

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002

F.10(457)/Coord./Misc. Trg./2021/081639138/ 406410

Date:- 22/02/2025

To

All ACS/Pr. Secretaries/Secretaries/HODs,
Govt. of NCT of Delhi..

Sub: Uploading of Misc. Training Circular/Misc. Correspondence.

Sir/Madam,

I am directed to upload the following training letter/Misc. Correspondence/office memorandums received from various Ministries/Departments for vide circulations at their end.

Sl. No	Ministry/Department	Letter No./Date	Subject	Date of Training	Last date of receiving Nominations
1.	Lal Bahadur Shastri National Academy of Administration, GoI, Mussorie, Delhi	Dy. No. CS/2025/3049 dated 13.02.2025	Nomination for upcoming In-Service Training Programme on 'Pioneering a Sustainable Energy Transition	24 th to 28 th February, 2025	--
2.	NPC	Dy. No. CS/2025/3043 dated 13.02.2025	NPC residential Training Programme on Improving Leadership, Managerial & Administrative Skills	24 th -28 th March, 2025	10 th March, 2025
3.	Department of Economic Affairs, Infrastructure Finance Secretariat, Capacity Building Unit, Ministry of Finance, GoI, New Delhi	Dy. No. 2954 dated 13.02.2025	Workshop on Public Private Partnership (PPP) for leadership level Officer	10 th to 12 th March, 2025	23th February, 2025
4.	Chief Programme Officer, Lal Bahadur Shastri National Academy of Administration, GoI, Mussorie, Delhi	Dy. No. 2944 dated 13.02.2025	Inviting nominations for the second round of Capacity Building Programme-Catalysts for Change: Driving Effective Implementation of Gender-Inclusive Legislation	17 th to 19 March, 2025	12 th March, 2025

Contd...

5.	National Institute of Secretariat Training & Development, Ghaziabad, U.P	Dy. No. CS/2025/2422 dated 03.02.2025	Knowledge Co-creation Programme(International Study Tour, Executive Development Programme & Onsite Training Programme-Call for Nominations)	--	--
6.	National Institute of Secretariat Training & Development, Ghaziabad, U.P	Dy. No. 2413 dated 03.02.2025	Executive Development Programems	Various Date (March, 2025 to May, 2025)	--
7.	National Institute of Secretariat Training & Development, Ghaziabad, U.P	Dy. No. 2754 dated 11.02.2025	Knowledge co-creation programme(International Study Tour)-Call for Nominations	Various Date (May, 2025 to November, 2025)	-
8.	National Institute of Secretariat Training & Development, Ghaziabad, U.P	Dy. No. 2753 dated 11.02.2025	Executive Development Programems	Various Date (April, 2025 to May, 2025)	-

This is for your kind information please.

Yours faithfully


22/02/2025

SECTION OFFICER(CDN)

Encl: As above.

F.10(457)/Coord./Misc. Trg./2021/081639138/406-410

Date:- 22/02/2025

Copy for information to:-

1. PS to Pr. Secretary (Services), Govt. of NCT of Delhi.
2. PA to Special Secretary (Services), Govt. of NCT of Delhi.
3. PA to Dy. Secretary-I/II Services Department, Govt. of NCT of Delhi


22/02/2025

SECTION OFFICER(CDN)

Email

Shri Dharmendra

Nomination for upcoming In-Service Training Programme on "Pioneering a Sustainable Energy Transition" from 24th to 28th February, 2025.

From : ist-trgdiv@lbsnaa.gov.in

Wed, Feb 12, 2025 09:02 PM

Subject : Nomination for upcoming In-Service Training Programme on "Pioneering a Sustainable Energy Transition" from 24th to 28th February, 2025.

