

**Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations****From :** ms@nctsr.in

Sat, Jan 18, 2025 01:06 AM

**Subject :** Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program -Call for Nominations

2 attachments

**To :** Rabindra Kumar Agarwal <as-cooperation@gov.in>**National Institute Of Secretariat Training & Development**

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsApp No+91-9818201923 E Mail:- infonistd@gmail.com, info@nistd.in Website:- www.nistd.in

Ref No 26-49-669,  
New Delhi Dated

To,

Shri Rabindra Kumar Agarwal

Addl. Secretary Ministry of Cooperation Atal Akshay Urja Bhawan, CGO Complex, Lodhi Road, Behind NIA Building, New Delhi-110003

**SUBJECT: Knowledge Co-creation Programme (International Study Tour), Executive Development Programme & Onsite Training Program - Call for Nominations**

Dear Sir/Madam,

Greetings from **National Institute Of Secretariat Training & Development (NISTD)**, (Established by Govt. of NCT of Delhi, Labour Department) registered Under the Societies Registration Act XXI of 1860, serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capability es of these officers, enabling t hem to perform their duties more effectively and efficiently. In essence, 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
- 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 centres. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavour, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

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,
- 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 endeavours**.

Please find here with attachment of Knowledge Co-creation Programme (International Study Tour), Executive Development Programmes & Onsite Training Program Call for Nominations

Thanking you and kindly do the needful & expecting for confirmation and further response at the earliest.



# National Institute Of Secretariat Training & Development

( An ISO 9001;2015 Institue )

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India  
Ph. +91-0120- 2682110, 0120-2682111, , Fax No:-+91-120-2682109, Whatsapp No +91-9811094923  
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref No KCP/M/63-66-699

New Delhi, India, the Dated 18th January, 2025

To,

By E Mail

Shri Rabindra Kumar Agarwal

Addl. Secretary Ministry of Cooperation Atal Akshay Urja Bhawan,  
CGO Complex, Lodhi Road, Behind NIA Building, New Delhi-110003

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), registered Under the Societies Registration Act XXI of 1860 serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

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

S.NO.	Title of Programme	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
1.	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	09th March, 2025 To 16th March, 2025	4,96,000.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	09th March, 2025 To 16th March, 2025	6,96,000.00 (INR)
3.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	19th March, 2025 To 26th March, 2025	4,96,000.00 (INR)
4.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th March, 2025 To 26th March, 2025	4,96,000.00 (INR)



5.	Leadership & Managerial Skills, Management & Business Administration	Indonesia	19th March,2025 To 26th March,2025	4,96,000.00 (INR)
6.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	09th April,2025 To 16th April,2025	4,96,000.00 (INR)
7.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th April,2025 To 26th April,2025	4,96,000.00 (INR)
8.	"Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)"& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles, (United State)	19th April,2025 To 26th April,2025	4,96,000.00 (INR)
9.	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne (Australia)	19th April,2025 To 26th April,2025	4,96,000.00 (INR)
10.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	19th May,2025 To 26th May,2025	4,96,000.00 (INR)
11.	"Public heath, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th May,2025 To 26th May,2025	4,96,000.00 (INR)
12.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06 <sup>th</sup> May,2025 To 13th May,2025	4,96,000.00 (INR)
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	Paris (France) Zurich (Switzerland) (Europe)	06th May,2025 To 13th May,2025	4,96,000.00 (INR)
14.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	06 <sup>th</sup> May,2025 To 13th May,2025	4,96,000.00 (INR)
15.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th May,2025 To 16th May,2025	4,96,000.00 (INR)
16.	"Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	03rd Junae,2025 To 09 <sup>th</sup> June, 2025	4,96,000.00 (INR)
17.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	03rd June, 2025 To 09 <sup>th</sup> June,2025	4,96,000.00 (INR)
18.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) and Barcelona (Spain) Europe	03rd June,2025 To 09th June,2025	4,96,000.00 (INR)

19.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	London & Manchester (United Kingdom)	03rd June,2025 To 09 <sup>th</sup> June,2025	4,96,000.00 (INR)
20.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	03rd June,2025 To 09 <sup>th</sup> June,2025	6,96,000.00 (INR)
21.	" Development of Urban Road Network (A)"Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) and Barcelona (Spain) Europe	16 <sup>th</sup> July,2025 To 23 <sup>rd</sup> July,2025	4,96,000.00 (INR)
22.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	16th July,2025 To 23rd July,2025	4,96,000.00 (INR)
23.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th July,2025 To 23rd July,2025	6,96,000.00 (INR)
24.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) and Barcelona (Spain) Europe	16th July,2025 To 23rd July,2025	4,96,000.00 (INR)
25.	" Development of Urban Road Network (A)"Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	16th July,2025 To 23rd July,2025	5,96,000.00 (INR)

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

#### GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 3,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 6,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

#### Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form . Your prompt attention to these matters will help facilitate a smooth registration process

#### Inclusions

1. Program Management Charges: This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.



2. **Travel Arrangements:** It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. **Visa and Clearances:** The fee incorporates the expenses associated with visa procurement and related clearances.
4. **Accommodation:** Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast, and dinner are provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. **Site Visits:** Participants will have the opportunity to engage in insightful site visits.

