

दूरध्वनी क्रमांक - ०२० - २६१२७८३३, ०२०-२६०५१६३२

फॅक्स क्र. ०२०- २६०५१६३२

क्रमांक -ससं/उशि/मराठी भाषा धोरण/२०२४/ ८५५०

दि. ३०/१२/२०२४

प्रति,

प्राचार्य / प्राचार्या,

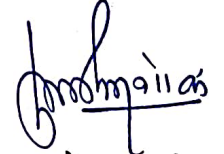
सर्व अशासकीय अनुदानित /कायम विनाअनुदानित कला, वाणिज्य, विज्ञान,  
विधी व शिक्षणशास्त्र महाविद्यालये,  
पुणे विभाग.

- विषय
1. Executive Development Programme call for Nomination.
  2. Knowledge Co creation Programme Study Tour call for Nominations..
  3. Workshop on Rosters and Reservations in Services at IIPA New Delhi.
  4. शैक्षणिक कामकाजामध्ये उत्कृष्ट काम केल्याबद्दल.

संदर्भ - मा. संचालक, उच्च शिक्षण, म.रा. पुणे यांचे परिपत्रक क्र. ममअ-ब/२०२४/संकिर्ण  
/निवेदने प्रशा-१, दिनांक नोव्हेंबर, २०२४.

उपरोक्त विषयाबाबत संदर्भिय पत्र सोबत जोडले आहे. कृपया त्याचे अवलोकन करावे.

उपरोक्त विषयाबाबत संदर्भाधीन पत्रांच्या प्रती सोबत जोडलेल्या आहेत. सदर पत्रांमध्ये नमूद केलेल्या प्रशिक्षणा संदर्भातील माहिती आपल्या महाविद्यालयांमध्ये कार्यरत असणा-या अध्यापकांच्या निदर्शनास आणून देण्यात यावी.



(डॉ. अशोक उबाळे)

सहसंचालक (उच्च शिक्षण)  
पुणे विभाग, पुणे १

सोबत - परिपत्रक.

प्रत - मा. शिक्षण संचालक, उच्च शिक्षण, म.रा., पुणे यांना माहितीसाठी सविनय सादर.



महाराष्ट्र शासन

शिक्षण संचालनालय (उच्च शिक्षण) महाराष्ट्र राज्य,  
४१२ ई बहिरट पाटील चौक, मॉडेल कॉलनी, शिवाजीनगर, पुणे ४१००१६.

Web : [www.dhepune.gov.in](http://www.dhepune.gov.in) ☎ ०२०/२६१२२११९/२६१२६९४० Mail : [prash.dhepune@gov.in](mailto:prash.dhepune@gov.in)

क्रमांक : ममअ-ब/२०२४/संकिर्ण/निवेदनेप्रशा-१  
प्रति,

दिनांक- नोव्हेंबर २०२४

सर्व विभागीय सहसंचालक,  
उच्च शिक्षण.

- विषय-१) Executive Development Programme call for Nominations**  
**२) Knowledge Co creation Programme Study Tour call for Nominations**  
**३) Workshop on Rsters and Reservation in services at IIPA, New Delhi**  
**४) शैक्षणिक कामकाजामध्ये उत्कृष्ट काम केल्या बद्दल.**

संदर्भ-१. Indian Council For Training and Social Research, New Delhi यांचे पत्र  
क्रमांक ३३-६९- ९६९, दि. २२.८.२०२४

२. Indian Council For Training and Social Research, New Delhi यांचे पत्र  
क्रमांक ६३-३३-९६९, दि २२.८.२०२४

३. National Academy of Human Resource Development, New Delhi यांचे  
पत्र क्रमांक २५, दि. २७.९.२०२४

४. National Institute of Educational Planning and Administration,  
New Delhi यांचे पत्र दिनांक ९.१०.२०२४

उपरोक्त विषयाबाबत संदर्भाधीन पत्रांच्या प्रती सोबत जोडलेल्या आहेत. सदर पत्रांमध्ये नमूद केलेल्या प्रशिक्षणा संदर्भातील माहिती आपल्या विभागांतर्गत महाविद्यालयांमध्ये कार्यरत अध्यापकांच्या निदर्शनास आणून देण्यात यावी.

Signed by Prakash Dhondu  
Bachhav  
Date: 03-12-2024 19:04:44

(डॉ. प्रकाश बच्छाव)

सहसंचालक,  
उच्च शिक्षण संचालनालय, म.रा.पुणे



# Indian Council for Training & Social Research

(An ISO 9001;2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111, ,

Fax No:-+91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, info@ictsr.in, Website:www.ictsr.in

Ref No:- EDP/SAC/Let/33-69-989

शिक्षण संस्था, भारत सरकार,  
(उच्च शिक्षण)

New Delhi, India, the Dated 22nd August, 2024

महाराष्ट्र शासन शाखे - ४११००१

By Registered Post

To,

The Director  
Higher Education,  
Central Building,  
Pune - 411001-44S-(India):

23 SEP 2024

जाचक क्रमांक :-

पत्रांक :-

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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   | Date  | Venue                                      | Course Fee INR Per Participant + 18% GST Extra |                                    |
|---------|--|---|--|--|------------------------------------|
|         |  |   |  | Residential (Twine Shairing) (RS)              | Residential (Single Shairing) (RS) |
| EDP 001 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers In Mineral Industry, "Project Management and Financial Management"  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check In 21st & Check out 24th noon) | Hotel Radisson Srinagar, (Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                    |
| EDP 002 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement 4. Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check In 21st & Check out 24th noon) | Hotel Radisson Srinagar, (Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                    |
| EDP 003 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms 4. Consumer protection laws and regulations 5. E-commerce regulation and digital trade frameworks  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check In 21st & Check out 24th noon) | Hotel Radisson Srinagar, (Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                    |

|         |  |  |  |                 |                 |
|---------|--|--|--|-----------------|-----------------|
| EDP 004 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 005 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"          | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 006 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards 4. Maternal and child health programs 5. Global health governance and pandemic response strategies   | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Lemon Tree Srinagar ( Jammu & Kashmir)                   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 007 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management 4. Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Lemon Tree Srinagar ( Jammu & Kashmir)                   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 008 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013 | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 009 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Keys Select Hotel, Kochi Kochi, Cochin Kerala -682013          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 010 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | HOLIDAY INN COCHIN Cochin, Kerala, India                       | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 011 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Kochi Marriott Hotel, Cochin, Kerala, India                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 012 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | HOLIDAY INN COCHIN Cochin, Kerala, India                       | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 013 | "Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Radisson Blu Kochi, Cochin, Kerala, India                      | 56,390.00 (INR) | 66,690.00 (INR) |

|         |   |   |   |                    |                    |
|---------|---|---|---|--------------------|--------------------|
| EDP 014 | Construction Management TQM & Safety ,<br>CPM as Tool for Construction<br>Management, Project Management for<br>Engineers ,   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th &<br>Check out 15th noon) | Radisson Blu<br>Kochi, Cochin,<br>Kerla, India                  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 015 | Recent Advances In Planning, Design,<br>Construction & Maintenance<br>of High Rise Buildings & Bridges. Digital<br>Workplace: Essentials for non-IT Executives  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th &<br>Check out 15th noon) | Radisson Blu<br>Kochi, Cochin,<br>Kerla, India                  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 016 | "Agriculture and Food Security" 1.<br>Agribusiness development and rural<br>entrepreneurship 2. Food safety standards<br>and agricultural exports 3. Climate-smart<br>agriculture and resilient farming practices 4.<br>Aquaculture and fisheries management 5.<br>Agricultural biotechnology and innovation in<br>farming techniques                     | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th &<br>Check out 15th noon) | Novotel Kochi<br>Infopark,<br>Cochin, Kerla,<br>India           | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 017 | "Leadership Challenges<br>in Digital Transformation & Managerial<br>Leadership & Team Building", "Contract<br>Management / Safeguards in tendering,<br>public procurement", Contract Management<br>E-Tendering and Condition of Contract for<br>EPC/Turnkey projects-FIDIC 99   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th &<br>Check out 15th noon) | Novotel Kochi<br>Infopark,<br>Cochin, Kerla,<br>India           | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 018 | "Human Resources" 1. Talent management<br>and retention strategies 2. Diversity and<br>Inclusion in the workplace 3. Employee<br>engagement and motivation techniques 4.<br>Performance evaluation and appraisal<br>systems 5. HR analytics and workforce<br>planning   | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th &<br>Check out 22nd noon) | Sterling Mount<br>Abu, Mount<br>Abu, (Rajasthan)                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 019 | "Information Technology" 1. Cybersecurity<br>frameworks and practices 2. Big data<br>analytics for governmental decision-making 3.<br>Cloud computing and its applications in<br>government services 4. Digital transformation<br>strategies in public administration 5. E-<br>governance and citizen-centric IT solutions                                | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th &<br>Check out 22nd noon) | Sterling Mount<br>Abu, Mount<br>Abu, (Rajasthan)                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 020 | "Gender Sensitivity & Prevention and<br>Redressal of Sexual Harassment of<br>Women at Workplace", Policy making,<br>institutional framework, governance and<br>strategies -- Scoping redesign prospects and<br>initiatives, Team Dynamics, Leadership and<br>Strategic Vision, Synergy at work and<br>Effective Communication. Under Capacity<br>Building | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th &<br>Check out 22nd noon) | Sterling Mount<br>Abu, Mount<br>Abu, (Rajasthan)                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 021 | "Legal Affairs" 1. Comparative legal systems<br>and International law 2. Legislative drafting<br>and policy implementation 3. Ethics and<br>integrity in public service 4. Judicial<br>administration and court management 5.<br>Intellectual property rights and government<br>policies  | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th &<br>Check out 22nd noon) | Sun Hotel and<br>Resort, Abu<br>Road, Mount<br>Abu, (Rajasthan) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 022 | "Health and Social Services" 1. Healthcare<br>delivery models in different countries 2.<br>Public health emergencies and disaster<br>preparedness 3. Social welfare policies and<br>poverty alleviation programs 4. Mental health<br>services and community-based interventions<br>5. Aging population and elderly care<br>strategies                     | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th &<br>Check out 22nd noon) | Sun Hotel and<br>Resort, Abu<br>Road, Mount<br>Abu, (Rajasthan) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 023 | "Advanced Course on Right to Information Act, and Modern Office Management",<br>"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"  | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations         | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Finance Management In Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs  | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications In Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,  | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 027 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October, 2024<br>(Check In 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological Innovations in disaster management. | 10 <sup>th</sup> & 11 <sup>th</sup><br><br>November, 2024<br>(Check In 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 029 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies  | 10 <sup>th</sup> & 11 <sup>th</sup><br><br>November, 2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 030 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 10 <sup>th</sup> & 11 <sup>th</sup><br><br>November, 2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 031 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation Infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization                       | 24 <sup>th</sup> & 25 <sup>th</sup><br><br>November, 2024<br>(Check in 23rd & Check out 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |   |  |                 |                 |
|---------|--|---|--|-----------------|-----------------|
| EDP 032 | "Leadership Challenges In Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 033 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 034 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 035 | Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications  | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 036 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 037 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 038 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India            | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 039 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                    | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India            | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |  |  |                    |                    |
|---------|--|--|--|--------------------|--------------------|
| EDP 040 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08 <sup>th</sup> & 09 <sup>th</sup><br>December, 2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake,<br>Kodaikanal,<br>Tamil Naidu,<br>India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 041 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08 <sup>th</sup> & 09 <sup>th</sup><br>December, 2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake,<br>Kodaikanal,<br>Tamil Naidu,<br>India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

Registration Form download :- [https://ictsr.in/EDP\\_Registration\\_form.pdf](https://ictsr.in/EDP_Registration_form.pdf)

#### 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 46,690 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
- > The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- > 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.
- > Upon successful completion of the program, participants will receive a Certificate of Participation.
- > Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check out will take place on the third day of the course.
- > The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 6:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

#### REPORTING TIME

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

Transportation: Participants are responsible for their own arrangements to reach the venue.