1 attachment

To : K. Vijayanand, IAS <cs@ap.gov.in>, Manish Kumar Gupta <cs-arunachal@nic.in>, Dr. Ravi Kota <cs-assam@nic.in>, Chief Secretary, Bihar <cs-bihar@nic.in>, Chief Secretary Office Chhattisgarh <csoffice.cg@gov.in>, Dr. V Candavelou IAS <cs-go@nic.in>, cs@guj@gujarat.gov.in, cs-haryana@nic.in, Prabodh Saxena <cs-hp@nic.in>, Alka Tiwari <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Smt. SARADA MURALEEDHARAN IAS <chiefsecy@kerala.gov.in>, Anurag Jain <cs@mp.nic.in>, cs@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cso-meg <Cso-meg@nic.in>, cs-mizoram <Cs-mizoram@nic.in>, Jan e Alam, Chief Secretary Nagaland <csngl@nic.in>, Shri Manoj Ahuja <csori@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, csraj@rajasthan.gov.in, Shri Ravindra Telang, IAS <Cs-skm@hub.nic.in>, cs@tn.gov.in, CS Telangana <Cs@telangana.gov.in>, cs-tripura <Cs-tripura@nic.in>, CHIEF SECRETARY OFFICE GOVT OF UP <csup@nic.in>, Westbengal@nic.in, Dr. Chandra Bhushan Kumar IAS <cs-andaman@nic.in>, Shri Dharmendra <csdelhi@nic.in>, Advisor to the Administrator UTL <lk-advisor@gov.in>, cs-jandk <Cs-jandk@nic.in>, chief secretary <Cs-uttaranchal@nic.in>, chiefsecy@gmail.com, admn-chandigarh@nic.in, devcom-d@nic.in, Shri Amit Singla <advisor-dnh-dd@daman.nic.in>, cs-pondicherry@nic.in, Advisor-lg-adakh@gov.in

Cc : ganeshshankar mishra <ganeshshankar.mishra@lbsnaa.gov.in>, ankita dhanda <ankita.dhanda@lbsnaa.gov.in>

Respected Sir/Ma'am,

Greetings from the Lal Bahadur Shastri National Academy of Administration, Mussoorie!

262/K

13/2/2025
Pr. Secy. (Sen.)

13 FEB 2025

CS/2025/3049

13/2
13/2/25
Sp. Secy (S-1)

13/2

DS-ID (S)
SO (CDH)

28/10
Please find attached herewith a letter from Shri Ganesh Shankar Mishra, IAS, Deputy Director (Senior) and Course Coordinator, LBSNAA for the upcoming In-Service Training Programme on **"Pioneering a Sustainable Energy Transition" from 24th to 28th February, 2025** at Lal Bahadur Shastri National Academy of Administration, Mussoorie regarding the aforementioned subject.

We look forward to your approval and participation of the nominated officers in the programme.

Warm regards

Abhishek Mohan

Teaching Associate

Lal Bahadur Shastri National Academy of Administration, Mussoorie – 248179

Uttarakhand (INDIA)



33. Chief Secretary.pdf

516 KB



260/c

Government of India
Lal Bahadur Shastri National Academy of Administration, Mussoorie-
248179 (Uttarakhand), India
Department of Personnel & Training
Ministry of Personnel, Public Grievances and Pensions
EPABX: 0135-2222000 Fax: 0135-2632350, 2632720

Email: ganeshshankar.mishra@lbsnaa.gov.in

F. No. No. T-24011(11)/1/2024-IST 11

Date: 12 February, 2025

Ganesh Shankar
Mishra, IAS
Deputy Director
(Senior)

To,
The Chief Secretaries of all States/UTs

Subject: Nomination Request for In-Service Training Programme on "Pioneering a Sustainable Energy Transition" at LBSNAA.

Respected Sir/Ma'am,

Greetings from the Lal Bahadur Shastri National Academy of Administration, Mussoorie

The Academy is conducting a five-day in-service training programme on "**Pioneering a Sustainable Energy Transition**" from **24th to 28th February 2025**. This programme aims to equip officers with insights into regulatory frameworks, renewable energy integration, grid modernization, and the evolving power market structure. The sessions will feature expert discussions, case studies, and best practices for achieving a stable, sustainable, and consumer-centric energy sector.

It is pertinent to mention that this programme is part of DoPT's in-service training programme calendar for IAS Officers. We therefore, request you to kindly nominate upto two Officers belonging to All India Services or Group A Officers working in the relevant State Government departments. We are confident that their involvement in the training programme will enrich their professional capabilities which in turn will be of value to the State/UT.

Interested officers may register for the programme using the programme registration link available on www.lbsnaa.gov.in.

We look forward to your favorable response.

Yours sincerely,

(Ganesh Shankar Mishra)

Email

13 FEB 2025

Shri Dharmendra

CS/2025/3043.

Sub: NPC Residential Training Program on "Improving Leadership, Managerial & Administrative Skills"

From : Dr. Nitin Aggrawal <nitin.a@npcindia.gov.in>

Wed, Feb 12, 2025 11:03 PM

Subject : Sub: NPC Residential Training Program on "Improving Leadership, Managerial & Administrative Skills"

3 attachments

To : Shri Dharmendra <csdelhi@nic.in>

Reply To : nitin a <nitin.a@npcindia.gov.in>

F. No.: T2425EC019
12th February, 2025

Sub: NPC Residential Training Program on "Improving Leadership, Managerial & Administrative Skills"

(March 24-28, 2025) - Manali-Request for Nominations

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on "Improving Leadership, Managerial & Administrative Skills" during March 24-28, 2025 at Manali.

