03rd Sepmenber 2024 to 09 th Sepmenber, 2024 (Last Date 01st July,2024	3,96,000.00
ST 022	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 th Sepmenber, 2024 To 16 th Sepmenber, 2024 (Last Date 03rd July,2024)	5,96,000.00
ST 023	Leadership & Managerial Skills, Management & Business Administration	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 th Sepmenber, 2024 To 16 th Sepmenber, 2024 (Last Date 03rd July,2024)	5,96,000.00
ST 024	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 rd Sepmenber 2024 to 30 th Sepmenber, 2024 (Last Date 09th July,2024)	5,96,000.00
ST 025	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , <u>Fresno, Orlando</u> (United State)	16 th Sepmenber 2024 To 23th Sepmenber, 2024 (Last Date 09th July,2024)	5,96,000.00
ST 026	“ 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	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 rd Sepmenber 2024 to 30 th Sepmenber, 2024 (Last Date 09th July,2024)	5,96,000.00
ST 027	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)	09 th Ocyober ,2024 To 16 th October ,2024 (Last Date 30 th August2024)	5,96,000.00
ST 028	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , <u>Fresno, Orlando</u> (United State)	09 th October ,2024 To 16 th October ,2024 (Last Date 30 th ,August2024)	6,96,000.00
ST 029	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	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 th October ,2024 To 16 th October ,2024 (Last Date 03 rd August,2024)	5,96,000.00
ST 030	“ 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	Tokyo, Hiroshima , Kyoto (Japan)	09th November ,2024 To 16 th November ,2024 (Last Date 03rd September,2024)	5,96,000.00

	Cooperation Program			
ST 031	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima , Kyoto (Japan)	09th November ,2024 To 16 th November ,2024 (Last Date 03rd September,2024)	5,96,000.00
ST 032	Leadership & Managerial Skills, Management & Business Administration	New York, <u>Los Angeles</u> , <u>Fresno</u> , <u>Orlando</u> (United State)	16 th November ,2024 To 23 rd November ,2024 (Last Date 16 th September,2024)	6,96,000.00
ST 033	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	23 rd November ,2024 To 30 th November ,2024 (Last Date 16 th September,2024)	5,96,000.00

Registration Form Download:- https://nistd.co/knowledge_co-creation_program_registration_form.pdf

Study Tour [Brochures](#)

1. https://nistd.co/Child_protection_system_especially_juvenile_justice_Protection_of_Children_from_Sexual_Offense_Europe1.pdf
2. https://nistd.co/Community_Based_Disaster_Risk_Reduction_&Smart_and_Sustainable_Citiesunder_Capacity_Building_Australia1.pdf
3. https://nistd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Europe1.pdf
4. https://nistd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Japan1.pdf
5. https://nistd.co/Earthquake_Brussels_Zurich_Amsterdam1.pdf
6. https://nistd.co/Forestry_Management_Singapore_Malaysia_Thailand1.pdf
7. [https://nistd.co/Gender_Mainstreaming_Policies_for_Government_Officers_\(A\)_&Smart_and_Sustainable_Cities_Europe1.pdf](https://nistd.co/Gender_Mainstreaming_Policies_for_Government_Officers_(A)_&Smart_and_Sustainable_Cities_Europe1.pdf)
8. https://nistd.co/Integrated_Lake_River_and_Coastal_Basin_Management_Europe1.pdf
9. https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Russia1.pdf
10. https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Europe1.pdf
11. https://nistd.co/Japan's_Model_Of_Infrastructure_Development_Smart_and_Sustainable_Cities_under_Capacity_Building_Japan1.pdf
12. https://nistd.co/Leadership_Australia1.pdf
13. https://nistd.co/Leadership_Brussels_Zurich_Amsterdam1.pdf
14. https://nistd.co/Leadership_Paris_Zurich1.pdf
15. https://nistd.co/Leadership_Russia1.pdf
16. https://nistd.co/Leadership_Singapore_Malaysia_Thailand1.pdf
17. https://nistd.co/Leadership_Spain_Germany_Stockholm1.pdf
18. https://nistd.co/Leadership_Tokoyo1.pdf
19. https://nistd.co/Leadership_UK1.pdf
20. https://nistd.co/Middle_East_Models_of_Infrastructures_Dubai1.pdf
21. https://nistd.co/Participatory_Irrigation_Management_System_UK1.pdf
22. https://nistd.co/Public_health_Food_Civil_Supplies_Lifestyle_Related_Diseases_Prevention_&Smart_and_Sustainable_Cities_Australia1.pdf
23. https://nistd.co/Smart_Metering_E-Charging_Renewable_Energy_Resources_&Battery_Energy_Storage_System_Russia1.pdf
24. https://nistd.co/Leadership_USA1.pdf
25. https://nistd.co/Urban_Water_Brussels_Zurich_Amsterdam1.pdf

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 National Institute Of Secretariat Training & Development (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 4,69,000 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.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 4,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

The Institute strongly encourages potential participants and their respective management teams to proactively communicate in advance. You can specify any specific issues or areas of concern that you would like to see covered in the course materials or addressed during the study tour. These suggestions should naturally align with the scope and focus of the program's subject matter.

Your input will greatly contribute to tailoring the content to your needs and ensuring a more effective and relevant learning experience.

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, & 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 IAS/HCS/PCS Officers 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.

Change of Schedule

The mentioned program is scheduled to proceed as planned and will not be subject to alterations, postponements, or cancellations, unless unforeseen circumstances arise that are beyond our control.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis.

Your 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.
Thanking You,

For National Institute of Secretariat Training & Development



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



Application Form
Knowledge Co-Creation Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Date: _____

Signature _____

(Photocopies of the form may be used for more delegates)