



# National Institute of Secretariat Training & Development

Ref No: TRG/Let/369/2020  
To,

New Delhi, Dated 10<sup>th</sup> February, 2020  
By Registered Post

The Principal Department  
General Administration Secretary  
Room No. 264 2nd Floor South Block,  
Secretariat Thiruvananthapuram Kerala

**Subject: Executive Development Program-Call for Nominations**

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and 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.

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 Programs:

S No	Topics	Duration 3 Days	Venue	Course Fee (Per Participant) Rs.+ 18% GST Extra		
				Non Residenti al	Residential	
					Single Sharing	Twine Sharing
NISTD 001	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs.	20 - 22 March, 2020	Hotel Marigold Sarovar Portico, Shimla - 171007, Himachal Pradesh	30,690.00	63,690.00	46,690.00
NISTD002	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	20 - 22 March, 2020		30,690.00	63,690.00	46,690.00
NISTD003	Construction Management TQM & Safety in Government Departments Autonomous Bodies & PSUs".	23 25 April, 2020	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00	46,690.00
NISTD004	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System". In Government Department, autonomous Bodies & PSUs".	23 - 25 April, 2020		30,690.00	63,690.00	46,690.00
NISTD 005	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	21- 23 May, 2020	Hotel Jaypee Residency Manor, Barlowganj, Mussoorie- 248 122	30,690.00	63,690.00	46,690.00
NISTD 006	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace"	21 - 23 May, 2020		30,690.00	63,690.00	46,690.00
NISTD 007	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs"	26-28 June, 2020	Manuallaya -The Resort Spa Himalayas Manali, H.P. - 175131	30,690.00	63,690.00	46,690.00
NISTD 008	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)'	26-28 June, 2020		30,690.00	63,690.00	46,690.00
NISTD009	Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2020	Holiday Inn Resort Goa	30,690.00	63,690.00	46,690.00



# National Institute of Secretariat Training & Development

NISTD 010	"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" in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2020	Mobor Beach, South Goa, Goa, 403731	30,690.00	63,690.00	46,690.00
NISTD 011	"Roster Writing And Reservation In Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	20-22 August, 2020	Country Inn & Suites By Radisson Opposite Bahu Plaza Extension,Gandhi Nagar, Jammu, 180012	30,690.00	63,690.00	46,690.00
NISTD 012	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. InGovt. departments, autonomous bodies & PSUs"	20-22 <sup>nd</sup> August, 2020		30,690.00	63,690.00	46,690.00
NISTD 013	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	18-20 September 2020	Holiday Inn Resort Goa Mobor Beach, South Goa, Goa, 403731	30,690.00	63,690.00	46,690.00
NISTD 014	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs"	18-20 September 2020		30,690.00	63,690.00	46,690.00
NISTD015	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	23-25 October, 2020	Hotel Marigold Sarovar Portico, Shimla - 171007, Himachal Pradesh	30,690.00	63,690.00	46,690.00
NISTD016	Project Management for Engineers	23-25 October, 2020		30,690.00	63,690.00	46,690.00

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.

We are approaching you through this letter with a request to disseminate the list of these program to all the departments/ offices in your Area of Responsibility so that they can avail the benefit of the same. These programs will help the officers to identify the areas of weakness in the systems and thus boost the economy and employment in the State.

You are requested to kindly look at the attached Program Brochure for details. 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.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

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

Thanking you and assuring you of our best services  
For National Institute of Secretariat Training & Development

*SK Gupta*

(Addl. Director)

#### IMPORTANT INFORMATION:

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 a full grasp of the subject and have a 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 Demand Draft of the required amount drawn in favour 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 the 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

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 the 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.



# National Institute of Secretariat Training & Development

Ref No: TRG/Let/369/2020  
To,

New Delhi, Dated 10<sup>th</sup> February, 2020  
By Registered Post

**The Principal Department  
General Administration Secretary  
Room No. 264 2nd Floor South Block,  
Secretariat Thiruvananthapuram Kerala**

**Subject: On Site Training Programme**

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serve as the autonomous body and 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.

It is intimated to our good self that National Institute of Secretariat Training & Development (NISTD), New Delhi have designed a on Site training with excellent and experienced faculty (Well known in their fields internationally & nationally).