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

Yours Truly,

For Indian Council for Training & Social Research







# Indian Council for Training & Social Research

(An ISO 9001;2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111, ,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com; info@ictsr.in, Website www.ictsr.in

Ref No:- KCP/SAC/Let/63-33-969

शिक्षण संचालनमण्डल,

(नवीन शिक्षण) Delhi, India, the Dated 22nd August, 2024

महाराष्ट्र शासन - को-५११००१

SEP 2024

By Registered Post

To,

The Director  
Higher Education,  
Central Building,  
Pune - 411001 M.S. (India).

आवक क्रमांक :-

मार्ग -

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

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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.

ICTSR 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 |
|--------|---|-----------------------|--|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"   | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>{ Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.  | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>{ Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>{ Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada".  | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>{ Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 005 | Principles & Practices of Sustainable Mining: Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, Bio - Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water-Body in Mined out Areas | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>{ Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |

Handwritten notes: 1/21/24, 23/1

|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>(Last Date 09th September,2024) | 5,96,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 008 | "Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" (Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices in Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle- Related Diseases Preventio & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 5,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 5,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |

|        |  |   |   |                   |
|--------|--|---|---|-------------------|
| ST 018 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)  | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies in Germany", "Digital Transformation in German Government", "Public Administration and Governance In Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)  | 6,96,000.00 (INR) |
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation In Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December,2024<br>( Last date 23rd October,2024)   | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December,2024<br>( Last date 23rd October,2024)   | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies In Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies In Japan", "E-Government Services In Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December,2024<br>( Last date 23rd October,2024)   | 6,96,000.00 (INR) |
| ST 023 | "Public Transport Systems In Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity In Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December,2024<br>( Last date 23rd October,2024)   | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation In Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies In Sweden Government"  | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January,2025<br>( Last date 09th November,2024)   | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building international partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                      | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January,2025<br>( Last date 09th November,2024)   | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation in Sweden", "Education Policies in Sweden", "Public Administration in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup><br>January,2025<br>( Last date 09th November,2024)   | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems In Sweden", "Urban Planning and Development in Sweden", "Climate Policies and Sustainability In Sweden", "Social Welfare Systems in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup><br>January,2025<br>( Last date 09th November,2024)   | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration In Sweden Government"   | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January,2025<br>( Last date 09th November,2024)   | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development In Singapore", "E-Governance and Digital Services "  | Zurich (Switzerland) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore",   | Singapore   | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025) | 4,96,000.00 (INR) |

|        |   |                                     |  |                      |
|--------|---|-------------------------------------|--|----------------------|
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025)      | 6,96,000.00<br>(INR) |
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025)      | 6,96,000.00<br>(INR) |
| ST 033 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan<br>South Korea        | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00<br>(INR) |
| ST 034 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",  | Seoul & Busan<br>South Korea        | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00<br>(INR) |
| ST 035 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan<br>South Korea        | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00<br>(INR) |
| ST 036 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan<br>South Korea        | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 037 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 038 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 039 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France"  | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 040 | Leadership & Managerial Skills, Management & Business Administration  | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 041 | Leadership & Managerial Skills, Management & Business Administration in United State Government"  | New York<br>(United State)          | 09 <sup>th</sup> To 16 <sup>th</sup><br>April,2025<br>( Last Date 10th February, 2025)         | 6,96,000.00<br>(INR) |
| ST 042 | "Public Administration and Governance Practices in the US, "Digital Transformation in US "Government Public Policy Design and Analysis in United State Government"  | San Fransico<br>(United State)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>April,2025<br>( Last Date 10th February, 2025)         | 6,96,000.00<br>(INR) |

|        |  |  |   |                   |
|--------|--|--|---|-------------------|
| ST 043 | Leadership & Managerial Skills, Management & Business Administration in Europ Government"  | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup><br>April, 2025<br>( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 044 | Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Europ Government"  | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup><br>April, 2025<br>( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 045 | "Leadership in Public Sector: US Models, "E-Governance Initiatives in the US, "US Strategies for Disaster Management, "Sustainable Development in United State Government"   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup><br>April, 2025<br>( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 046 | International Capacity Building Program on Smart City- Power, Health, Infrastructure, High Rise Buildings , Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program) in Europ Government   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup><br>April, 2025<br>( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 047 | "Cities, Cybersecurity Frameworks In the US, "Data Analytics in US Public Services, "Public-Private Partnerships (PPPs) In United State Government"  | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>April, 2025<br>( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 048 | " 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 in Canada Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup><br>April, 2025<br>( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 049 | ."Public Sector Management in the UK", "Digital Government Services in the UK", "Social Welfare Policies in the UK", "Healthcare Systems and NHS Practices in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 050 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 051 | Leadership & Managerial Skills, Management & Business Administration in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 052 | "Public Sector Ethics and Accountability in the UK""UK Public Transport Systems", "Urban Planning and Smart Cities in the UK"  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 053 | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 054 | "Education Policy and Administration in the UK", "Climate Change Policies in the UK", " UK Models of Financial Management in Government",  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 055 | "Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)"& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |

|        |  |                                      |  |                   |
|--------|--|--------------------------------------|--|-------------------|
| ST 056 | Leadership & Managerial Skills, Management & Business Administration | London & Manchester (United Kingdom) | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 (Last Date 19th February, 2025) | 5,96,000.00 (INR) |
|--------|--|--------------------------------------|--|-------------------|

Registration Form download :- [https://ictsr.in/International\\_Registration\\_Form.pdf](https://ictsr.in/International_Registration_Form.pdf)

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

#### GENERAL INSTRUCTIONS

- > Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the Indian Council for Training & Social Research (ICTSR) 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 ICTSR.
- > Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- > Please be aware that ICTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- > The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- > Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- > Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- > Participants are responsible for their health and safety during the study tour. ICTSR is not liable for participants' medical expenses incurred during the program.
- > Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- > Successful participants will receive a Certificate of Participation upon program completion.
- > An optional Business Class airfare add-on is available upon request for an extra charge of INR 5,96,000.000.
- > The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

#### 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, 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 (Twine Shaing) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For Indian Council for Training & Social Research





# Indian Council for Training & Social Research

(An ISO 9001;2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111,,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, info@ictsr.in, Website www.ictsr.in

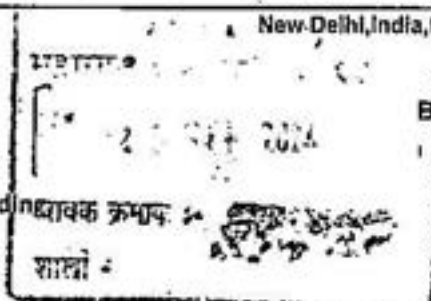
Ref No:- KCP/SAC/Let/83-33-969

New-Delhi,India,the Dated 22nd August, 2024

To,

The Director  
Higher Education, Central Building  
Pune - 411001 M.S. (India)

By Registered Post



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

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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.

ICTSR 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 |
|--------|---|-----------------------|--|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"   | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.  | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada".  | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 005 | Principles & Practices of Sustainable Mining: Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, Bio - Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water-Body in Mined out Areas | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |

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|--------|--|---|--|-------------------|
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>(Last Date 09th September,2024) | 5,96,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 008 | "Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" (Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices in Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle- Related Diseases Preventio & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 5,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 5,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |



|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 018 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program In Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies in Germany", "Digital Transformation in German Government", "Public Administration and Governance in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities In Japan", "Environmental Policies In Japan", "E-Government Services in Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST.023 | "Public Transport Systems In Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation in Sweden", "Public Transport Systems In Sweden", "Environmental Protection Strategies in Sweden Government"  | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building international partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                      | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation In Sweden", "Education Policies In Sweden", "Public Administration in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems in Sweden", "Urban Planning and Development in Sweden", "Climate Policies and Sustainability in Sweden", "Social Welfare Systems In Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration in Sweden Government"   | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development in Singapore", "E-Governance and Digital Services "  | Zurich (Switzerland) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February, 2025<br>( Last date 03rd December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies In Singapore", "Healthcare Management in Singapore", "Public Sector Innovation In Singapore", "Smart City Initiatives In Singapore",   | Singapore   | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February, 2025<br>( Last date 03rd December, 2025) | 4,96,000.00 (INR) |

|        |   |                                     |  |                      |
|--------|---|-------------------------------------|--|----------------------|
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025)      | 6,96,000.00<br>(INR) |
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025)      | 6,96,000.00<br>(INR) |
| ST 033 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan<br>South Korea        | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00<br>(INR) |
| ST 034 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",  | Seoul & Busan<br>South Korea        | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00<br>(INR) |
| ST 035 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan<br>South Korea        | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00<br>(INR) |
| ST 036 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan<br>South Korea        | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 037 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 038 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 039 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France"  | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 040 | Leadership & Managerial Skills, Management & Business Administration  | Paris<br>(France)                   | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00<br>(INR) |
| ST 041 | Leadership & Managerial Skills, Management & Business Administration in United State Government"  | New York<br>(United State)          | 09 <sup>th</sup> To 16 <sup>th</sup><br>April,2025<br>( Last Date 10th February, 2025)         | 6,96,000.00<br>(INR) |
| ST 042 | "Public Administration and Governance Practices in the US, "Digital Transformation in US "Government Public Policy Design and Analysis in United State Government"  | San Fransico<br>(United State)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>April,2025<br>( Last Date 10th February, 2025)         | 6,96,000.00<br>(INR) |

|        |   |  |   |                   |
|--------|---|--|---|-------------------|
| ST 043 | Leadership & Managerial Skills, Management & Business Administration in Europ Government"   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 044 | Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Europ Government"   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 045 | "Leadership in Public Sector: US Models, "E-Governance Initiatives in the US, "US Strategies for Disaster Management, "Sustainable Development in United State Government"  | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 046 | International Capacity Building Program on Smart City-Power, Health, Infrastructure, High Rise Buildings , Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program) in Europ Government   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 047 | "Cities, Cybersecurity Frameworks in the US, "Data Analytics in US Public Services, "Public-Private Partnerships (PPPs) in United State Government"   | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 048 | " 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 in Canada Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 049 | ."Public Sector Management in the UK", "Digital Government Services in the UK", "Social Welfare Policies in the UK", "Healthcare Systems and NHS Practices in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 050 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 051 | Leadership & Managerial Skills, Management & Business Administration in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 052 | "Public Sector Ethics and Accountability in the UK""UK Public Transport Systems", "Urban Planning and Smart Cities In the UK"   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 053 | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 054 | "Education Policy and Administration in the UK", "Climate Change Policies in the UK", " UK Models of Financial Management in Government",   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 055 | "Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)"& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |

|        |  |                                      |   |                   |
|--------|--|--------------------------------------|---|-------------------|
| ST 056 | Leadership & Managerial Skills, Management & Business Administration | London & Manchester (United Kingdom) | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
|--------|--|--------------------------------------|---|-------------------|

Registration Form download :- [https://ictsr.in/International\\_Registratio\\_Form.pdf](https://ictsr.in/International_Registratio_Form.pdf)

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

#### GENERAL INSTRUCTIONS

- > Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the Indian Council for Training & Social Research (ICTSR) 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 ICTSR.
- > Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- > Please be aware that ICTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- > The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- > Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- > Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- > Participants are responsible for their health and safety during the study tour. ICTSR is not liable for participants' medical expenses incurred during the program.
- > Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- > Successful participants will receive a Certificate of Participation upon program completion.
- > An optional Business Class airfare add-on is available upon request for an extra charge of INR 5,96,000.000.
- > The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