NPC Training Program has been designed to understand modern office management techniques, performance management, develop leadership & team building among participants to meet future challenges.

The Residential Training Program has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE) etc., for improving their Human Resources Capabilities.

The participation fee is Rs. 65,000/- for Residential Participants and Rs. 45,000/- for Non-Residential Participant. GST @18% per participant is applicable on Participation fees.

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Officials to participate in the Residential Training Program.

Please confirm the participations latest by **March. 10th, 2025**. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

(Dr. Nitin Aggrawal)
Dy. Director (Economic Services)

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13/2/2025
P. Secy. (Ser.)
ss (ser.) I
DS-IT CS
14/2
SO (COIT)

258
and Program Coordinator
National Productivity Council
New Delhi - 110003
Phone -011-24607303 / 9871583751
Email: nitin.a@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

NPC has designed the training programme to understand modern office management techniques, performance management, develop leadership & team building among participants to meet future challenges

2. BROAD PROGRAMME COVERAGE

- Effective Leadership and Managerial Skills
- Motivation, Team building qualities & improvement
- Personality Development
- Modern HR Practices
- Time and Stress Management
- Conflict Resolution
- Crisis Management
- Change Management

3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

4. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

6. PROGRAMME FEE & VENUE

Programme Code	T2425ECO19	
Program Venue	Manali (Himachal Pradesh)	
Programme Fee	Residential Participants ₹ 65000 /- + 18% GST	Non-Residential Participants ₹45000 /- + 18% GST

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For Residential Participants	Check-in at hotel - 24/03/2025 (AN) Training Programme Sessions Start on 24/03/2025 from 15.00 hrs Check-out from Hotel -28/03/2025 (FN) Training Programme Sessions close on 27/03/2025 by 17.30 hrs
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7. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
- A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

8. HOW TO APPLY

Please fill the following details of Nominated Participants

S o n o	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):

Also provide **GST No. of Organization/Institution** along with details of UTR No. towards Participation fees including GST @18%

☐ ☐ Tick, if Organization is **GST Exempted**
Exempted

OR if Organization is **Not GST**

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central

256/C *Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

- I/We hereby declare that we meet all the conditions stipulated in the a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

DECLARATION

I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

9. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.

➤ **Nominations may be sent to the following address:**

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Dr. Nitin Aggrawal
Dy. Director (Economic Services), NPC
Faculty & Programme Coordinator
Ph.: 91-11-24607303 / 9871583751
Email: nitin.a@npcindia.gov.in

➤ **Last date for Receiving of Nominations: 10-03-2025**

Capacity building training programs by Department of Economic Affairs, MoF - nominations thereof reg.

From : Capacity Building Unit <cbu-dea@gov.in>

Wed, Feb 12, 2025 04:01 PM

Subject : Capacity building training programs by Department of Economic Affairs, MoF - nominations thereof reg.

3 attachments

To : arupdate <arupdate@nic.in>, S.K.Jain IAS <secyart@nic.in>, Chit Fund <Chitfund.delhi@gov.in>, SANJAY <ddarchives@nic.in>, DIRECTOR DFS <director.dlfire@nic.in>, Sh Anil Kumar Singh IAS <cdevelop@nic.in>, DIR DAM <dagri@sansad.nic.in>, Nandini Paliwal <pstechedu@nic.in>, R Alice vaz <secretary.dip@delhi.gov.in>, splsecyh@gmail.com, Ashok Kumar <secyedu@nic.in>, Anil Kumar Singh <singh.anilkr@nic.in>, Sh. A.K Singh <sevn@nic.in>, Ravi Jha <cexcese@nic.in>, Dr. Ashish Chandra Verma <psfin@nic.in>, Secretary Health <secy-health@delhi.gov.in>, Neha Bansal <cfss.delhi@nic.in>, Sh. Sanjiv Kumar, IAS <cfood@nic.in>, Sh Navin Kumar Choudhary IAS <sgad@nic.in>, A. Anbarasu <pshome@nic.in>, Commissioner of Industries <comind@nic.in>, Secretary (IT) <secyit@nic.in>, CEO DJB <ceodelhi.djb@nic.in>, buildingland22@gmail.com, slaw <slaw@nic.in>, Secretary Power <pspower@nic.in>, pspwd <pspwd@nic.in>, Divisional Commissioner <divcom@nic.in>, Sh Anil Kumar Singh <secservices@nic.in>, Sh. Vinod P Kavle <pssw@nic.in>, tourism gnctd <tourism.gnctd@gmail.com>, Ms. Chanchal Yadav, IAS <ctt.delhi@nic.in>, commtpt <commtpt@nic.in>, Director Training UTCS <dutcs@nic.in>, Shri Navin K. Choudhary <psud@nic.in>, controllerwmd@gmail.com, scstsecretary@gmail.com, Chanchal Yadav <secretary.wcd@delhi.gov.in>

