

NRU- Knowledge Co-creation Program (International Study Tour) -Call For Nominations

From : Manager (Training) <manager@nctsr.in>

Tue, May 10, 2022 04:03 PM

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

1 attachment

To : secretary@health.gov.lk

Cc : chairman@nistd.in, nistdniru2@gmail.com

Reply To : info@nctsr.in

External images are not displayed. [Display images below](#)



Ref No NISTD/339/2022
2022

New Delhi, India, the Dated 10th May,

To,

The Secretary
Ministry of Health
Govt. Of Shri Lanka
secretary@health.gov.lk



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

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Greeting From National Institute Of Secretariat Training & Development !

Dear Sir/Madam,

Please find here with Attached.

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

Thanking You

Regards

National Institute Of Secretariat Training & Development

1702, KSN Tower, Plot No 12-14, Sector -3, Vasundara, NCR New Delhi,

Ghaziabad-201012, Uttar Pradesh, India

Ph. +91-120-2682107, 2682110, 2682111

Fax No:-+91-120-2682109, M-09811094923

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



 **Knowledge Co-creation Program (International Study Tour)-Call For Nominations.pdf**
1 MB



National Institute Of Secretariat Training & Development

1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India

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E Mail:-infonistd@gmail.com, info@nistd.in, [nistd ebWsite: www.in](http://nistd.ebWsite-www.in)

Ref No NISTD/339/2022

New Delhi, India, the Dated 10th May, 2022

To,

By E Mail

The Secretary
Ministry of Health
Govt. Of Shri Lanka
secretary@health.gov.lk

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

Dear Sir/Madam,
National Institute Of Secretariat Training & Development (NISTD), (Established by Department of Labour, Govt. of National Capital Territory of Delhi) Registration Certificate of Establishment No. :2022094022, representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.

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, which helps to develop a vision for the future and a clear ambition to be a developed region in social, economic, political and psychological terms. Infrastructure is an enabler of economic activity and human development, and by many indicators, SAARC countries are lagging in terms of their domestic infrastructure. While building infrastructure is considered a national endeavor and it might be counter-intuitive to think regionally, there are several domestic benefits in collectively building some SAARC-wide infrastructure. There are good prospects for SAARC to make progress in the area of regional public goods, such as health, education, environment, transport and energy grids.

SAARC countries must upgrade their co-operation in agriculture sector from mere traders of farm commodities to creation of sustainable farm value chain. Special focus must be given to upgrade rural infrastructure, including irrigation, road connectivity, post-harvest processing units, state-of-the art storage facilities hence, 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.

The Development of Cities would provide **better Job Opportunities for the Working Class, better Living Conditions for the family, Better Recreational and Amusement Facilities**. In short a better life style for the citizen. With a view to Provide Ideas, Concepts And Exposure to the Decision Makers.

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

Sl. No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant
1.	" 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 Government of Japan	"Tokyo" (Japan)	09th September,2022 To 19th September,2022 (01 Day in New Delhi+ 10 Days international)	INR 4,36,000.00

2.	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government Of Japan	"Tokyo" (Japan)	09th September,2022 To 19th September,2022 (01 Day in New Delhi+ 10 Days international)	INR 4,36,000.00
3.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program of Government of Singapore, Malaysia & Thailand	"Singapore, Kuala Lumpur & Bangkok"	06th October ,2022 To 13th October, 2022 (1 Day in New Delhi+ 7 Days International)	INR 3,36,000.00
4.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
5.	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
6.	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
7.	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice, Belgium, Switzerland & Netherlands	Belgium, Switzerland & Netherlands (Europe)	16 th October,2022 To 26th October, 2022 (1 Day in New Delhi+ 10 Days International)	INR 4,66,000.00
8.	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Sydney, Melbourne, Wollongong	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
9.	"Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Sydney, Melbourne, Wollongong	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
10.	"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 Government of Sydney, Melbourne, Wollongong	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
11.	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Sydney, Melbourne, Wollongong	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00
12.	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Sydney, Melbourne, Wollongong Australia	06th November,2022 To 13th November 2022 (1 Day in New Delhi+ 07 Days International)	INR 4,36,000.00

13.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government Of UAE	Dubai, Abu Dhabi (UAE)"	03rd December, 2022 to 11th December, 2022 (1 Day in New Delhi+ 8 Days International)	INR 3,36,000.00
14.	"Middle East Models of Infrastructures Developed" Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of UAE	Dubai, Abu Dhabi (UAE)"	03rd December, 2022 to 11th December, 2022 (1 Day in New Delhi+ 8 Days International)	INR 3,36,000.00
15.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Sweden, Germany & Spain	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 th January, 2023 To 20th January, 2023 (01 Day in New Delhi+ 10 Days international)	INR 3,96,000.00
16.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Sweden, Germany & Spain	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 th January, 2023 To 20th January, 2023 (01 Day in New Delhi+ 10 Days international)	INR 3,96,000.00
17.	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 Government of Sweden, Germany & Spain	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09 th January, 2023 To 20th January, 2023 (01 Day in New Delhi+ 10 Days international)	INR 3,96,000.00

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

Payment Terms

Payment in advance after confirmation of nomination, RTGS/NEFT/Demand draft drawn in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi.