#### 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.

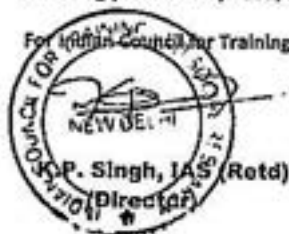
#### Inclusions

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, 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 (Twine Shaing ) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For Indian Council for Training & Social Research





# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, info@ictsr.in, Website www.ictsr.in

Ref No:- EDP/SAC/Let/33-69-969

New Delhi, India, the Dated 22nd August, 2024

To,

The Director  
Higher Education, Central Building,  
Pune - 411001 M.S. (India)

23 SEP 2024

By Registered Post

आवक क्रमांक :-

साला -

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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   | Date  | Venue                                       | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|--|---|---|--|-----------------------------------|
|         |  |   |   | Residential (Twine Sharing) (RS)               | Residential (Single Sharing) (RS) |
| EDP 001 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry, "Project Management and Financial Management"  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check in 21st & Check out 24th noon) | Hotel Radisson Srinagar, ( Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 002 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement 4. Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check in 21st & Check out 24th noon) | Hotel Radisson Srinagar, ( Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 003 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms 4. Consumer protection laws and regulations 5. E-commerce regulation and digital trade frameworks  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check in 21st & Check out 24th noon) | Hotel Radisson Srinagar, ( Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                   |

|         |  |  |  |                 |                 |
|---------|--|--|--|-----------------|-----------------|
| EDP 004 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental Impetus  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Sarover Portico, Srinangar ( Jammu & Kashmir)            | 56,390.00 (INR) |                 |
| EDP 005 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"          | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Sarover Portico, Srinangar ( Jammu & Kashmir)            | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 006 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards 4. Maternal and child health programs 5. Global health governance and pandemic response strategies   | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Lemon Tree Srinagar ( Jammu & Kashmir)                   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 007 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management 4. Railway Infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Lemon Tree Srinagar ( Jammu & Kashmir)                   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 008 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013 | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 009 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Keys Select Hotel, Kochi Kochi , Cochin Kerala -682013         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 010 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | HOLIDAY INN COCHIN Cochin, Kerala, India                       | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 011 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Kochi Marriott Hotel, Cochin, Kerala, India                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 012 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | HOLIDAY INN COCHIN Cochin, Kerala, India                       | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 013 | "Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and International cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Radisson Blu Kochi, Cochin, Kerala, India                      | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |  |  |                 |                 |
|---------|--|--|--|-----------------|-----------------|
| EDP 014 | Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Radisson Blu Kochi, Cochin, Kerala, India              | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 015 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Radisson Blu Kochi, Cochin, Kerala, India              | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 016 | "Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques                 | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Novotel Kochi Infopark, Cochin, Kerala, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 017 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Novotel Kochi Infopark, Cochin, Kerala, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 018 | "Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning  | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | "Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions                          | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | "Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies   | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | "Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies                 | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 023 | "Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"  | 20 <sup>th</sup> & 21 <sup>th</sup><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations         | 20 <sup>th</sup> & 21 <sup>th</sup><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs  | 20 <sup>th</sup> & 21 <sup>th</sup><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,  | 20 <sup>th</sup> & 21 <sup>th</sup><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 027 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20 <sup>th</sup> & 21 <sup>th</sup><br>October, 2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management. | 10 <sup>th</sup> & 11 <sup>th</sup><br>November, 2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 029 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building In Govt. departments, autonomous bodies  | 10 <sup>th</sup> & 11 <sup>th</sup><br>November, 2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 030 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 10 <sup>th</sup> & 11 <sup>th</sup><br>November, 2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 031 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and rural modernization                              | 24 <sup>th</sup> & 25 <sup>th</sup><br>November, 2024<br>(Check in 23rd & Check out 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 56,390.00 (INR) | 66,690.00 (INR) |



|         |  |   |  |                 |                 |
|---------|--|---|--|-----------------|-----------------|
| EDP 032 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 033 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 034 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 035 | Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications  | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 036 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 037 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 038 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 039 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                    | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |

|         |   |   |   |                 |                 |
|---------|---|---|---|-----------------|-----------------|
| EDP 040 | nd Development'' 1. Innovation s and technology transfer policies ch funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy            | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 56,390.00 (INR) |                 |
| EDP 041 | ''Public Relations and Communications'' 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India | 56,390.00 (INR) | 66,690.00 (INR) |

Registration Form download :- [https://ictsr.in/EDP\\_Registration\\_Form.pdf](https://ictsr.in/EDP_Registration_Form.pdf)

#### 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 46,690 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
- > The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- > 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.
- > Upon successful completion of the program, participants will receive a Certificate of Participation.
- > Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- > The participants shall be awarded Certificate of Participation on successful completion of programme.

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 boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

#### METHODOLOGY

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

#### ADMISSION PROCEDURE


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

#### PROGRAMME DURATION & SCHEDULE

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

#### REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM. Transportation: Participants are responsible for their own arrangements to reach the venue. Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours truly,  
  
 Deepak Gupta, IAS  
 (Deputy Director)



# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111, ,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, info@ictsr.in, Website www.ictsr.in

Ref No:- KCP/SAG/Let/63-33-969

New Delhi, India, the Dated 22nd August, 2024

To,

The Director  
(Higher Education) Maharashtra State

3, B.J. Road, Central Building, Pune-411 001

21 OCT 2024 By Registered Post

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

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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.

ICTSR 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 |
|--------|---|-----------------------|--|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"   | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.  | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada".  | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |
| ST 005 | Principles & Practices of Sustainable Mining: Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, Bio - Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water-Body in Mined out Areas | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th September, 2024 | 5,96,000.00 (INR)                              |

|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>( Last Date 09th September,2024 | 5,96,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 008 | " Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" ( Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices in Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle- Related Diseases Preventio & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 5,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 5,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September.2024) | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |

|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 018 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies In Germany", "Digital Transformation in German Government", "Public Administration and Governance in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice In Japanese Government   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies in Japan", "E-Government Services In Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 023 | "Public Transport Systems in Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup><br>December, 2024<br>( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation in Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies in Sweden Government"  | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building international partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                      | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation In Sweden", "Education Policies In Sweden", "Public Administration in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems In Sweden", "Urban Planning and Development in Sweden", "Climate Policies and Sustainability In Sweden", "Social Welfare Systems In Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration In Sweden Government"   | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>January, 2025<br>( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development in Singapore", "E-Governance and Digital Services "  | Zurich (Switzerland) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February, 2025<br>( Last date 03rd December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies In Singapore", "Healthcare Management In Singapore", "Public Sector Innovation In Singapore", "Smart City Initiatives In Singapore",   | Singapore   | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February, 2025<br>( Last date 03rd December, 2025) | 4,96,000.00 (INR) |

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|--------|---|-------------------------------------|--|-------------------|
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025)      | 6,96,000.00 (INR) |
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup><br>February,2025<br>( Last date 03rd December, 2025)      | 6,96,000.00 (INR) |
| ST 033 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan South Korea           | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00 (INR) |
| ST 034 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",  | Seoul & Busan South Korea           | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00 (INR) |
| ST 035 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan South Korea           | 09 <sup>th</sup> to 16 <sup>th</sup><br>March,2025<br>( Last date 09th January,2025)           | 6,96,000.00 (INR) |
| ST 036 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan South Korea           | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00 (INR) |
| ST 037 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris (France)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00 (INR) |
| ST 038 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris (France)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00 (INR) |
| ST 039 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France"  | Paris (France)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00 (INR) |
| ST 040 | Leadership & Managerial Skills, Management & Business Administration  | Paris (France)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>March,2025<br>Last Date 23 <sup>rd</sup> January,2025) | 6,96,000.00 (INR) |
| ST 041 | Leadership & Managerial Skills, Management & Business Administration in United State Government"  | New York (United State)             | 09 <sup>th</sup> To 16 <sup>th</sup><br>April,2025<br>( Last Date 10th February, 2025)         | 6,96,000.00 (INR) |
| ST 042 | "Public Administration and Governance Practices in the US, "Digital Transformation in US "Government Public Policy Design and Analysis in United State Government"  | San Fransico (United State)         | 09 <sup>th</sup> To 16 <sup>th</sup><br>April,2025<br>( Last Date 10th February, 2025)         | 6,96,000.00 (INR) |

|        |  |  |   |                      |
|--------|--|--|---|----------------------|
| ST 043 | Leadership & Managerial Skills, Management & Business Administration in Europ Government"  | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR)--- |
| ST 044 | Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Europ Government"  | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR)    |
| ST 045 | "Leadership in Public Sector: US Models, "E-Governance Initiatives in the US, "US Strategies for Disaster Management, "Sustainable Development in United State Government"   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR)    |
| ST 046 | International Capacity Building Program on Smart City-Power, Health, Infrastructure, High Rise Buildings , Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program) in Europ Government    | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR)    |
| ST 047 | "Cities, Cybersecurity Frameworks in the US, "Data Analytics in US Public Services, "Public-Private Partnerships (PPPs) in United State Government"  | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR)    |
| ST 048 | " 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 in Canada Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR)    |
| ST 049 | ."Public Sector Management in the UK", "Digital Government Services in the UK", "Social Welfare Policies in the UK", "Healthcare Systems and NHS Practices in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR)    |
| ST 050 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR)    |
| ST 051 | Leadership & Managerial Skills, Management & Business Administration in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR)    |
| ST 052 | "Public Sector Ethics and Accountability in the UK""UK Public Transport Systems", "Urban Planning and Smart Cities in the UK"  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR)    |
| ST 053 | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR)    |
| ST 054 | "Education Policy and Administration in the UK", "Climate Change Policies in the UK", " UK Models of Financial Management in Government",  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR)    |
| ST 055 | "Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)"& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR)    |

|        |  |                                      |   |                   |
|--------|--|--------------------------------------|---|-------------------|
| ST 056 | Leadership & Managerial Skills, Management & Business Administration | London & Manchester (United Kingdom) | 23 <sup>rd</sup> To 30 <sup>th</sup><br>April, 2025<br>( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
|--------|--|--------------------------------------|---|-------------------|

Registration Form download :- [https://ictsr.in/International\\_Registratio\\_Form.pdf](https://ictsr.in/International_Registratio_Form.pdf)

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

#### GENERAL INSTRUCTIONS

- > Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the Indian Council for Training & Social Research (ICTSR) 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 ICTSR.
- > Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- > Please be aware that ICTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- > The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- > Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- > Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- > Participants are responsible for their health and safety during the study tour. ICTSR is not liable for participants' medical expenses incurred during the program.
- > Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- > Successful participants will receive a Certificate of Participation upon program completion.
- > An optional Business Class airfare add-on is available upon request for an extra charge of INR 5,96,000.00.
- > The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

#### 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 Charge: 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, 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 (Twine Shain) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For Indian Council for Training & Social Research







# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111, .