Rest assured, the study tour professional fee covers these extensive services to ensure a comprehensive and enriching experience for each participant.

Study tour participant:-The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

The site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas. This hands-on experience aims to offer participants valuable insights into the operational aspects and challenges of these facilities, contributing to a deeper understanding of urban development dynamics.

our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.  
**For National Institute of Secretariat Training & Development**



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



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India  
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E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

Ref NoEDP/M/63-66-969

New Delhi, India, the Dated 18th January, 2025

To, By E-mail

Shri Rabindra Kumar Agarwal

Addl. Secretary Ministry of Cooperation Atal Akshay Urja Bhawan,  
CGO Complex, Lodhi Road, Behind NIA Building, New Delhi-110003

## Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

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### List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Sharing)	Residential (Single Sharing) (Rs)
1.	Environment, Social and Governance (ESG)- Way to Sustainability	09th & 10th February, 2025	Lemon Tree Hotel Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
2.	Effective Office Administration and Financial Management	09th & 10th February, 2025	Hotel Vivanta Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
3.	Finance & Accounts	09th & 10th February, 2025	Hotel Vivanta Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
4.	New Labour Codes, Industrial & Personnel Relation	09th & 10th February, 2025	Hotel Viraj Sarovar Portico Jammu (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)



5.	E- procurement of Goods and Services and related GFR Rules	23rd & 24th February,2025	Snow valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
6.	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
7.	Advanced Course on Effective Digital Office Management	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
8.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd & 24th February,2025	Snow Valley Resorts & Spa Manalli, Himachal Pradesh, India	56,390.00 (INR)	66,690.00 (INR)
9.	Project Management and Financial Management	09th March,2025 To 10th March, 2025	Lemon Tree Premier Buddhanilkantha Kathmandu ( Nepal)	56,390.00 (INR)	66,690.00 (INR)
10.	Digital Transformation through e-Governance & ICT	09th March,2025 To 10th March, 2025	Hotel Kathmandu Marriott Hotel Kathmandu ( Nepal)	56,390.00 (INR)	66,690.00 (INR)
11.	Stress Management for Improving Productivity	09th March,2025 To 10th March,2025	Hotel The Soaltee Kathmandu ( Nepal)	56,390.00 (INR)	66,690.00 (INR)
12.	Management Development Program for Decision Making and Problem Solving	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu ( Nepal)	56,390.00 (INR)	66,690.00 (INR)
13.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	09th March,2025 To 10th March,2025	Hyatt Regency Kathmandu ( Nepal)	56,390.00 (INR)	66,690.00 (INR)
14.	Emotional intelligence for Effective Leadership & Work Life Balance	23rd March,2025 To 24th March,2025	Hotel Northern SinggeLehLeh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
15.	Public Procurement and Contracts management	23rd March,2025 To 24th March,2025	Hotel Northern SinggeLehLeh, Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
16.	Systematic Problem Solving, Conflict resolution and change Management	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
17.	Negotiation & Conflict Resolution Strategies	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
18.	Professional Work & Personal Life Balance for High Productivity in Organization	23rd March,2025 To 24th March,2025	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	56,390.00 (INR)	66,690.00 (INR)
19.	Environment, Social and Governance (ESG)- Way to Sustainability	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	56,390.00 (INR)	66,690.00 (INR)
20.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business	23rd March,2025 To	Singge Palace Hotel, Leh (Ladhakh)	56,390.00 (INR)	66,690.00 (INR)



	meets Community for Sustainable Development	24th March,2025			
21.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd March,2025 To 24th March,2025	Singge Palace Hotel, Leh (Ladhakh)	56,390.00 (INR)	66,690.00 (INR)
22.	Leadership & Managerial Skills, Management & Business Administration	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
23.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
24.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Golden Tulip Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
25.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
26.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
27.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Sarovar Portico Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
28.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Regenta Central Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
29.	Leadership & Team Building	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Clarks Inn Srinagar The Grand Mamta Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
30.	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	14 <sup>th</sup> To 15 <sup>th</sup> April,2025	Clarks Inn Srinagar The Grand Mamta Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
31.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	28 <sup>th</sup> To 29 <sup>th</sup> April,2025	ABN Sarovar Portico Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
32.	Productivity Improvement Tools and Techniques	28 <sup>th</sup> To 29 <sup>th</sup> April,2025	ABN Sarovar Portico Jim	56,390.00 (INR)	66,690.00 (INR)

			Corbett, (Uttarakhand)		
33.	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	28 <sup>th</sup> To 29 <sup>th</sup> April, 2025	ABN Sarovar Portico Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
34.	Good Governance & Transparency through RTI	28 <sup>th</sup> To 29 <sup>th</sup> April, 2025	ABN Sarovar Portico Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

#### GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- **"Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."**
- **"Participants who choose the residential program are required to opt for single sharing occupancy. The course fee is INR 66,690 plus an additional 18% GST "**
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.

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

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

#### OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries

#### Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9811094923.

#### ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For National Institute Of Secretariat Training & Development



**Deepak Kumar**  
**Addl Director (Training)**