**List of Training Programs:**

Code	Training Topics	Duration	Course Fee + 18% GST Extra
NISTD 01	"Right to information Act 2005, Case Studies/Court Cases Improvement of Record Management System & a tool of Transparency"	2 Days	1,36,000.0
NISTD 02	"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	1,36,000.0
NISTD 03	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
NISTD 04	"Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
NISTD 05	"Materials management and purchase policy & procedure-procurement in Govt. departments, autonomous bodies"	3 Days	1,69,000.0
NISTD 06	"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	1,69,000.0
NISTD 07	"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	1,36,000.0
NISTD 08	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	1,36,000.0
NISTD 09	"Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VI Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
NISTD 10	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place" In Government Departments Autonomous Bodies &	2 Days	1,36,000.0



# National Institute of Secretariat Training & Development

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NISTD 11	"Establishment Rules & General Administration Matters" Of Government Departments Autonomous Bodies & PSU".	2 Days	1,36,000.0
NISTD 12	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	1,69,000.0
NISTD 13	Swatch Bharat Mission	3 Days	1,69,000.0
NISTD 14	"Finance Management in Govt. with Financial & Administrative Powers	2 Days	1,36,000.0
NISTD 15	CPM as Tool for Construction Management	2 Days	1,36,000.0
NISTD 16	Project Management for Engineers	2 Days	1,36,000.0
NISTD 17	Quality Control & Quality Assurance	2 Days	1,36,000.0
NISTD 18	Project Preparation, DPR Preparation and Core Network	3 Days	1,69,000.0
NISTD 19	Project Management in Construction Industry	3 Days	1,69,000.0
NISTD 20	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	1,69,000.0
NISTD 21	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	1,36,000.0
NISTD 22	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	1,69,000.0
NISTD 23	Procurement & Contract Management for Building & Roads Projects	2 Days	1,36,000.0
NISTD 24	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	1,36,000.0

The participants will be issued course material during the courses.

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 2times 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.

We hope that you will find the above in order and in-case you need any more details or clarification kindly revert.

Thanking You,

Yours Truly,

For National Institute Of Secretariat Training & Development

(Addl. Director)



# National Institute of Secretariat Training & Development

Ref No Let/639/2020  
To,

New Delhi, Dated 10<sup>Th</sup> February, 2020  
By Registered Post

The Principal Department  
General Administration Secretary  
Room No. 264 2nd Floor South Block,  
Secretariat Thiruvananthapuram Kerala

**Subject:-Study Tour of "South East Asian Models of Infrastructures Developed In Singapore, Kuala Lumpur & Bangkok"**

**Date 16-23 May, 2020**

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and 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, one needs to keep abreast of Emerging Technologies and Good Practices to Improve one's productivity on the project and overall work which are generally Technical in Nature. It is our Great Pleasure to convey you that we have conducted Training Programs for Construction Professionals, Specialized Program "South East Asian Models of Infrastructures Developed-Singapore, Kuala Lumpur & Bangkok". This Program has been specially designed for the Executives & Decision Makers who are serving in Local, State, Central Govt. and the Corporate Sector. As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers.

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 is planning to organize a Study Tour of the proposed cities as on Date 16-23 May, 2020 (08 days) as their Infrastructure is considered as one among the best in the World. Course Fee is INR 3,69,000.00 (Three lakh Sixty Nine thousand rupees) per Participant + 18 % GST (Detail Enclosed).

**Study tour participants :-** 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 in Singapore, Kuala Lumpur & Bangkok.

The site visits are planned to give firsthand experience of the facilities providing services to the cities. A brief note about the Program is enclosed for your reference. 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

(Executive Director)



# National Institute of Secretariat Training & Development

Theme Note:

Singapore, Kuala Lumpur & Bangkok", Date 16-23 May, 2020

The Indian government has undertaken concrete steps for making smart cities a reality with the recent announcement of 98 aspirants. These smart cities will compete with each other to come up with holistic plans for becoming model cities. The government has incorporated sustainability as one of the key components of smart cities. With the increasing frequency of natural disasters, abnormal weather patterns and the looming threat of global warming, the concept of a smart city must be merged with sustainability for the welfare of people and our planet as a whole. The marriage of innovation with technology will go a long way in optimizing the management of infrastructure and resources and, at the same time, focusing on inclusiveness and a greener environment. Smart sustainable cities will lay the foundations for a better future—a future where cities care for people, the earth, air, water and the environment.

Cities are indispensable to nations—they are hubs of economic growth and innovation and are cultural melting pots. They usually have unique characteristics and a cultural identity, as well as present a multitude of options for business, employment, leisure, entertainment, healthcare and education. Given these attributes, cities attract people from rural regions seeking opportunities for employment, education and a better lifestyle. Hence, cities have been witnessing the megatrends of population explosion, a growing middle-class population and urbanization. By the year 2050, approximately 70% of the global population is projected to live in cities. India, too, is experiencing these trends, with an exponential growth in urban population owing to the promise of more employment and entrepreneurial opportunities and good quality of life.

Apart from advantages, urbanization also brings with it certain challenges. Many Indian cities are plagued with various environmental, social and economic issues such as resource scarcity, congestion, pollution, poverty, lack of affordable housing, proliferation of informal dwelling, as well as sewerage and sanitation problems. In fact, urbanisation is placing an environmental load on natural resources as cities account for 60–80% of energy consumption across the globe and for more than 70% of worldwide carbon dioxide emissions. In order to provide better living conditions for existing and future generations, cities need to be improved by adopting the smart route and at the same time focusing on the sustainability aspect.