Fax No:-+91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, info@ictsr.in, Website www.ictsr.in

Ref No:- EDP/SAC/Le/33-69-969

New Delhi, India, the Dated 22nd August, 2024

To,

The Director  
(Higher Education) Maharashtra State.  
3, B.J. Road, Central Building, Pune-411 001

By Registered Post

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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   | Date  | Venue                                       | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|--|---|---|--|-----------------------------------|
|         |  |   |   | Residential (Twine Sharing) (RS)               | Residential (Single Sharing) (RS) |
| EDP 001 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry, "Project Management and Financial Management"  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check in 21st & Check out 24th noon) | Hotel Radisson Srinagar, ( Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 002 | "Security and Defense" 1. National security strategy and Intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement 4. Counterterrorism policies and strategies 5. Border security and International law enforcement cooperation | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check in 21st & Check out 24th noon) | Hotel Radisson Srinagar, ( Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 003 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms 4. Consumer protection laws and regulations 5. E-commerce regulation and digital trade frameworks  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September, 2024<br>(Check in 21st & Check out 24th noon) | Hotel Radisson Srinagar, ( Jammu & Kashmir) | 56,390.00 (INR)                                | 66,690.00 (INR)                   |

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|---------|---|--|--|-----------------|-----------------|
| EDP 004 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus   | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 005 | "Leadership Challenges In Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"           | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 006 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards 4. Maternal and child health programs 5. Global health governance and pandemic response strategies  | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Lemon Tree Srinagar ( Jammu & Kashmir)                   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 007 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management 4. Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization   | 22 <sup>nd</sup> & 23 <sup>rd</sup><br>September,2024<br>(Check in 21st & Check out 24th noon) | Hotel Lemon Tree Srinagar ( Jammu & Kashmir)                   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 008 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013 | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 009 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Keys Select Hotel, Kochi Kochi , Cochin Kerala -682013         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 010 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | HOLIDAY INN COCHIN Cochin, Kerala, India                       | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 011 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Kochi Marriott Hotel, Cochin, Kerala, India                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 012 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | HOLIDAY INN COCHIN Cochin, Kerala, India                       | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 013 | "Culture and Heritage" 1. Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon)   | Radisson Blu Kochi, Cochin, Kerala, India                      | 56,390.00 (INR) | 66,690.00 (INR) |

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|---------|--|--|--|-----------------|-----------------|
| EDP 014 | Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Radisson Blu Kochi, Cochin, Kerala, India              | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 015 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Radisson Blu Kochi, Cochin, Kerala, India              | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 016 | "Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques                 | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Novotel Kochi Infopark, Cochin, Kerala, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 017 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12th & Check out 15th noon) | Novotel Kochi Infopark, Cochin, Kerala, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 018 | "Human Resources" 1. Talent management and retention strategies 2. Diversity and Inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning  | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | "Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions                          | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, Institutional framework, governance and strategies – Scoping redesign prospects and Initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | "Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and Integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies   | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | "Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies                 | 20 <sup>th</sup> & 21 <sup>th</sup><br>October,2024<br>(Check in 19th & Check out 22nd noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |   |   |                 |                 |
|---------|--|---|---|-----------------|-----------------|
| EDP 023 | "Advanced Course on Right to Information Act and Modern Office Management",<br>"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"   | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October,2024<br>(Check in 19th & Check out 22nd noon)  | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations         | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October,2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs  | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October,2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications In Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,  | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October,2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 027 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20 <sup>th</sup> & 21 <sup>th</sup><br><br>October,2024<br>(Check in 19th & Check out 22nd noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management. | 10 <sup>th</sup> & 11 <sup>th</sup><br><br>November,2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 029 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies  | 10 <sup>th</sup> & 11 <sup>th</sup><br><br>November,2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 030 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 10 <sup>th</sup> & 11 <sup>th</sup><br><br>November,2024<br>(Check in 09th & Check out 12th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 031 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization                       | 24 <sup>th</sup> & 25 <sup>th</sup><br><br>November,2024<br>(Check in 23rd & Check out 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |   |  |                 |                 |
|---------|--|---|--|-----------------|-----------------|
| EDP 032 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br><br>(Check in 23rd & Check out 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 033 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br><br>(Check in 23rd & Check out 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 034 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br><br>(Check in 23rd & Check out 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 035 | Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications  | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br><br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 036 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br><br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 037 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation Infrastructure management 5. Sustainable development of natural resources   | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br><br>(Check in 07th & Check out 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India          | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 038 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments  | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br><br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India            | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 039 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management& Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                     | 08 <sup>th</sup> & 09 <sup>th</sup><br>December,2024<br><br>(Check in 07th & Check out 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India            | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |  |   |                    |                    |
|---------|--|--|---|--------------------|--------------------|
| EDP 040 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08 <sup>th</sup> & 09 <sup>th</sup><br>December, 2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodali Lake,<br>Kodalkanal,<br>Tamil Naidu,<br>India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 041 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08 <sup>th</sup> & 09 <sup>th</sup><br>December, 2024<br>(Check in 07th & Check out 10th noon) | Sterling Kodali Lake,<br>Kodalkanal,<br>Tamil Naidu,<br>India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

Registration Form download :- [https://ictsr.in/EDP\\_Registration\\_form.pdf](https://ictsr.in/EDP_Registration_form.pdf)

#### 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 46,690 and INR 38,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
- > The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- > 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.
- > Upon successful completion of the program, participants will receive a Certificate of Participation.
- > Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- > The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

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

#### REPORTING TIME

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

Transportation: Participants are responsible for their own arrangements to reach the venue. Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours Truly,

For Indian Council for Training & Social Research

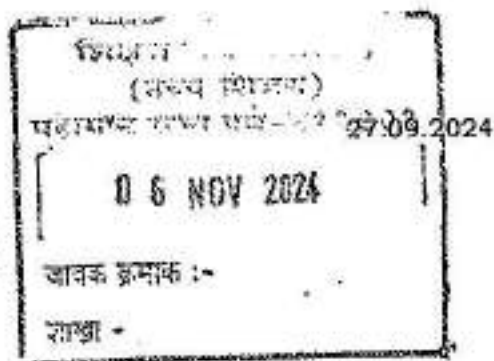




Email : info@nahrd.in  
 Website : www.nahrd.in  
 Ph. : (011) 41678044/45

Ref: RES/01/25

Officer I/c (Recruitment/Rosters/Reservation)  
 Directorate of Higher Education, Maharashtra  
 Central Building, Pune,  
 Maharashtra-411001 16



### WORKSHOP ON ROSTERS & RESERVATION IN SERVICES AT IIPA, NEW DELHI

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

Indian Institute of Public Administration (IIPA) is an autonomous organization under Department of Personnel & Training, Government of India. IIPA was formally inaugurated by the first Prime Minister of India, as the first President of the Society, on March 29, 1954 in New Delhi. The Institute has been set up to equip the public servants with domain knowledge, functional skills, and behavioural competencies required for managing the task of governance. The institute provides technical skills of management, human skills for coordination roles and conceptual skills for taking up leadership roles in public policy planning and execution.

A workshop on Rosters & Reservation in Services is being organized by NAHRD in collaboration with IIPA from 20.01.2025 to 21.01.2025 at IIPA, New Delhi.

The above-mentioned workshop is for the benefit of staff dealing with establishment, legal and HR functions in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. It will help the organization in effective implementation of various rules, order and guidelines on the present subject by the relevant authorities. It will also help appointing/ recruiting authorities in understanding applicable provisions in Reservation. The program has been designed to provide practical insight into various facets of reservations in services. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Constitutional Provisions for Reservations in Services
- Scope, Applicability, Percentages, Relaxation & Concession
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Reservation for Persons with Disability and Ex-Servicemen
- Reservation for Economic Weaker Sections (EWS)
- Verification of claims with relevant case law
- Reservation in Direct Recruitment & Reservation in Promotion
- Role & Functions of Liaison Officers
- The Rights of Persons with Disabilities Act, 2016 along with Rules
- Open Sessions, Case Law and Case Studies

**National Academy of Human Resource Development**  
 Office : A-456, LGF, Defence Colony, New Delhi- 110024

4211-1  
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- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 05.02.2025 to 08.02.2025 at Puducherry.
- **Government e-Marketplace (GeM)** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Advance Excel & Data Analytics** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Cyber Hygiene & Security** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Effective Use of AI at Workplace** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Labour Laws & HR Compliances** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Work Life Balance & Leadership Development** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Digital Personal Data Protection Act, 2023 and Privacy Compliance** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Empowering Trade Union Leaders** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Capacity Building Program, for Executive Secretaries, Assistants & Stenographers** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan) and
- **Global Trends in Transformational Leadership & Talent Management** from 03.03.2025 to 10.03.2025 at Australia (Sydney, Gold Coast & Melbourne).

You are kindly requested to refer to the detailed brochure of these workshops for detailed information. The brochures are available on our website ([www.nahrd.in](http://www.nahrd.in))





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811099923

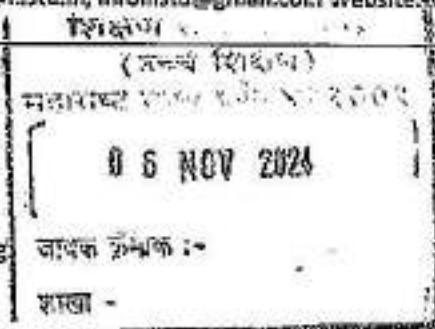
E Mail:-info@nistd.in, info@nistd@gmail.com Website:-www.nistd.in

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 15<sup>th</sup> October, 2024

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.



By Registered Post

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry.

### Mission and Objectives

The primary objective of NISTD is to provide comprehensive training to officers from the Central and State Government services, as well as those from organized and subsidiary services operating within these governmental frameworks. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. NISTD plays a crucial role in the professional development of government officials, significantly contributing to the overall improvement of administrative services at both the central and state levels.

### Executive Development Programs

NISTD's Executive Development Programs are grounded in a philosophy of continual learning, making them ideal for busy professionals. These programs are specifically designed to address the needs of executives facing time constraints that make traditional, lengthy courses impractical. They offer a valuable opportunity for individuals to access up-to-date managerial tools and techniques that may not be covered in formal education.

The programs deliver concise yet comprehensive content, enabling participants to stay informed about the latest advancements in the business world while effectively enhancing their managerial skills.

### Relevant Training Topics

The training topics offered are highly relevant to modern government operations, including:

- **Office Systems and E-Governance:** Streamlining administrative processes and adopting technology-driven citizen services.
- **Stress Management:** Supporting the mental and emotional well-being of government officials for better decision-making.
- **Project and Financial Management:** Ensuring efficient resource allocation and successful project execution.
- **Quality Control:** Maintaining high standards in government projects.
- **Record and Database Management:** Facilitating informed decisions and enhancing transparency.
- **Change Management:** Enabling smooth transitions in processes and practices.
- **Gender Sensitivity:** Fostering an inclusive workplace environment.
- **Leadership, Public Procurement, and Contract Management:** Essential for effective governance.
- **Right to Information Act:** Promoting transparency within government operations.
- **Digital Transformation:** Improving service delivery through modern technologies.
- **Hazardous Waste Management:** Aligning with environmental goals and sustainability.

These topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service initiatives.

- **Nominations:** Acceptance depends on seat availability and timely receipt of participation fees by the final nomination date. To secure your spot, submit nominations using the attached format as soon as possible.
- **Program Fees:**
  - Fees for the Residential Program include training fees and accommodation. Once paid, fees are non-refundable; substitutions are permitted.
  - Fees for the Non-Residential Program cover training fees, lunch, and refreshments. Like the residential fee, this is also non-refundable.
- **Travel and Accommodation:** NISTD does not cover travel expenses to and from the venue. Participants must arrange their own transportation. Accommodation is not provided before or after the program dates; any extended stays are at the participant's expense.
- **Extra Charges:** Hotels will create individual accounts for participants to settle additional charges (e.g., family expenses, laundry) before check-out.
- **Identification:** Participants must bring identification cards and any necessary directives from their department.
- **Medical Costs:** NISTD is not responsible for any medical expenses incurred during the program.
- **Certificates:** Participants will receive a Certificate of Participation upon successful completion of the program.

## Inclusions

- Accommodation in a 4-star hotel
- Comprehensive program management, including facility fees and training infrastructure

## Participants' Profile

This program is designed for professionals from various sectors, including government officials, executives from PSUs, urban planners, and representatives from cultural organizations.

## Payment Details

- Payments must be made in advance via RTGS/NEFT.
- Defense employees will have payment processed post-completion of the course.
- Advance payment is required for accommodation confirmation.