The names of candidates along with the photocopy of passport should be provided at least 30 days in advance to facilitate National Institute Of Secretariat Training & Development to make the necessary reservations for travel stay booking of faculties, securing visa and activities for efficient planning of the training program.

Inclusions

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 & Visites by luxury Ac Coach, Return Air Port Transfer. Visa & Clearance etc

Stay In Star Hotel, Daily Breakfast, Lunch & Dinner, Travel/Medical/Delay/Baggage loss insurance for each participant., Site Visit for each Participant.

Study tour participant:-- Bureaucrats, Engineers, 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.

The site visits are planned to give firsthand experience of the facilities providing services to the cities

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to:

The Program Coordinator (Economic Services) NISTD
National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109
E Mail:-info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID ,along with DD/Cheque or details of UTR No. towards Participation fees including GST @18% should reach at following address

The Addl. Director (Trg)

National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India

May I request you to Convey your Willingness to participate in this program, and also the nomination of the other Officers from your Organization, who may like to participate to Develop the Nation.
Thanking You,

For National Institute Of Secretariat Training & Development



(Director General)





National Institute Of Secretariat Training & Development

1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India

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

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

Ref No NISTD/369/2022

New Delhi, India, the Dated 10th May, 2022

To,

By E Mail

**The Secretary
Ministry of Health
Govt. Of Shri Lanka
secretary@health.gov.lk**

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Established by Department of Labour, Govt. of National Capital Territory of Delhi) Registration Certificate of Establishment No. :2022094022, representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.

India being a developing nation has for long been an aid recipient. However, over the decades, India has successfully established itself as a prominent donor, assisting not only developing countries but also developed countries. Within South Asia, India is considered an important regional power, making Indian assistance important for its neighbors. With the change in time and situation, the people's approach to developmental participation has been changing across the globe. People from all walks of life want to be included in all the developmental ventures tangibly or intangibly at least in their own country. Government of India provides substantial financial and technical development assistance, which is a broad-based programme focusing on creation of infrastructure at the grass-root level, under which various projects have been implemented in the areas of infrastructure, health, water resources, education and rural & community development.

Infrastructure augmentation plays an indispensable role in a country's march towards socio-economic prosperity, especially for a developing country. India is no exception to this phenomenon. India's infrastructure development initiatives in Southeast Asia are part of the larger Look East Policy (LEP) launched in 1991. **South Asian Association for Regional Cooperation (SAARC)** promotes development of economic and regional integration. ASEAN provided a major market for Indian exports along with its potential to serve as a passage to enter into East Asia. The driving force behind the current push towards cross-border infrastructure development is the increasing growth in the regional trade, obtaining greater access to international markets, benefiting from increased synergies in production. India's infrastructural initiatives with ASEAN neighbors actually provide a strong development impetus to the land-locked northeast region of the country.

Executive Development Programs conducted by NISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programmes:

S No	Topics	Date & Duration 3 Days	Venue	Course Fee (RS) Per Participant		
				Non Residential	Residential	
					Twine Sharing	Single Sharing
1.	Advance Course On Secretarial Effectiveness : Capacity Building	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
2.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh	INR 46,690.00	INR 59,690.00	INR 76,690.00
3.	Transformational Leadership & Managing Change	05-07 June, 2022 (Last Date 01 st June,2022)	Fortune Park Dalhousie Dalhousie Himachal Pradesh	INR 46,690.00	INR 59,690.00	INR 76,690.00
4.	Performance Management through Talent Management	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	INR 46,690.00	INR 59,690.00	INR 76,690.00
5.	Stress Management for Achieving & Sustaining Performance	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	INR 46,690.00	INR 59,690.00	INR 76,690.00
6.	Smart Governance: Public Service Delivery in Digital India	05-07 June, 2022 (Last Date 01 st June,2022)	Hotel Mount View Dalhousie Dalhousie Himachal Pradesh	INR 46,690.00	INR 59,690.00	INR 76,690.00
7.	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
8.	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules , "Stress & Stress Management "	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
9.	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. "Stress & Stress Management "	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
10.	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up-gradation , Under MACP"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
11.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building &	18-20 June, 2022 (Last Date 13 th June,2022)	The Grand Mamta Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00

	Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice					
12.	"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."	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Radisson Srinagar, Jammu & Kashmir, India The Grand Mamta Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
13.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel R The Grand Mamta Srinagar adisson Srinagar, Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
14.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Asian Park Munawara Abad, Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
15.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Asian Park Munawara Abad, Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
16.	"Establishment Rules & General Administration Matters"	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Asian Park Munawara Abad, Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
17.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills,	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
18.	"Finance Management in Govt. with Financial & Administrative Powers	18-20 June, 2022 (Last Date 13 th June,2022)	Hotel Royal Savoy Shalimar Bagh, Srinagar Jammu & Kashmir, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
19.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement.	03-05 July, 2022 (Last Date 01 st July,2022)	Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand,	INR 46,690.00	INR 59,690.00	INR 76,690.00
20.	Seminar on ISO 9001, ISO 14001 and ISO 45001.	03-05 July, 2022 (Last Date 01 st July,2022)	Tree of Life Homestead Corbett Country Jim Corbett Ramnagar Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00
21.	Leadership Excellence and Effective Decision Making.	03-05 July, 2022 (Last Date 01 st July,2022)	Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00
22.	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	03-05 July, 2022 (Last Date 01 st July,2022)	Maulik Mansion Resort Jim Corbett Ramnagar Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00
23.	ENHANCING ORGANIZATIONAL PRODUCTIVITY THROUGH DIGITAL TRANSFORMATION.	03-05 July, 2022	Corbett Suman Grand Jim Corbett Ramnagar Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00

		(Last Date 01 st July,2022)				
24.	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station and Stress Management.	23-25 July, 2022 (Last Date 16 th July,2022)	"Hotel Shambhala" Leh-194 101, Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
25.	Government e-Market place (Portal), Procurement from GeM , e- tendering, e-Governance & GST "Stress & Stress Management "	23-25 July, 2022(Last Date 16 th July,2022)	"Hotel Shambhala" Leh-194 101, Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
26.	"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."	23-25 July, 2022(Last Date 16 th July,2022)	"Hotel Shambhala" Leh-194 101, Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
27.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	23-25 July, 2022(Last Date 16 th July,2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
28.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression"	23-25 July, 2022 (Last Date 16 th July,2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
29.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules.	23-25 July, 2022 (Last Date 16 th July,2022)	The Grand Dragon Ladakh Leh & Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
30.	"Establishment Rules & General Administration Matters"	23-25 July, 2022 (Last Date 16 th July,2022)	The Driftwood Ladakh Leh & Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
31.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills.	23-25 July, 2022 (Last Date 16 th July,2022)	The Driftwood Ladakh Leh & Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
32.	"Finance Management in Govt. with Financial & Administrative Powers	23-25 July, 2022 (Last Date 16 th July,2022)	The Driftwood Ladakh Leh & Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
33.	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	23-25 July, 2022 (Last Date 16 th July,2022)	;Singge Palace Hotel, Leh&, Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
34.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	23-25 July, 2022 (Last Date 16 th July,2022)	Singge Palace Hotel, Leh&, Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00
35.	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	23-25 July, 2022 (Last Date 16 th July,2022)	Singge Palace Hotel, Leh&, Ladakh (India).	INR 46,690.00	INR 59,690.00	INR 76,690.00

36.	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	06-08 August, 2022	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
37.	Preventive Vigilance & Strategic Financial Management.	06-08 August, 2022	Hotel Madhuban Sarovar Portico, Mussoorie, Gandhi Chowk, Mussoorie Uttarakhand, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
38.	Work Life Balance and Stress Management.	06-08 August, 2022	Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006	INR 46,690.00	INR 59,690.00	INR 76,690.00
39.	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	06-08 August, 2022	Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006	INR 46,690.00	INR 59,690.00	INR 76,690.00
40.	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	06-08 August, 2022	Hotel LEMON TREE HOTEL, DEHRADUN Pacific Mall, Jakhan, Rajpur Road, Dehradun, Uttarakhand 248006	INR 46,690.00	INR 59,690.00	INR 76,690.00
41.	Digital Workplace : Essentials for non-IT Executives.	06-08 August, 2022	Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
42.	Building Organizational Excellence in Digital Era.	06-08 August, 2022	Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
43.	Organizational Productivity through Digital Transformation.	06-08 August, 2022	Sarovar Portico Dehradun 56, Rajpur Road, Dehradun – 248001 Uttarakhand, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
44.	Project Management- Tools & Techniques.	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00
45.	Supply chain management,	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00
46.	Total Quality Management		Ramada Dehradun Chakrata Road,	INR 46,690.00	INR 59,690.00	INR 76,690.00