Sustainable cities (SC) can be understood as resilient cities that can more readily adapt to, mitigate, and promote economic, social, and environmental change. Sustainable development encompasses all aspects of a city's healthy development and should be done with a triple bottom line in mind - addressing economic/financial, social, and environmental issues.

## Role Models: Singapore, Malaysia, Thailand

### Singapore

The Urban Redevelopment Authority (URA) is Singapore's national land use planning authority, which has been instrumental in building quality real estate. URA draws up long-term strategic plans, as well as detailed local area plans, for physical development, and then coordinates to turn its plans to reality. A professional way of managing and maintaining its real estate has given way to its continued economic progress and future development.

### Space Utilization

The space constraint seems to have come as a blessing in disguise for Singapore. The authorities focused on raising skyscrapers, huge in number. Instead of scattering its facilities, successful attempts have been made to house everything at one place and in one building, have also added to Singapore's beauty.

Land use is intensified by locating various facilities together instead of separately. For example, storm water collection ponds are located under road flyovers; and stack factories; train stations and bus stations are located over each other. Also there is a strive to constantly find ways to minimize constraints on development by using technology such as cleaner power station fuel to reduce buffer zones of pollutive factories, or group such industries together and relocate them. Roads & other transport systems

For countries like India where roads hardly bear the weight of vehicles, authorities in charge of road development here should visit Singapore to see how roads can host world-class events like Formula One Grand Prix! The country's world-class connectivity makes the place a favorite tourist destination. It has an advanced metro system. The Mass Rapid Transit (MRT) is a modern and economical way of travel in Singapore. Ferry services, cable cars, mono rails, high-tech taxis, sightseeing flights etc. make a tourist's visit to Singapore a memorable one.

### Malaysia

Malaysia's persistent drive to develop and upgrade its infrastructure has resulted in one of the most well developed infrastructure among the newly industrializing countries of Asia. Peninsular Malaysia's network of well-maintained highways is a boon to industries. These highways link major growth centers to seaports and airports throughout the peninsula and provide an efficient means of transportation for goods, a Kuala Lumpur-Bangkok-Kuala Lumpur containerized service known as the Asian Rail Express (ARX). International trade, especially seaborne trade, has traditionally been the lifeblood of Malaysia,

Port Klang and Port of Tanjung Pelepas among Asia. Malaysia's International Airports are ranked number one for overall business passenger satisfaction in an International Air Transport Association Survey. Industries in Malaysia are mainly located in over 200 industrial estates or parks and 14 Free Industrial Zones (FIZs) developed throughout the country. New sites, fully equipped with infrastructure facilities such as roads, electricity and water supplies, and telecommunications, are continuously being developed by state governments as well as private developers. The latest digital and fiber optics technology is being used to provide high quality telecommunication services at competitive prices.

### Thailand

Thailand government has continuously improved the nation's infrastructure, both in Bangkok and the provinces, tremendous strides have been made, especially in transportation projects. Bangkok's Skytrain was introduced years ago, making transportation more reliable in a city known for its traffic jams but after development of infrastructure including access to power and water, has helped Thailand fuel rapid economic growth during the past three decades and also helped facilitate international trade and improved the efficiency of everyday business activities. Thailand's water transportation system has long been an important part of the country's history and industries. With a coastline of 3,219 km and over 4,000 km of inland waterways, Thailand's water transportation and ports infrastructure are essential to its overall transportation and trade.

The site visits are planned to give first hand experience of the facilities providing services to the cities. These would include:

Visit to Putrajaya planned city, the new capital of Malaysia, Visit to LRT systems, the LRT Authority, Kuala Lumpur, A visit to the Ministry of Urban Development – the Urban Redevelopment Authority, Ministry of Land Transport – The Land Transport Authority Gallery, Changi Water Reclamation Plant, Visit – BTS Sky train, Transport Authority Bangkok, Note: ---There can be some changes in the itinerary due to circumstances beyond our control.

### Registration Fee

Description	Charges (INR )Per Head
Registration	74,000.00
Hotel accommodation (Based on the stay period of 7 nights) & AI-1 Air Fare (Economy class) (New Delhi–Singapore, Kuala Lumpur –Bangkok–New Delhi).	1,96,000.00
Administrative Charges	99,000.00
Total INR( Three Lakh Sixty nine Thousand Only)	3,69,000.00+ 18 % GST
Add on for Business Class (Optional)	On request 90,000.00, ( Extra Charge)

Enclosed herewith demand draft for a Sum of Rs. \_\_\_\_\_ demand draft No. \_\_\_\_\_ dated \_\_\_\_\_

drawn in favor of "National Institute of Secretariat Training & Development" payable at New Delhi.

Please send the payment in advance on before commencement of the Program.