## Our Faculty

The program will be led by dedicated in-house faculty, complemented by guest lecturers with extensive experience.

## Methodology

Our approach emphasizes active participant engagement through lectures, discussions, case studies, and exercises.

## Schedule of Breaks

- Morning Refreshment: 11:15 AM - 11:30 AM
- Lunch: 01:00 PM - 02:00 PM
- Afternoon Refreshment: 03:15 PM - 03:30 PM

## Admission Procedure

Admission is on a first-come, first-served basis. Acceptance notifications will be sent promptly upon nomination receipt.

## Program Duration & Schedule

The workshop spans two days, from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions.

## Reporting Time

Participants must arrive by 9:00 AM for registration.

## Provided by Us

- Accommodation
- Breakfast, tea/coffee, snacks
- Course materials
- Notepad, pen, bag/folder
- Participation certificate
- Photography services

## Transportation

Participants are responsible for their own transport arrangements to the venue. Residential participants should check in at the hotel.

## Change of Schedule

The program will proceed as planned unless unforeseen circumstances arise.

For inquiries regarding the Executive Development Program (EDP), please contact us at +91-9811034923.

We encourage prompt submission of nominations due to limited seating. We look forward to your confirmation.

Yours Truly,

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plc. No B-112, Inderprastha, NCR of Delhi, Ghaziabad-201102, India

Ph. +91-120-2652167, 0120-2652110, 0120-2692111,

Fax No: +91-120-2522605, Whatsapp No +91-9911094928

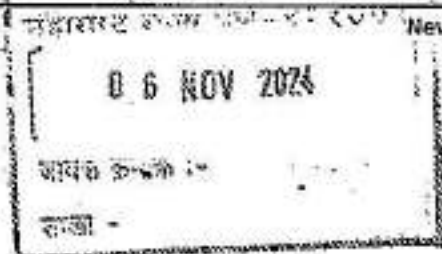
E Mail: info@nistd.in, info@nistd@gmail.com Website: www.nistd.in

Ref No:- KCP/SAC/Let/63-33-959

New Delhi, Dated 15<sup>th</sup> October, 2024

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.



By Registered Post

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

Responding to Evolving Needs

In today's rapidly changing business environment, continuous learning and knowledge enhancement are essential. While experiential learning is invaluable, it is equally important to stay updated on emerging technologies and best practices, particularly in technical domains, to boost project productivity and overall work effectiveness.

We are excited to introduce our specialized program: Study Tour for Construction Professionals. This program is meticulously designed for executives and decision-makers across various sectors, including local, state, and central government, as well as the corporate sector. Through international tours, our initiative aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India asserts its presence on the global stage, this program empowers participants with the insights and exposure necessary to contribute effectively to the nation's growth.

### Capacity Building Initiatives

Our Capacity Building Program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. This program addresses critical global challenges while emphasizing the development of Smart and Sustainable Cities.

The program offers a comprehensive array of training initiatives, covering disciplines such as:

- 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 contribute effectively to the growth and sustainability of urban centers. Our collaborations with governments from Europe, the UAE, Russia, Japan, and Southeast Asian countries underscore the international scope of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

### Planned International Study Tours

NISTD has planned to organize international study tours on various topics in the following cities:

|        |   |                                     |                            |                   |
|--------|---|-------------------------------------|----------------------------|-------------------|
| ST 016 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore",  | Singapore                           | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 017 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 018 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy) | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 019 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan South Korea           | 09th to 16th March,2025    | 4,96,000.00 (INR) |
| ST 020 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",  | Seoul & Busan South Korea           | 09th to 16th March,2025    | 4,96,000.00 (INR) |
| ST 021 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan South Korea           | 09th to 16th March,2025    | 4,96,000.00 (INR) |
| ST 022 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan South Korea           | 23rd To 30th March,2025    | 4,96,000.00 (INR) |
| ST 023 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris (France)                      | 23rd To 30th March,2025    | 4,96,000.00 (INR) |
| ST 024 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris (France)                      | 23rd To 30th March,2025    | 4,96,000.00 (INR) |

|        |  |                         |                         |                   |
|--------|--|-------------------------|-------------------------|-------------------|
| ST 025 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France" | Paris (France)          | 23rd To 30th March,2025 | 4,96,000.00 (INR) |
| ST 026 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France)          | 23rd To 30th March,2025 | 4,96,000.00 (INR) |
| ST 027 | Leadership & Managerial Skills, Management & Business Administration in United State Government"   | New York (United State) | 09th To 16th April,2025 | 4,96,000.00 (INR) |

#### International Study Tour Programs

In addition to the above program, customized international study tour programs to your preferred destinations can be organized.

#### General Instructions

- **Submission of Documents:** Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows NISTD to arrange travel, accommodations, faculty bookings, visa processing, and program planning efficiently.
- **Accompanying Family Charges:** For spouses and/or children (ages 5 to 12 and above), the estimated charges for the entire duration will be INR 4,69,000 plus 18% GST. Payment must be made in advance to NISTD.
- **Nominations:** Acceptance is based on seat availability and timely receipt of the participation fee by the specified deadline.
- **Accommodation:** NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- **Non-Refundable Fees:** The participation fee is non-refundable; however, substitutions can be made or fees adjusted for future nominations.
- **Early Submission:** Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability.
- **Identification:** Participants must carry ID cards and relevant letters/orders from their departments for program attendance.
- **Health and Safety:** Participants are responsible for their health and safety during the study tour. NISTD is not liable for any medical expenses incurred during the program.
- **Additional Charges:** Participants are required to settle any additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- **Certification:** Successful participants will receive a Certificate of Participation upon completion of the program.
- **Optional Airfare:** An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs 9,96,000.

The Institute encourages potential participants and their management teams to proactively communicate any specific issues or areas of concern they would like to see covered in the course materials or addressed during the study tour. Your input is invaluable in tailoring the content to meet your needs and ensuring a relevant learning experience.

#### Payment

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

## Inclusions

1. **Program Management Charges:** Covers all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** Includes economy class airfare, luxurious AC coach transfers, and visits to various destinations, along with return airport transfers.
3. **Visa and Clearances:** Covers expenses related to visa procurement and clearances.
4. **Accommodation:** Comfortable 4-star hotel accommodations are included in the package.
5. **Meals:** Daily breakfast only is 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 engage in insightful site visits.

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

## Participant Profile

The program is designed for IAS, HCS, and PCS Officers, as well as 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 in positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineers, CEOs, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Participants will benefit from a comprehensive itinerary that includes:

- Visits to various projects
- Interactions with city officials
- On-site inspections of ongoing projects
- Meetings with community leaders

The program emphasizes cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods. Site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas, contributing to a deeper understanding of urban development dynamics.

## Change of Schedule

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

For inquiries related to the Study Tour, please contact us at +91-9811094923. We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis. Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thank you for your attention.

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111,

Fax No:+91-120-2682109, Whatsapp No +91-9811094993

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

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 27<sup>th</sup> September, 2024

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.

By Registered Post

06 NOV 2024

वाचक क्रमांक :-

संख्या -

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (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 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  | Venue  | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|---|---|--|--|-----------------------------------|
|         |   |   |  | Residential (Twine Sharing) (RS)               | Residential (Single Sharing) (RS) |
| EDP 001 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi Cochin, Kerala - 682013 | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 002 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi Cochin, Kerala          | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 003 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel, Kochi Kochi, Cochin Kerala                  | 56,390.00 (INR)                                | 66,690.00 (INR)                   |

|         |  |   |   |                    |                    |
|---------|--|---|---|--------------------|--------------------|
| EDP 058 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration*   | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 059 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 060 | Maternal and child health programs 5. Global health governance and pandemic response strategies  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 061 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 062 | Railway Infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 063 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit               | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 064 | "Administration and Management", Strategic management practices in governmental organizations, leadership development in public administration,                                      | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 065 | Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

Registration Form download - [https://nistsd.in/crisis/index/EDP\\_registration\\_form.pdf](https://nistsd.in/crisis/index/EDP_registration_form.pdf)

#### 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 46,690 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- > The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- > 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.
- > Upon successful completion of the program, participants will receive a Certificate of Participation.
- > Participants who choose the residential program are required to Checking On at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- > The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

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

#### REPORTING TIME

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

Note:- Transportation: Participants are responsible for their own arrangements to reach the venue. Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours Truly,

For National Institute of Disaster Management Training & Development


  
Deepak Gupta  
Deputy Director (HRG)  
New Delhi





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

(Central Institute)

Ref No: KCP/SAC/Let/63-33-969

New Delhi, Dated 27<sup>th</sup> September, 2024

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.

05 NOV 2024

By Registered Post

उपरोक्त प्रमाण :-

मात्र :-

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (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 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 |
|--------|--|-----------------------|--|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>( Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.   | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>( Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",                             | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>( Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada". | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>( Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |

## Registration Form download :- [https://nistd.in/circulardoc/International\\_Registration\\_Form.pdf](https://nistd.in/circulardoc/International_Registration_Form.pdf)

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

### GENERAL INSTRUCTIONS

- ✓ Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the National Institute Of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- ✓ For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 4,60,000 plus 18% GST. Payment should be made in advance to NISTD.
- ✓ Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- ✓ Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- ✓ The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- ✓ Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- ✓ Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- ✓ Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- ✓ Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- ✓ Successful participants will receive a Certificate of Participation upon program completion.
- ✓ An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs. 9,95,000.000.
- ✓ The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

### 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, 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 (Twine Sharing )** Participants will be accommodated in a comfortable In 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast only at hotel provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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**  
(Director)



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2602107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 24<sup>th</sup> September, 2024

To,

The Director

Higher Education Central Building

Pune - 411001 M.S.

05 NOV 2024

By Registered Post

आवक क्रमांक :-

माता -

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (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 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  | Venue  | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|---|---|--|--|-----------------------------------|
|         |   |   |  | Residential (Twine Sharing) (RS)               | Residential (Single Sharing) (RS) |
| EDP 001 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi Cochin, Kerala - 682013 | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 002 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi Cochin, Kerala          | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 003 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel, Kochi Kochi, Cochin Kerala                  | 56,390.00 (INR)                                | 66,690.00 (INR)                   |

|         |  |   |  |                    |                    |
|---------|--|---|--|--------------------|--------------------|
| EDP 004 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 005 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Kochi Marriott Hotel,<br>Cochin, Kerala, India                                 | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 006 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 007 | "Modern Survey Techniques including GIS/GPS & total Station, and Stress Management, Under Capacity Building program."  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 008 | "Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices                 | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 009 | Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 010 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 011 | "Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques                 | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Novotel Kochi<br>Infopark,<br>Cochin, Kerala, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 012 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC99   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Novotel Kochi<br>Infopark,<br>Cochin, Kerala, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 013 | "Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | Hotel Shangri-la Leh<br>Leh UT Of<br>Ladakh,India                              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 014 | "Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions                          | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | The Grand Dragon<br>Ladakh<br>Old Road, Sheyarn,<br>Leh- UT Of<br>Ladakh,India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 015 | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication, Under Capacity Building | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | The Grand Dragon<br>Ladakh<br>Old Road, Sheyarn,<br>Leh- UT Of<br>Ladakh,India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 016 | "Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies   | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | Hotel Northern<br>Singge Leh Leh,<br>Ladakh,India                              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