Cc : Solomon Arokiaraj <js-infradea@gov.in>, seema joshi <seema.joshi@gov.in>, Harish Yadav <harish.yadav@nic.in>, Kunal Bansal <kunal.bansal@gov.in>, Shri Dharmendra <csdelhi@nic.in>



Respected Sir/Madam,

Please find attached herewith DEA's office memorandum dated 12.02.2025 inviting nominations for the capacity building training program on "Workshop on PPP for leadership level officer" in association with AJNIFM, Faridabad from 10 to 12 March 2025. Nomination proforma and SOP is also attached for ready reference.

2. It is requested that nominations for the training program may kindly be sent latest by 23.02.2025

With Regards,

Capacity Building Unit
Infrastructure Policy & Planning Division
Department of Economic Affairs
Ministry of Finance
Government of India

Handwritten signature: M. 13/2/25
Handwritten signature: SS (Secy) II
Handwritten signature: 13/2

Nomination Proforma.docx
20 KB

SOP.pdf
223 KB

OM_dated_12.02.25.pdf
1 MB

Handwritten: DS-IPCS

Handwritten signature: 13/2/25
Handwritten signature: 14/2/25
Handwritten signature: S O C (R.N.)
Handwritten signature: En. Arif

983/c

F.No. 3/2/2021-CBU-Part(3)
Government of India
Ministry of Finance
Department of Economic Affairs
Infrastructure Finance Secretariat
Infrastructure Policy & Planning Division
Capacity Building Unit

Room No. 405, STC Building
Janpath, New Delhi
Dated: 12th February, 2025

OFFICE MEMORANDUM

Subject: Inviting nominations for Capacity Building Training Programme at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad – reg.

Department of Economic Affairs (DEA) is mandated with the work of organizing capacity building training programs on regular basis for officials involved in infrastructure project conceptualization, structuring, planning, implementation, and monitoring etc.


2. To strengthen this objective, DEA has collaborated with AJNIFM, Faridabad to conduct the following offline training program as detailed below:

S. No.	Program Name	Duration	Date	Target Audience
1.	Workshop on Public Private Partnership (PPP) for Leadership level Officer	03 days	10th to 12th March, 2025	The workshop is tailored for senior officials, project managers, investors, financial analysts, and professionals from Central Govt. & State Government involved in infrastructure development and public service delivery. The participants must have completed around 14 years of service with at least 3 years of exposure in the area of PPP /Infra Sector planning/ execution/ Financing etc

3. Accordingly, nominations of 1-2 officers from your Ministry/ Department/ Organization are invited for the training programme as per the target audience mentioned above. The programme has limited number of seats and can accommodate only **30-35 participants**. The nomination for the training programme may kindly be sent latest by **23.02.2025**. The nominations, as per the proforma placed below, may kindly be sent to the email id: cbu-dea@gov.in.

4. It is stated that training fees and expenses on account of accommodation and food will be borne by DEA for these training programs. Confirmation of participation of the nominated officers (if selected) for the said trainings will be conveyed separately by DEA (SOP for the nomination process is attached for reference).

Encl: As above


(Seema Joshi)
Director

95/12

To:

- i. All Ministries/Departments of the Government of India
- ii. All States/UTs
- iii. **CPSEs:**