		06-08 August, 2022	Dehradun, Uttarakhand			
47.	Logistics and Inventory Management	06-08 August, 2022	Ramada Dehradun Chakrata Road, Dehradun, Uttarakhand	INR 46,690.00	INR 59,690.00	INR 76,690.00
48.	e-governance & Advance IT Tools: Transforming Government Sector" , "Stress & Stress Management "	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
49.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
50.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. "Stress & Stress Management "	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
51.	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication, Under Capacity program Building	21-23 August,2022	Radisson Hotel Kathmandu Lazim pat, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
52.	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter , Under Capacity Building	21-23 August,2022	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
53.	"Office Systems & Office Procedures, E- Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties	21-23 August,2022	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
54.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills",	21-23 August,2022	Hotel Hyatt Regency Kathmandu Boudhha, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
55.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression",	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
56.	"Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
57.	"Establishment Rules & General Administration Matters", Of Government Departments Autonomous Bodies &PSU".	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
58.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills.	21-23 August,2022	The Everest Hotel Shankhamul, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
59.	"Finance Management in Govt. with Financial & Administrative Powers.	21-23 August,2022	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
60.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS	21-23 August,2022	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00

61.	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' CPM as Tool for Construction Management, Project Management for Engineers ,	21-23 August,2022	The Soaltee Kathmandu Tahachal, Kathmandu, Nepal	INR 46,690.00	INR 59,690.00	INR 76,690.00
62.	Transformational Leadership & Managing Change.	04-05 september,2022	Sterling Ooty Fern Hill Ooty Tamil Naidu	INR 46,690.00	INR 59,690.00	INR 76,690.00
63.	Performance Management through Talent Management.	04-05 september,2022	Sterling Ooty Fern Hill Ooty Tamil Naidu	INR 46,690.00	INR 59,690.00	INR 76,690.00
64.	Stress Management for Achieving & Sustaining Performance.	04-05 september,2022	Sterling Ooty Fern Hill Ooty Tamil Naidu	INR 46,690.00	INR 59,690.00	INR 76,690.00
65.	Smart Governance: Public Service Delivery in Digital India.	04-05 september,2022	Sterling Ooty Elk Hill Ooty Tamil Naidu	INR 46,690.00	INR 59,690.00	INR 76,690.00
66.	Advance Course On Secretarial Effectiveness : Capacity Building	04-05 september,2022	Sterling Ooty Elk Hill Ooty Tamil Naidu	INR 46,690.00	INR 59,690.00	INR 76,690.00
67.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	04-05 september,2022	Sterling Ooty Elk Hill, Ooty Tamil Naidu	INR 46,690.00	INR 59,690.00	INR 76,690.00
68.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting , Under Capacity Building	18-20 September, 2022	Hotel Le Maritime Cochin, 682510 Kerla, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
69.	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management ,	18-20 September, 2022	Hotel Le Maritime Cochin, 682510 Kerla, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
70.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	18-20 September, 2022	Hotel Le Maritime Cochin, 682510 Kerla, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
71.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. ,	18-20 September, 2022	Hotel Radisson Blu Kochi Elamkulam, Cochin Kerla, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
72.	"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."	18-20 September, 2022	Hotel Radisson Blu Kochi Elamkulam, Cochin Kerla, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
73.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" overnment Departments Autonomous Bodies & PSUs".	18-20 September, 2022	Hotel Radisson Blu Kochi Elamkulam, Cochin Kerla, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
74.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From	18-20 September, 2022		INR 46,690.00	INR 59,690.00	INR 76,690.00