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|---------|--|--|--|-----------------|-----------------|
| EDP 017 | "Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies         | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Hotel Northern Singge Leh Leh, Ladakh,India            | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 018 | "Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"  | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Hotel Northern Singge Leh Leh, Ladakh,India            | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | "Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."  | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Singge Palace Hotel, Leh, UT Of Ladakh,India           | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Singge Palace Hotel, Leh, UT Of Ladakh,India           | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LIDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Singge Palace Hotel, Leh, UT Of Ladakh,India           | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs  | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Sabeo Resorts Leh- UT Of Ladakh,India                  | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 023 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,  | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Sabeo Resorts Leh- UT Of Ladakh,India                  | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20th & 21st October,2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Sabeo Resorts Leh- UT Of Ladakh,India                  | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 10th & 11th November,2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 10th & 11th November,2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 027 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 10th & 11th November,2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Hotel Hillcock Abu Cart Road, Mount Abu, Rajasthan     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern Office Management   | 10th & 11th November,2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Hotel Hillcock Abu Cart Road, Mount Abu, Rajasthan     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 029 | Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases   | 10th & 11th November,2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 030 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LIDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 10th & 11th November,2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |

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| EDP 031 | "Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,"  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12 <sup>th</sup> noon ) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)                                      | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 032 | "Leadership Challenges<br>In Digital Transformation & Managerial<br>Leadership & Team Building", "Contract<br>Management /Safeguards in tendering, public<br>procurement", Contract Management E-<br>Tendering and Condition of Contract for<br>EPC/Turnkey projects-FIDIC 99   | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12 <sup>th</sup> noon ) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)                                      | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 033 | "Emergency Services and Disaster Management"<br>1. Disaster risk reduction strategies and<br>preparedness planning 2. Emergency response<br>coordination and crisis communication 3.<br>Humanitarian aid delivery and coordination 4.<br>Post-disaster recovery and reconstruction efforts<br>5. Technological innovations in disaster<br>management. | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 034 | "Arbitration and Dispute Settlement Mechanism<br>Vis a Vis Construction Contracts" Under Capacity<br>Building in Govt. departments, autonomous<br>bodies  | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>(Uttarakhand)              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 035 | "Modern Survey Techniques Including GIS/GPS &<br>total Station. and Stress Management. Under<br>Capacity Building program."   | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>(Uttarakhand)              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 036 | Social impacts of Mining Projects - Social Impact<br>Assessment, Land Acquisition, Rehabilitation &<br>Resettlement, Pollution Control Measures,<br>Water and Soil Management, Controlled<br>Blasting, Skill Development of Affected" Under<br>Capacity Building  | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 037 | "Infrastructure and Development" 1.<br>Sustainable urban planning and development 2.<br>Transportation infrastructure and logistics<br>management 3. Energy policies and renewable<br>energy technologies 4. Water resource<br>management and conservation strategies 5.<br>Rural development and agricultural<br>modernization                       | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)                       | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 038 | "Leadership Challenges<br>In Digital Transformation & Managerial<br>Leadership & Team Building", "Gender<br>Sensitivity & Prevention and Redressal of Sexual<br>Harassment of<br>Women at Workplace", Digital HR<br>Transformation & AI Driven HR Analytics   | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)                       | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 039 | "International Relations and Diplomacy" 1.<br>International negotiation and diplomatic<br>protocol 2. Multilateral diplomacy and global<br>governance 3. Conflict resolution and<br>peacebuilding initiatives 4. Foreign aid<br>management and humanitarian assistance 5.<br>Cultural diplomacy and soft power strategies                             | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 040 | "Environment and Natural Resources" 1.<br>Climate change adaptation and mitigation<br>strategies 2. Biodiversity conservation and<br>ecosystem management 3. Environmental<br>impact assessment and sustainable development<br>goals 4. Waste management and pollution<br>control measures 5. Forest management and<br>sustainable forestry practices | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 041 | Planning, Design & Installation of Community<br>Micro Irrigation System & Assessment of<br>Irrigation Demand and Irrigation Scheduling<br>using Latest Software Applications  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Valley,<br>Kodaikanal, Tamil<br>Nadu, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 042 | Cyber Security Best Practices for Managers &<br>Executives & IT Tools & Techniques for Office<br>Administration"  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Valley,<br>Kodaikanal, Tamil<br>Nadu, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

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| EDP 043 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Valley,<br>Kodaikanal, Tamil<br>Nadu, India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 044 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Lake,<br>Kodaikanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 045 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Lake,<br>Kodaikanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 046 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                            | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Lake,<br>Kodaikanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 047 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Lake,<br>Kodaikanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 048 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Lake,<br>Kodaikanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 049 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Hotel Begmalle<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 050 | "Project Management and Financial Management"  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Hotel Begmalle<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 051 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Hotel Begmalle<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 052 | Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Hotel Begmalle<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 053 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Hotel Begmalle<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 054 | Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks   | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 055 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 056 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design,  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 057 | Construction & Maintenance of High Rise Buildings & Bridges  | 22nd & 23rd<br>December,2024<br>(Checking On 21st &<br>Checkout On 24th)             | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

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|---------|--|---|---|--------------------|--------------------|
| EDP 058 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 059 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 060 | Maternal and child health programs 5. Global health governance and pandemic response strategies  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 061 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 062 | Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 063 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit               | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 064 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration,                                      | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 065 | Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

Registration Form download > [https://nistsd.in/circulardoc/EDP\\_Registration\\_Form.pdf](https://nistsd.in/circulardoc/EDP_Registration_Form.pdf)

#### 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 46,690 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check-in at the hotel on the initial day of the course, and check-out will take place on the third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

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

#### REPORTING TIME

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

Note:- Transportation: Participants are responsible for their own arrangements to reach the venue.

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

Yours Truly,

For National Institute of Secretariat Training & Development







# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111,

Fax No:-+91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- KCP/SAC/Let/63-33-969

New Delhi, Dated 24<sup>th</sup> September, 2024

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.

By Registered Post

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (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 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 |
|--------|--|-----------------------|---|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.   | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",                             | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada", | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |

|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 005 | Principles & Practices of Sustainable Mining: Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, Bio-Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water- Body In Mined out Areas | Vancouver (Canada)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>( Last Date 09th September,2024 | 5,96,000.00 (INR) |
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>( Last Date 09th September,2024 | 5,96,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 008 | "Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" ( Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program                                    | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices in Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle-Related Diseases Preventio & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024) | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024) | 6,96,000.00 (INR) |

|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 018 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies in Germany", "Digital Transformation in German Government", "Public Administration and Governance in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies in Japan", "E-Government Services In Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 023 | "Public Transport Systems in Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23rd October, 2024)  | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation In Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies in Sweden Government"  | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building International partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                      | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation In Sweden", "Education Policies in Sweden", "Public Administration in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems in Sweden", "Urban Planning and Development in Sweden", "Climate Policies and Sustainability in Sweden", "Social Welfare Systems in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration in Sweden Government"   | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( last date 09th November, 2024)  | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development in Singapore", "E-Governance and Digital Services "  | Zurich (Switzerland) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03rd December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore",   | Singapore   | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03rd December, 2025) | 4,96,000.00 (INR) |
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity.      | Switzerland (Zurich) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03rd December, 2025) | 6,96,000.00 (INR) |

|        |   |  |  |                   |
|--------|---|--|--|-------------------|
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability In", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy)            | 23 <sup>rd</sup> to 28 <sup>th</sup> February,2025<br>( Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |
| ST 033 | "Smart City Initiatives In South Korea", "Public Administration in South Korea", "Digital Governance In South Korea"  | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March,2025<br>( Last date 08 <sup>th</sup> January,2025)      | 6,96,000.00 (INR) |
| ST 034 | "Public Sector Innovation In South Korea", "Healthcare Systems In South Korea", "Education System and Reforms In South Korea", "Climate Change Policies in South Korea",                                | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March,2025<br>( Last date 09 <sup>th</sup> January,2025)      | 6,96,000.00 (INR) |
| ST 035 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection In South Korea",   | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March,2025<br>( Last date 09 <sup>th</sup> January,2025)      | 6,96,000.00 (INR) |
| ST 036 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan South Korea                      | 23 <sup>rd</sup> To 30 <sup>th</sup> March,2025<br>Last Date 23 <sup>rd</sup> January,2025)        | 6,96,000.00 (INR) |
| ST 037 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March,2025<br>Last Date 23 <sup>rd</sup> January,2025)        | 6,96,000.00 (INR) |
| ST 038 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March,2025<br>Last Date 23 <sup>rd</sup> January,2025)        | 6,96,000.00 (INR) |
| ST 039 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France"  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March,2025<br>Last Date 23 <sup>rd</sup> January,2025)        | 6,96,000.00 (INR) |
| ST 040 | Leadership & Managerial Skills, Management & Business Administration  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March,2025<br>Last Date 23 <sup>rd</sup> January,2025)        | 6,96,000.00 (INR) |
| ST 041 | Leadership & Managerial Skills, Management & Business Administration in United State Government"  | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025<br>( Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 042 | "Public Administration and Governance Practices in the US, "Digital Transformation In US "Government Public Policy Design and Analysis in United State Government"                                      | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>( Last Date 10 <sup>th</sup> February, 2025)   | 6,96,000.00 (INR) |
| ST 043 | Leadership & Managerial Skills, Management & Business Administration in Europ Government"   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025<br>( Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 044 | Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Europ Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025<br>( Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |

|        |  |  |   |                   |
|--------|--|--|---|-------------------|
| ST 045 | "Leadership in Public Sector: US Models, "E-Governance Initiatives in the US, "US Strategies for Disaster Management, "Sustainable Development in United State Government"   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025 ( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 046 | Leadership & Managerial Skills, Management & Business Administration   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025 ( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 047 | International Capacity Building Program on Smart City-Power, Health, Infrastructure, High Rise Buildings , Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program) in Europ Government    | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025 ( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 048 | "Cities, Cybersecurity Frameworks in the US, "Data Analytics in US Public Services, "Public-Private Partnerships (PPPs) in United State Government"  | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025 ( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 049 | " 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 In Canada Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025 ( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 050 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025 ( Last Date 10th February, 2025) | 6,96,000.00 (INR) |
| ST 051 | ."Public Sector Management in the UK", "Digital Government Services in the UK", "Social Welfare Policies in the UK", "Healthcare Systems and NHS Practices In Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 052 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program In Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 053 | Leadership & Managerial Skills, Management & Business Administration in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 054 | "Public Sector Ethics and Accountability in the UK""UK Public Transport Systems", "Urban Planning and Smart Cities in the UK"  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 055 | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 056 | "Education Policy and Administration in the UK", "Climate Change Policies in the UK", " UK Models of Financial Management in Government"   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 057 | "Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 058 | Leadership & Managerial Skills, Management & Business Administration   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |

## Registration Form download :- [https://nistd.in/circulardoc/International\\_Registration\\_Form.pdf](https://nistd.in/circulardoc/International_Registration_Form.pdf)

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

### GENERAL INSTRUCTIONS

- > Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the National Institute Of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- > For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 4,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- > Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- > Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- > The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- > Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- > Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- > Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- > Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- > Successful participants will receive a Certificate of Participation upon program completion.
- > An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs. 9,96,000.000.
- > The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

### 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, 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 (Twins Sharing) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast only at hotel provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For National Institute Of Secretariat Training & Development





# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,,

Fax No: +91-120-2682109; Whatsapp No +91-9811093923

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

(संघ के द्वारा)

Ref No:- EDP/SAC/Let/33-69-969

महाराष्ट्र शासन, नई दिल्ली, भारत, Dated 31<sup>st</sup> August, 2024

To,

The Director  
Higher Education,  
Central Building, Pune - 411001 M.S. (India).