1. Airports Authority of India
2. Bharat Broadband Network Ltd
3. Bharat Petroleum Corporation Limited
4. Bharat Sanchar Nigam Ltd
5. Central Public Works Department
6. Central Warehousing Corporation
7. Container Corporation of India Limited
8. Damodar Valley Corporation
9. Dedicated Freight Corridor Corporation of India
10. Engineers India Limited
11. Food Corporation of India
12. Gas Authority of India Limited
13. Hindustan Petroleum Corporation Limited
14. Housing And Urban Development Corporation Ltd.
15. India Tourism Development Corporation Limited
16. Indian Oil Corporation Limited
17. Indian Railway Catering and Tourism Corporation
18. Indian Railway Finance Corporation
19. Indian Renewable Energy Development Agency Limited
20. Inland Waterways Authority of India
21. Ircon International Limited
22. Mahanagar Telephone Nigam Ltd
23. National Buildings Construction Corporation Limited
24. National Capital Region Transport Corporation
25. National Highways & Infrastructure Development Corporation Ltd.
26. National Highways Authority of India
27. National Hydroelectric Power Corporation
28. National Industrial Corridor Development Corporation Limited
29. National Land Monetization Corporation
30. National Mineral Development Corporation
31. National Projects Construction Corporation Limited
32. National Thermal Power Corporation Limited
33. North Eastern Electric Power Corporation
34. Oil & Natural Gas Corporation Limited
35. Oil India Limited
36. Power Finance Corporation
37. Power Grid Corporation of India
38. Rail India Technical and Economic Service limited
39. Rail Land Development Authority
40. Rail Vikas Nigam Limited
41. RailTel Corporation
42. Rural Electrification Corporation
43. SJVN Limited
44. Solar Energy Corporation of India Limited
45. Sports Authority of India
46. Telecom Regulatory Authority of India
47. THDC India Limited

Capacity Building Trainings by Premier Institutes/Organizations: An Initiative by the Department of Economic Affairs

SOP/Guide for Government officials on Training Nomination Process

Below process for selection of officials for in-person trainings designed and sponsored by **Department of Economic Affairs (DEA)**



Important Information:

1. Initial nomination provided by public authority not to be considered as confirmation of training – Please refer steps above.
2. Only officials shortlisted and confirmed by DEA for a training shall be considered for a training - Please refer steps above.
3. No officials shall be accommodated for training for on-the-spot registrations, a prior official confirmation needs to be provided to DEA
4. Cancellation after nomination should be informed in advance (at least 5 working days prior) to the training commencement. This is required to

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Capacity Building Unit,
Infrastructure Finance Secretariat,
Department of Economic Affairs,
Ministry of Finance, Govt. of India

ensure that the seats are timely substituted/de-allocated and there is no financial loss.

5. If cancellation of nomination is not intimated prior to training commencement – DEA may choose not to accept further nominations of the officer/organization for any future trainings
6. The official is to ensure strict punctuality and attendance during the training. Attendance will be monitored, and certificate will be provided to those participants who attend all sessions. Absence from classes or sessions will be brought to the notice of DEA by the training partner – no certificate will be issued in such cases for training
7. Participants must make their own travel arrangements i.e., flight tickets, airport transfers, cab etc. to reach the training location. No such requests are to be made to the training partners (institute/professional body).
8. The training partners will provide accommodation only for the training duration. No separate requests for accommodation are to be made to training partners.
9. Officials are requested to plan leisure or travel within or near the training campus outside of training session hours. No travel arrangement will be provided by the training partner (institute/professional body) for such plans.
10. Site visit/travel requests are not part of the training program, and no such requests are to be made to the Training Partner (institute/professional body).
11. All communication pertaining to nominations are to be **sent via email only** to:

Capacity Building Unit (CBU),
Infrastructure Finance Secretariat (IFS),
Dept. of Economic Affairs, Ministry of Finance, Government of India
4th Floor, STC Building, Janpath, New Delhi 110001
M: +91 9910370054, +91 9891186736, +91 9643186167
E: cbu-dea@gov.in

Fwd: Catalysts for Change: Driving Effective Implementation of Gender-Inclusive Legislations from 17th - 19th March, 2025

From : Shri Dharmendra <csdelhi@nic.in>

Tue, Feb 11, 2025 04:06 PM

Subject : Fwd: Catalysts for Change: Driving Effective Implementation of Gender-Inclusive Legislations from 17th - 19th March, 2025

1 attachment

To : Sh Anil Kumar Singh <secservices@nic.in>



From: "National Gender Centre NGC" <ngc.lbsnaa@nic.in>

To: "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr. V Candavelou IAS" <cs-goat@nic.in>, chiefsecretary@gujarat.gov.in, "Dr. Vivek Joshi" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Anurag Jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, cs-ori@nic.in, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "cs pondicherry" <cs.pondicherry@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, chiefsecyuk@gmail.com, "Dr. Manoj Pant" <cs-westbengal@nic.in>

Cc: "DEEP J CONTRACTOR" <kt241@ifs.nic.in>, "Anjali Chauhan" <anjali.chauhan@nic.in>, "National Gender Centre NGC" <ngc.lbsnaa@nic.in>

Sent: Tuesday, February 11, 2025 3:34:44 PM

Subject: Catalysts for Change: Driving Effective Implementation of Gender-Inclusive Legislations from 17th - 19th March, 2025

Respected Sir/ Maám,

Please find attached file for the letter no. T-31014/2/2024-NGC, from the Executive Director, National Gender and Child Centre, Lal Bahadur Shastri National Academy of Administration, Mussoorie, for your kind perusal.