	Time to Time with Focus On Recent Orders & Modified Assured Career Progression",ous Bodies & PSUs".		Hotel Novotel Kochi Infopark Kerala, India			
75.	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	18-20 September, 2022	Hotel Novotel Kochi Infopark Kerala, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
76.	"Establishment Rules & General Administration Matters"	18-20 September, 2022	Hotel Novotel Kochi Infopark Kerala, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
77.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills, & GST, Swatch Bharat Mission,	18-20 September, 2022	Hotel Crowne Plaza Kochi Kerala, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
78.	"Finance Management in Govt. with Financial & Administrative Powers	18-20 September, 2022	Hotel Crowne Plaza Kochi Kerala, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
79.	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", RTI & GST Under Capacity Building program	18-20 September, 2022	Hotel Crowne Plaza Kochi Kerala, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
80.	Materials management and purchase policy & procedure, E- procurement & GST "Stress & Stress Management", Under Capacity Building program in PSUs"	16-18 October, 2022	Bogmallo Beach Resort Goa, Bogmallo, Goa - 403806	INR 46,690.00	INR 59,690.00	INR 76,690.00
81.	Project Management for Engineers, CPM as Tool for Construction Management, Project Management for Engineers .	16-18 October, 2022	Bogmallo Beach Resort Goa, Bogmallo, Goa - 403806	INR 46,690.00	INR 59,690.00	INR 76,690.00
82.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Quality Control & Quality Assurance, Project Preparation, DPR Preparation and Core Network, Project Management in Construction Industry, Modern Survey Techniques Including GIS/GPS & total Station. "Stress & Stress Management	16-18 October, 2022	Bogmallo Beach Resort Goa, Bogmallo, Goa - 403806	INR 46,690.00	INR 59,690.00	INR 76,690.00
83.	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies), Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects, Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	16-18 October, 2022	Bogmallo Beach Resort Goa, Bogmallo, Goa - 403806	INR 46,690.00	INR 59,690.00	INR 76,690.00
84.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in	16-18 October, 2022	Sobit Sarovar Portico Palolem, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00

	Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress.” ,					
85.	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills” , Swatch Bharat Mission	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
86.	“Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression” ,	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
87.	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules ,	16-18 October,2022	Sobit Sarovar Portico Palolem, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
88.	“Establishment Rules & General Administration Matters” ,	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
89.	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills,	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
90.	“Finance Management in Govt. with Financial & Administrative Powers	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
91.	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” ,Under Capacity Building program	16-18 October,2022	Golden Tulip Goa, Candolim Beach, Goa	INR 46,690.00	INR 59,690.00	INR 76,690.00
92.	Advance Course On Secretarial Effectiveness : Capacity Building	02-04 October,2022	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
93.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement RTI & GST	02-04 October,2022	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
94.	Transformational Leadership & Managing Change.	02-04 October,2022	Golden Tulip Manali Manali, 175131 Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
95.	Performance Management through Talent Management.	02-04 October,2022	Royal Park Resorts and spa Manali, Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
96.	Stress Management for Achieving & Sustaining Performance.	02-04 October,2022	Royal Park Resorts and spa Manali, Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00

97.	Smart Governance: Public Service Delivery in Digital India.	02-04 October,2022	Royal Park Resorts and spa Manali, Himachal Pradesh, India	INR 46,690.00	INR 59,690.00	INR 76,690.00
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In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS

- **Please book the tickets after receiving confirmation from our end.**
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S) and site visits. The Non residential fee covers the Training charges, working lunch and sight visits only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be INR Rs.12,600 and Rs.9,600 + 18% GST respectively for the entire duration, payable to NISTD In Advance.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that NISTD 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.

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to:

The Program Coordinator (Economic Services) NISTD
National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109
E Mail:-info@nistd.in, infonistd@gmail.com

REGISTRATION

Nominations stating **Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID**, along with DD/Cheque or details of UTR No. towards Participation fees including GST @18% should reach at following address

The Addl. Director (Trg)
National Institute Of Secretariat Training & Development
1702, KSN Tower, Plot No 12-14, Sector -3, Vasundhara, NCR New Delhi,
Ghaziabad-201012, Uttar Pradesh, India

Accommodation would be available if confirmed in advance payment before Commencement of the Program.

Note: Participants opting for the residential program should Check into the Hotel on the day prior to the first day of the course (afternoon). Check-out will be the morning of day 3 of the course.

Note:- The Institute encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

OUR FACULTY

We have our own regular Faculty. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers .

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a RTGS/NEFT/Demand Draft of the required amount drawn in favor of "National Institute Of Secretariat Training & Development " payable at New Delhi and should be sent in advance along with the nomination.

Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel . Participants are free to stay at any other place of their choice and convenience.

TEA/COFFEE BREAK	11:15 AM to 11:30 AM & 03:15 PM to
03:30 PM	
LUNCH	01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three day Technical Workshop . Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Accommodation Breakfast, Dinner & Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate , Photography.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.

Change of Schedule

The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: You can call the Central Line +91-9811094923 for any queries regarding the Workshop.

We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

We would also welcome invitation from your side for On-Site Training program at your premises

Payment: In advance or before commencement of training program through RTGS/NEFT 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 in anticipation, for any details please feel free to get in touch with undersigned.

Yours Truly,

For National Institute Of Secretariat Training & Development



Addl. Director (Trg)