06 NOV 2024

By Registered Post

आवक क्रमांक :-

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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  | Date  | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|---|---|---|--|-----------------------------------|
|         |   |   |   | Residential (Twine Sharing) (RS)               | Residential (Single Sharing) (RS) |
| EDP 001 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October, 2024<br>(Check In 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi<br>Cochin, Kerala - 682013 | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 002 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector | 13 <sup>th</sup> & 14 <sup>th</sup><br>October, 2024<br>(Check In 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Keys Select Hotel, Kochi<br>Kochi, Cochin<br>Kerala - 682013      | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 003 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration | 13 <sup>th</sup> & 14 <sup>th</sup><br>October, 2024<br>(Check In 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                       | 56,390.00 (INR)                                | 66,690.00 (INR)                   |

|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 004 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Kochi Marriott Hotel, Cochin, Kerala, India   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 005 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | HOLIDAY INN COCHIN Cochin, Kerala, India      | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 006 | "Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices                 | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Radisson Blu Kochi, Cochin, Kerala, India     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 007 | Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers,   | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Radisson Blu Kochi, Cochin, Kerala, India     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 008 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Radisson Blu Kochi, Cochin, Kerala, India     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 009 | "Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques                 | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Novotel Kochi Infopark, Cochin, Kerala, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 010 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 13 <sup>th</sup> & 14 <sup>th</sup><br>October,2024<br>(Check in 12 <sup>th</sup> & Check out 15 <sup>th</sup> noon) | Novotel Kochi Infopark, Cochin, Kerala, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 011 | "Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning  | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 012 | "Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions                          | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 013 | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies - Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)    | 56,390.00 (INR) | 66,690.00 (INR) |



|         |  |   |   |                 |                 |
|---------|--|---|---|-----------------|-----------------|
| EDP 014 | "Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies   | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 015 | "Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies                 | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 016 | "Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"  | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 017 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations         | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 018 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. in Government Departments Autonomous Bodies & PSUs  | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Hotel-Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,  | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20 <sup>th</sup> & 21 <sup>st</sup><br>October,2024<br>(Check in 19 <sup>th</sup> & Check out 22 <sup>nd</sup> noon)  | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management. | 10 <sup>th</sup> & 11 <sup>th</sup><br>November,2024<br>(Check in 09 <sup>th</sup> & Check out 12 <sup>th</sup> noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies  | 10 <sup>th</sup> & 11 <sup>th</sup><br>November,2024<br>(Check in 09 <sup>th</sup> & Check out 12 <sup>th</sup> noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 023 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 10 <sup>th</sup> & 11 <sup>th</sup><br>November,2024<br>(Check in 09 <sup>th</sup> & Check out 12 <sup>th</sup> noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |   |  |                    |                    |
|---------|--|---|--|--------------------|--------------------|
| EDP 024 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization                       | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23 <sup>rd</sup> & Check out 26 <sup>th</sup> noon) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 025 | "Leadership Challenges In Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23 <sup>rd</sup> & Check out 26 <sup>th</sup> noon) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 026 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23 <sup>rd</sup> & Check out 26 <sup>th</sup> noon) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 027 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24 <sup>th</sup> & 25 <sup>th</sup><br>November,2024<br>(Check in 23 <sup>rd</sup> & Check out 26 <sup>th</sup> noon) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

Registration Form download > [https://ictr.in/EDP\\_Registration\\_Form.pdf](https://ictr.in/EDP_Registration_Form.pdf)

#### 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 46,690 and INR 35,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICISR.
- > The fee for the residential program includes training professional fees and participant(s) accommodation expenses.
- > 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.
- > Upon successful completion of the program, participants will receive a Certificate of Participation.
- > Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the third day of the course.
- > The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:00 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

#### REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.  
Transportation: Participants are responsible for their own arrangements to reach the venue.  
Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours Truly,

For Indian Council for Training & Social Research





# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111, ,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, Website www.ictsr.in

Ref No:- KCP/SAC/Let/63-33-969

New Delhi, India, Dated 31<sup>st</sup> August, 2024

To,

The Director  
Higher Education,  
Central Building, Pune - 411001 M.S. (India)

05 NOV 2024 By Registered Post

आयक क्रमांक :-

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

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) 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 ICTSR 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, ICTSR 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.

ICTSR 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 |
|--------|--|-----------------------|--|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024 (Last Date 09 <sup>th</sup> September, 2024) | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.   | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024 (Last Date 09 <sup>th</sup> September, 2024) | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",   | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024 (Last Date 09 <sup>th</sup> September, 2024) | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada".   | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024 (Last Date 09 <sup>th</sup> September, 2024) | 5,96,000.00 (INR)                              |
| ST 005 | Principles & Practices of Sustainable Mining: Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, Bio - Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water- Body in Mined out Areas | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024 (Last Date 09 <sup>th</sup> September, 2024) | 5,96,000.00 (INR)                              |

|        |  |   |  |                   |
|--------|--|---|--|-------------------|
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024 (Last Date 09 <sup>th</sup> September, 2024) | 5,95,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,95,000.00 (INR) |
| ST 008 | "Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" (Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program             | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices in Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle-Related Diseases Prevention & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup> November, 2024 (Last Date 23 <sup>rd</sup> September, 2024) | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)   | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)   | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)   | 6,96,000.00 (INR) |
| ST 018 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)   | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies in Germany", "Digital Transformation in German Government", "Public Administration and Governance in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)   | 6,96,000.00 (INR) |

|        |   |                                     |  |                   |
|--------|---|-------------------------------------|--|-------------------|
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"  | Tokyo (Japan)                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government  | Tokyo (Japan)                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies in Japan", "E-Government Services in Japanese Government"   | Tokyo (Japan)                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 023 | "Public Transport Systems in Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"   | Tokyo (Japan)                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 ( Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation in Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies in Sweden Government"   | Stockholm (Sweden)                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building international partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                 | Stockholm (Sweden)                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation in Sweden", "Education Policies in Sweden", "Public Administration in Turkey Government"  | Istanbul (Turkey)                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems in Sweden", "Urban Planning and Development in Sweden", "Climate Policies and Sustainability in Sweden", "Social Welfare Systems in Turkey Government"  | Istanbul (Turkey)                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration in Sweden Government"  | Stockholm (Sweden)                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 ( Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development in Singapore", "E-Governance and Digital Services"  | Zurich (Switzerland) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03 <sup>rd</sup> December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore".  | Singapore                           | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03 <sup>rd</sup> December, 2025) | 4,96,000.00 (INR) |
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy) | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 ( Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |

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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 Indian Council for Training & Social Research (ICTSR) 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 ICTSR.
- > Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- > Please be aware that ICTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- > The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.

- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. ICTSR is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 5,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

### 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, 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 [ Twine Shalig ]** Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For Indian Council for Training & Social Research





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 04<sup>th</sup> September, 2024

To,

By Registered Post

The Director  
Higher Education, Central Building,  
Pune - 411001 M.S.

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (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 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  | Date  | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                     |
|---------|---|---|---|--|-------------------------------------|
|         |   |   |   | Residential (Twine Sharing) (RS)               | Residential (Single - Sharing) (RS) |
| EDP 001 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15th ) | Keys Select Hotel By Lemon Tree ,Kochi<br>Cochin, Kerala - 682013 | 55,390.00 (INR)                                | 68,690.00 (INR)                     |
| EDP 002 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15th ) | Keys Select Hotel By Lemon Tree ,Kochi<br>Cochin, Kerala          | 55,390.00 (INR)                                | 68,690.00 (INR)                     |
| EDP 003 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15th ) | Keys Select Hotel, Kochi<br>Kochi, Cochin Kerala                  | 55,390.00 (INR)                                | 68,690.00 (INR)                     |

|         |  |  |  |                    |                    |
|---------|--|--|--|--------------------|--------------------|
| EDP 004 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 005 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | Kochi Marriott Hotel,<br>Cochin, Kerala, India                                 | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 006 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 007 | "Modern Survey Techniques including GIS/GPS & total Station, and Stress Management. Under Capacity Building program."  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 008 | "Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices                 | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 009 | Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 010 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 011 | "Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques                 | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | Novotel Kochi<br>Infopark,<br>Cochin, Kerala, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 012 | "Leadership Challenges In Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15th ) | Novotel Kochi<br>Infopark,<br>Cochin, Kerala, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 013 | "Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd ) | Hotel Shangri-la Leh<br>Leh UT Of<br>Ladakh,India                              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 014 | "Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions                          | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd ) | The Grand Dragon<br>Ladakh<br>Old Road, Sheynam,<br>Leh- UT Of<br>Ladakh,India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 015 | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies - Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd ) | The Grand Dragon<br>Ladakh<br>Old Road, Sheynam,<br>Leh- UT Of<br>Ladakh,India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 016 | "Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies   | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd ) | Hotel Northern<br>Singge Leh Leh,<br>Ladakh,India                              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |



|         |  |   |  |                    |                    |
|---------|--|---|--|--------------------|--------------------|
| EDP 017 | "Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies         | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Hotel Northern<br>Singge Leh Leh,<br>Ladakh,India            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 018 | "Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Hotel Northern<br>Singge Leh Leh,<br>Ladakh,India            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 019 | "Modern Survey Techniques Including GIS/GPS & total Station, and Stress Management. Under Capacity Building program."  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Singge Palace Hotel,<br>Leh<br>Leh, UT Of<br>Ladakh,India    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 020 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Singge Palace Hotel,<br>Leh<br>Leh, UT Of<br>Ladakh,India    | 56,390.00<br>(INR) | 66,650.00<br>(INR) |
| EDP 021 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGP5,3D Laser Scanner, LIDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Singge Palace Hotel,<br>Leh<br>Leh, UT Of<br>Ladakh,India    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 022 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Saboo Resorts<br>Leh- UT Of<br>Ladakh,India                  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 023 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects, & Solid Waste Management System and Sustainable Sanitation,  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Saboo Resorts<br>Leh- UT Of<br>Ladakh,India                  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 024 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22nd )  | Saboo Resorts<br>Leh- UT Of<br>Ladakh,India                  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 025 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th ) | Sun Hotel and Resort,<br>Abu Road, Mount<br>Abu, (Rajasthan) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 026 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th ) | Sun Hotel and Resort,<br>Abu Road, Mount<br>Abu, (Rajasthan) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 027 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th ) | Hotel Hillcock<br>Abu Cart Road,<br>Mount Abu,<br>Rajasthan  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 028 | Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 Implementation and CIC/SIC Judgments) and Modern Office Management  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th ) | Hotel Hillcock<br>Abu Cart Road,<br>Mount Abu,<br>Rajasthan  | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 029 | Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases   | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th ) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)             | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 030 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGP5,3D Laser Scanner, LIDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th ) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)             | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