Warm regards,

Anjali Singh Chauhan
Chief Programme Officer,
National Gender and Child Centre,
Lal Bahadur Shastri National Academy ofA, Mussoorie
Mob. No.- 9837035875



Regards
O/o The Chief Secretary, Delhi

Handwritten notes and signatures:
Anjali Singh
SS (Secy) I
1372
DS-II (CS)
13/02/25
So CSN
Su Raj

20/10/2024

Nomination Letter-March, 2025.pdf
63 KB





No. T-31014/4/2024-NGC
Dated: 11th February, 2025

To,

1. The Chief Secretaries of all States/UTs
2. The Principal Secretary, General Administration Departments of all States/UTs

Subject: Inviting nominations for the second round of Capacity Building Programme –“Catalysts for Change: Driving Effective Implementation of Gender-Inclusive Legislations” from 17th - 19th, March, 2025.

Respected Sir/ Madam,

The Lal Bahadur Shastri National Academy of Administration (LBSNAA) is a premier institute of the country, entrusted with the task of training senior members of the Indian Civil Services. The National Gender and Child Centre (NGCC), LBSNAA, was established in 1995, under the aegis of the Academy, with the foremost aim of mainstreaming gender and child rights in policy, programme formulation and implementation in Government.

The National Gender and Child Centre (NGCC), Lal Bahadur Shastri National Academy of Administration (LBSNAA), in collaboration with the National Commission for Women (NCW), New Delhi, is organizing the **second round of the three-days Capacity Building Programme –“Catalysts for Change: Driving Effective Implementation of Gender-Inclusive Legislations” from 17th - 19th March, 2025, at Goa.** It is in this context, we request you to kindly nominate up to four District Magistrates/Collectors, or officers equivalent to District Magistrates/Collectors, who have not attended/ been nominated for the first round of training in December, 2024.

This programme has been meticulously curated for District Magistrates and Collectors, recognizing their pivotal role in creating a safe and equitable environment that encourages women to join the workforce and contributes to the building of a gender-responsive society. The training will focus on the effective implementation of critical gender-related legislations, while also addressing the specific challenges faced at the field level. It will provide an opportunity for meaningful dialogue, where participants can share their experiences, responsibilities, and the unique opportunities they encounter in driving gender equality initiatives.

Understanding the administrative complexities of nominating all District Magistrates at once, we have structured the programme into phases. This phased approach ensures that every District Magistrate has the opportunity to undergo this transformative training without disrupting essential district operations.

Request if the following details can be shared for the nominated District Magistrates/ Collectors:

Sl. No.	Name and Designation along with the batch	Address	Telephone No. /Mobile No. /Fax No.	Email Id
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For any queries or clarifications, Ms. Anjali S. Chauhan, Chief Programme Officer, National Gender and Child Centre, LBSNAA, Mussoorie, may be contacted. The details of the nominated officers may be sent to the following coordinates: ngc.lbsnaa@nic.in / anjali.chauhan@nic.in **before 12th March, 2025.** Interested officers are requested to register for the programme using the programme registration link available on www.lbsnaa.gov.in.

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी (भारत सरकार) मसूरी - 248179
Lal Bahadur Shastri National Academy of Administration (Govt. of India) Mussoorie - 248179
Phone: (0135)-2222000 FAX: (0135)-2632350 & 2632720
<https://www.lbsnaa.gov.in>

We sincerely appreciate your kind cooperation and continued support in advancing this crucial agenda. Together, we can make significant strides toward fostering gender equality and creating a safer, more inclusive society.

Looking forward to your positive response.

Yours sincerely,



(Deep J. Contractor)
Deputy Director, Lal Bahadur Shastri
National Academy of Administration (LBSNAA)
& Executive Director,
National Gender and Child Centre (NGCC),
LBSNAA, Mussoorie

2/3

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

From : assistantexecutiveengineer@nctsr.in

Sun, Feb 02, 2025 07:21 AM

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

2 attachments

To : Shri Dharmendra <csdelhi@nic.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,

The Chief Secretary
Delhi Secretariat, IP Estate, New Delhi - 110002

03-02-25
Pr Secy. (Ser.)

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.

M. K. L. W.
SS (Ser.) I
7/2

DS-IP
SO (CDN)

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.

Shri

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed

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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.


Regards,

Akash Choudhary
Manager (TRG)
Mob: +91-9811094923

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, WhatsAppNo+91-9818201923
E Mail:- infonistd@gmail.com, info@nistd.in Website:- www.nistd.in

 **Executive Development Program-Call for Nominations.pdf**
553 KB

 **Knowledge Co-creation Programme (International Study Tour) -Call For Nominations.pdf**
542 KB



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ref No:- EDP /KRI/63-63-969

New Delhi, Dated 31st January, 2025

To,

By Registered Speed Post

Sh. Anil Kumar Singh, IAS
Pr. Secretary
Service Department
Govt. of NCT of Delhi,
Delhi Secretariat Complex, 5th Level,
B-Wing & 5th Level, A-Wing, I. P. Estate,
New Delhi-110002.

Subject: Executive Development Program - 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.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Sharing)	Residential (Single Sharing) (Rs)
1.	Project Management and Financial Management	09th & 10th March, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
2.	Digital Transformation through e-Governance & ICT	09th & 10th March, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
3.	Stress Management for Improving Productivity	09th & 10th March, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
4.	Management Development Program for Decision Making and Problem Solving	09th & 10th March, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)
5.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress	09th & 10th March, 2025	Kathmandu (Nepal)	56,390.00 (INR)	66,690.00 (INR)

	Management				
6.	Emotional intelligence for Effective Leadership & Work Life Balance	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
7.	Public Procurement and Contracts management	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
8.	Systematic Problem Solving, Conflict resolution and change Management	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
9.	Negotiation & Conflict Resolution Strategies	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
10.	Professional Work & Personal Life Balance for High Productivity in Organization	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
11.	Environment, Social and Governance (ESG)- Way to Sustainability	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
12.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
13.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23rd & 24th March, 2025	Leh, Ladakh	56,390.00 (INR)	66,690.00 (INR)
14.	Leadership & Managerial Skills, Management & Business Administration	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
15.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
16.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
17.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
18.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
19.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
20.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
21.	Leadership & Team Building	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
22.	Emotional intelligence for Effective Leadership & Work Life Balance	28th & 29th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
23.	Public Procurement and Contracts	28th & 29th	Jim Corbett,	56,390.00	66,690.00

	management	April, 2025	Uttarakhand	(INR)	(INR)
24.	Systematic Problem Solving, Conflict resolution and change Management	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
25.	Negotiation & Conflict Resolution Strategies	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
26.	Professional Work & Personal Life Balance for High Productivity in Organization	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
27.	Environment, Social and Governance (ESG)- Way to Sustainability	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
28.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	28th & 29th April, 2025	Jim Corbett, Uttarakhand	56,390.00 (INR)	66,690.00 (INR)
29.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
30.	Leadership & Managerial Skills, Management & Business Administration	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
31.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
32.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
33.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
34.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
35.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
36.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	12th & 13th May, 2025	OOTY (Tamil Naidu)	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 36,600 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."**
- Upon successful completion of the program, participants will receive a Certificate of Participation.

- 22/11/20
- 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.
- **Accommodation:** Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.

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

(Addl Director)



CD/10



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

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

Whatsapp No +91-9811094923

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

Ref No:- KCP/KRI/63-33-669

New Delhi, Dated 04th February, 2025

To,

By Registered Speed Post

Dr. Y.V.V.J. RAJASEKHAR, IAS
Special Secretary
Service Department
Govt. of NCT of Delhi,
Delhi Secretariat Complex, 5th Level,
B-Wing & 5th Level, A-Wing, I. P. Estate,
New Delhi-110002.

SRP/2025/2754
11/02/25

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.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	19th May,2025 To 26th May,2025	6,96,000.00 (INR)
2.	"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)
3.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06 th May,2025 To 13th May,2025	4,96,000.00 (INR)
4.	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)
5.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	06th May,2025 To 13th May,2025	6,96,000.00 (INR)
6.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09th May,2025 To 16th May,2025	4,96,000.00 (INR)
7.	"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 th June, 2025	4,96,000.00 (INR)
8.	"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 th June,2025	4,96,000.00 (INR)

237/c

9.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) and Barcelona (Spain) Europe	03rd June,2025 To 09th June,2025	4,96,000.00 (INR)
10.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	London & Manchester (United Kingdom)	03rd June,2025 To 09th June,2025	4,96,000.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	03rd June,2025 To 09th June,2025	6,96,000.00 (INR)
12.	" 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	16th July,2025 To 23rd July,2025	4,96,000.00 (INR)
13.	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)
14.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th July,2025 To 23rd July,2025	6,96,000.00 (INR)
15.	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)
16.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	16th July,2025 To 23rd July,2025	5,96,000.00 (INR)
17.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	19th August,2025 To 26th August,2025	6,96,000.00 (INR)
18.	"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 August,2025 To 26th August,2025	4,96,000.00 (INR)
19.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	23rd August,2025 To 30th August,2025	4,96,000.00 (INR)
20.	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)	23rd August,2025 To 30th August,2025	4,96,000.00 (INR)
21.	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	23rd August,2025 To 30th August,2025	6,96,000.00 (INR)
22.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	23rd August,2025 To 30th August,2025	4,96,000.00 (INR)
23.	Japan's Model Of Infrastructure Development"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	09th September, 2025 To 16th September, 2025	5,96,000.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	09th September,2025 To 16th September,2025	6,96,000.00 (INR)
25.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	19th September,2025 To 26th September ,2025	4,96,000.00 (INR)
26.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19th September,2025 To 26th September ,2025	4,96,000.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	Indonesia	19th September,2025 To 26th September ,2025	4,96,000.00 (INR)

28.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	19th September, 2025 To 26th September, 2025	4,96,000.00 (INR)
29.	Leadership & Managerial Skills, Management & Business Administration	New York & Los Angeles, (United State)	19th September, 2025 To 26th September, 2025	6,96,000.00 (INR)
30.	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles, (United State)	19th September, 2025 To 26th September, 2025	6,96,000.00 (INR)
31.	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne (Australia)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
32.	"Middle East Models of Infrastructures Developed" "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
33.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
34.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) and Barcelona (Spain) Europe	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
35.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	London & Manchester (United Kingdom)	19th October, 2025 To 26th October, 2025	4,96,000.00 (INR)
36.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	19th October, 2025 To 26th October, 2025	6,96,000.00 (INR)
37.	" 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	16th November, 2025 To 23rd November, 2025	4,96,000.00 (INR)
38.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	16th November, 2025 To 23rd November, 2025	4,96,000.00 (INR)
39.	Leadership & Managerial Skills, Management & Business Administration	New York, & Los Angeles, (United State)	16th November, 2025 To 23rd November, 2025	6,96,000.00 (INR)
40.	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 November, 2025 To 23rd November, 2025	4,96,000.00 (INR)
41.	" 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 November, 2025 To 23rd November, 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 4,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.

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- An optional Business Class airfare add-on is available upon request for an extra charge of INR 6,96,000.000. plus 18% GST. Payment should be made in advance to NISTD.
- 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 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 Organisation)

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Ref No:- EDP /KRI/63-63-969

New Delhi, Dated 04th February, 2025

To,

By Registered Speed Post

Dr. Y.V.V.J. RAJASEKHAR, IAS
Special Secretary
Service Department
Govt. of NCT of Delhi,
Delhi Secretariat Complex, 5th Level,
B-Wing & 5th Level, A-Wing, I. P. Estate,
New Delhi-110002.

Subject: Executive Development Program - 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.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Sharing)	Residential (Single Sharing) (Rs)
1.	Leadership & Managerial Skills, Management & Business Administration	14 th & 15 th April, 2025	Srinagar	56,390.00 (INR)	66,690.00 (INR)

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			(Jammu & Kashmir)		
2.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
3.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
4.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
5.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
6.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
7.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
8.	Leadership & Team Building	14 th & 15 th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
9.	Emotional intelligence for Effective Leadership & Work Life Balance	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
10.	Public Procurement and Contracts management	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
11.	Systematic Problem Solving, Conflict resolution and change Management	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
12.	Negotiation & Conflict Resolution Strategies	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
13.	Professional Work & Personal Life Balance for High Productivity in Organization	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
14.	Environment, Social and Governance (ESG)- Way to Sustainability	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
15.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	28 th & 29 th April, 2025	Jim Corbett, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
16.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	12 th & 13 th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
17.	Leadership & Managerial Skills, Management & Business Administration	12 th & 13 th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
18.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	12 th & 13 th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)

19.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
20.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
21.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
22.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00 (INR)	66,690.00 (INR)
23.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	12th & 13th May, 2025	OOTY (Tamil Naidu)	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 36,600 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."
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- 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.
- Accommodation: Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.

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

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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 (TRG)

RTI