|         |   |  |   |                    |                    |
|---------|---|--|---|--------------------|--------------------|
| EDP 031 | "Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers,"  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)                                      | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 032 | "Leadership Challenges<br>In Digital Transformation & Managerial<br>Leadership & Team Building", "Contract<br>Management / Safeguards in tendering, public<br>procurement", Contract Management E-<br>Tendering and Condition of Contract for<br>EPC/Turnkey projects-FIDIC 99  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12th) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)                                      | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 033 | "Emergency Services and Disaster Management"<br>1. Disaster risk reduction strategies and<br>preparedness planning 2. Emergency response<br>coordination and crisis communication 3.<br>Humanitarian aid delivery and coordination 4.<br>Post-disaster recovery and reconstruction efforts<br>5. Technological innovations in disaster<br>management. | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 034 | "Arbitration and Dispute Settlement Mechanism<br>Vis a Vis Construction Contracts" Under Capacity<br>Building in Govt. departments, autonomous<br>bodies  | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>(Uttarakhand)              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 035 | "Modern Survey Techniques Including GIS/GPS &<br>total Station. and Stress Management. Under<br>Capacity Building program."   | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>(Uttarakhand)              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 036 | Social Impacts of Mining Projects - Social Impact<br>Assessment, Land Acquisition, Rehabilitation &<br>Resettlement, Pollution Control Measures,<br>Water and Soil Management, Controlled<br>Blasting, Skill Development of Affected" Under<br>Capacity Building  | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 037 | "Infrastructure and Development" 1.<br>Sustainable urban planning and development 2.<br>Transportation Infrastructure and logistics<br>management 3. Energy policies and renewable<br>energy technologies 4. Water resource<br>management and conservation strategies 5.<br>Rural development and agricultural<br>modernization                       | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)                       | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 038 | "Leadership Challenges<br>In Digital Transformation & Managerial<br>Leadership & Team Building", "Gender<br>Sensitivity & Prevention and Redressal of Sexual<br>Harassment of<br>Women at Workplace", Digital HR<br>Transformation & AI Driven HR Analytics   | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)                       | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 039 | "International Relations and Diplomacy" 1.<br>International negotiation and diplomatic<br>protocol 2. Multilateral diplomacy and global<br>governance 3. Conflict resolution and<br>peacebuilding initiatives 4. Foreign aid<br>management and humanitarian assistance 5.<br>Cultural diplomacy and soft power strategies                             | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 040 | "Environment and Natural Resources" 1.<br>Climate change adaptation and mitigation<br>strategies 2. Biodiversity conservation and<br>ecosystem management 3. Environmental<br>impact assessment and sustainable development<br>goals 4. Waste management and pollution<br>control measures 5. Forest management and<br>sustainable forestry practices | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26th) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 041 | Planning, Design & Installation of Community<br>Micro Irrigation System & Assessment of<br>Irrigation Demand and Irrigation Scheduling<br>using Latest Software Applications  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10th) | Sterling Kodal Valley,<br>Kodalkanal, Tamil<br>Nadu, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 042 | Cyber Security Best Practices for Managers &<br>Executives & IT Tools & Techniques for Office<br>Administration"  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10th) | Sterling Kodal Valley,<br>Kodalkanal, Tamil<br>Nadu, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

|         |  |   |  |                    |                    |
|---------|--|---|--|--------------------|--------------------|
| EDP 043 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08th & 09th<br>December, 2024<br>(Checking 07th & Checkout<br>10th)       | Sterling Kodai Valley,<br>Kodalkanal, Tamil<br>Nadu, India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 044 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments   | 08th & 09th<br>December, 2024<br>(Checking 07th & Checkout<br>10th)       | Sterling Kodai Lake,<br>Kodalkanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 045 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"   | 08th & 09th<br>December, 2024<br>(Checking 07th & Checkout<br>10th)       | Sterling Kodai Lake,<br>Kodalkanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 046 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership" (Developing a Positive Culture where People and Performance Thrive)"                           | 08th & 09th<br>December, 2024<br>(Checking 07th & Checkout<br>10th)       | Sterling Kodai Lake,<br>Kodalkanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 047 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08th & 09th<br>December, 2024<br>(Checking 07th & Checkout<br>10th)       | Sterling Kodai Lake,<br>Kodalkanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 048 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08th & 09th<br>December, 2024<br>(Checking 07th & Checkout<br>10th)       | Sterling Kodai Lake,<br>Kodalkanal, Tamil<br>Nadu, India   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 049 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Hotel Bogmallo<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 050 | "Project Management and Financial Management"  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Hotel Bogmallo<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 051 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Hotel Bogmallo<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 052 | Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Hotel Bogmallo<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 053 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Hotel Bogmallo<br>Beach Resort,<br>South Goa, Goa          | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 054 | Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks   | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 055 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 056 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design,  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 057 | Construction & Maintenance of High Rise Buildings & Bridges  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa                | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

|         |  |   |   |                    |                    |
|---------|--|---|---|--------------------|--------------------|
| EDP 058 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 059 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Ocean Palms Goa<br>Resort, Calangute<br>Goa | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 060 | Maternal and child health programs 5. Global health governance and pandemic response strategies  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 061 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 062 | Railway Infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 063 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit               | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 064 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration,                                      | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,690.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 065 | Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector  | 22nd & 23rd<br>December, 2024<br>(Checking On 21st &<br>Checkout On 24th) | Holiday Inn<br>Resort Goa                   | 56,690.00<br>(INR) | 66,690.00<br>(INR) |

Registration Form download > [https://nistsd.in/circulars/EDP\\_Registration\\_Form.pdf](https://nistsd.in/circulars/EDP_Registration_Form.pdf)

#### 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 46,690 and INR 26,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- > The fee for the residential program includes training professional fees and participant(s) accommodation expenses.
- > 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.
- > Upon successful completion of the program, participants will receive a Certificate of Participation.
- > Participants who choose the residential program are required to Check-in at the hotel on the initial day of the course, and check-out will take place on the third day of the course.
- > The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

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

#### REPORTING TIME

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

Note:- Transportation: Participants are responsible for their own arrangements to reach the venue.

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

Yours Truly,

For Director, Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120- 2682110, 0120-2682111,

Fax No:-+91-120-2682109, Whatsapp No +91-9811094923

E Mail:-Info@nistd.in, Infonistd@gmail.com Website:-www.nistd.in

Ref No:- KCP/SAC/Let/63-33-969

New Delhi, Dated 04<sup>th</sup> September, 2024

To,

The Director  
Higher Education, Central Building,  
Pune - 411001 M.S.

By Registered Post

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Govt. of NCT of Delhi, Labour Department) registered Under the Societies Registration Act XXI of 1960 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 |
|--------|--|-----------------------|---|--|
| ST 001 | "E-Government Initiatives in Canada", "Healthcare Management in Canada", "Canadian Public Administration Practices"  | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 002 | Leadership and Strategic Management: Developing leadership skills, strategic thinking, decision-making, and crisis management.   | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 003 | "Sustainable Development Goals (SDGs) Implementation in Canada", "Indigenous Rights and Inclusion in Canadian Policies", "Public Safety and Policing in Canada",                             | Vancouver (Canada)    | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |
| ST 004 | "Digital Literacy and ICT in Canadian Government", "Environmental Protection Strategies in Canada", "Canadian Approaches to Social Welfare", "Disaster Management and Resilience in Canada". | Toronto (Canada)      | 09 <sup>th</sup> To 16 <sup>th</sup> November, 2024<br>(Last Date 09th September, 2024) | 5,96,000.00 (INR)                              |

|        |   |   |  |                   |
|--------|---|---|--|-------------------|
| ST 005 | Principles & Practices of Sustainable Mining; Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, Bio-Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water-Body in Mined out Areas | Vancouver (Canada)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>(Last Date 09th September, 2024) | 6,96,000.00 (INR) |
| ST 006 | Leadership & Managerial Skills, Management & Business Administration  | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>(Last Date 09th September, 2024) | 6,96,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 008 | "Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" (Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program                                    | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices in Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle-Related Diseases Preventio & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia  | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November, 2024<br>(Last Date 23rd September, 2024) | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"  | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)   | 6,96,000.00 (INR) |

|        |   |   |   |                   |
|--------|---|---|---|-------------------|
| ST 018 | "Participatory Irrigation Management System for Paddis, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies In Germany", "Digital Transformation In German Government", "Public Administration and Governance in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies in Japan", "E-Government Services in Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 023 | "Public Transport Systems in Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation in Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies in Sweden Government"   | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building International partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                     | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation In Sweden", "Education Policies In Sweden", "Public Administration In Turkey Government"  | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems in Sweden", "Urban Planning and Development In Sweden", "Climate Policies and Sustainability in Sweden", "Social Welfare Systems in Turkey Government"  | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration In Sweden Government"  | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development in Singapore", "E-Governance and Digital Services"  | Zurich (Switzerland) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 (Last date 03 <sup>rd</sup> December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore"   | Singapore   | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 (Last date 03 <sup>rd</sup> December, 2025) | 4,96,000.00 (INR) |
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity.     | Switzerland (Zurich) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 (Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |

|        |   |  |  |                   |
|--------|---|--|--|-------------------|
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy)            | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025<br>(Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |
| ST 033 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March, 2025<br>(Last date 09 <sup>th</sup> January, 2025)     | 6,96,000.00 (INR) |
| ST 034 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",                                | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March, 2025<br>(Last date 09 <sup>th</sup> January, 2025)     | 6,96,000.00 (INR) |
| ST 035 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March, 2025<br>(Last date 09 <sup>th</sup> January, 2025)     | 6,96,000.00 (INR) |
| ST 036 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan South Korea                      | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 037 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 038 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 039 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France"  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 040 | Leadership & Managerial Skills, Management & Business Administration  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 041 | Leadership & Managerial Skills, Management & Business Administration in United State Government"  | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 042 | "Public Administration and Governance Practices in the US, "Digital Transformation in US "Government Public Policy Design and Analysis in United State Government"                                      | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 043 | Leadership & Managerial Skills, Management & Business Administration in Europ Government"   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 044 | Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Europ Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |



|        |  |  |   |                   |
|--------|--|--|---|-------------------|
| ST 045 | "Leadership In Public Sector: US Models, "E-Governance Initiatives in the US, "US Strategies for Disaster Management," "Sustainable Development in United State Government"  | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 046 | Leadership & Managerial Skills, Management & Business Administration   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 047 | International Capacity Building Program on Smart City-Power, Health, Infrastructure, High Rise Buildings, Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program) In Europ Government     | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 048 | "Cities, Cybersecurity Frameworks in the US, "Data Analytics in US Public Services, "Public-Private Partnerships (PPPs) In United State Government"  | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 049 | " 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 In Canada Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 050 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 051 | "Public Sector Management In the UK", "Digital Government Services in the UK", "Social Welfare Policies in the UK", "Healthcare Systems and NHS Practices in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 5,96,000.00 (INR) |
| ST 052 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program In Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 4,96,000.00 (INR) |
| ST 053 | Leadership & Managerial Skills, Management & Business Administration In Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 4,96,000.00 (INR) |
| ST 054 | "Public Sector Ethics and Accountability in the UK""UK Public Transport Systems", "Urban Planning and Smart Cities In the UK"  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 5,96,000.00 (INR) |
| ST 055 | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 5,96,000.00 (INR) |
| ST 056 | "Education Policy and Administration In the UK", "Climate Change Policies In the UK", " UK Models of Financial Management in Government",  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 5,96,000.00 (INR) |
| ST 057 | "Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 6,96,000.00 (INR) |
| ST 058 | Leadership & Managerial Skills, Management & Business Administration   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025<br>(Last Date 19 <sup>th</sup> February, 2025) | 5,96,000.00 (INR) |

## **Registration Form download :-** [https://nisd.in/circulardoc/International\\_Registration\\_Form.pdf](https://nisd.in/circulardoc/International_Registration_Form.pdf)

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

### **GENERAL INSTRUCTIONS**

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the National Institute Of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 4,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs. 9,95,000,000.
- The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form.

### **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, 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 (Twine Shaing ) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast only at hotel provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For National Institute Of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plot No B-11C, Indraprastha, NCR of Delhi, Gurgaon-201102, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- XCP/SAC/Let/63-33-969

New Delhi, Dated 12<sup>th</sup> September, 2024

To,

The Director  
Higher Education, Central Building,  
Pune - 411001 M.S.

06 NOV 2024

By Registered Post

आदिक क्रमांक :-

शाखा -

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (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 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 |
|--------|--|-----------------------|---|--|
| ST 001 | "E-Government Initiatives in Canada",<br>"Healthcare Management in Canada", "Canadian Public Administration Practices"   | Vancouver<br>(Canada) | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th<br>September, 2024 | 5,96,000.00<br>(INR)                           |
| ST 002 | Leadership and Strategic Management:<br>Developing leadership skills, strategic thinking,<br>decision-making, and crisis management.   | Toronto<br>(Canada)   | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th<br>September, 2024 | 5,96,000.00<br>(INR)                           |
| ST 003 | "Sustainable Development Goals (SDGs)<br>Implementation in Canada", "Indigenous Rights<br>and Inclusion in Canadian Policies", "Public Safety<br>and Policing in Canada",                                | Vancouver<br>(Canada) | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th<br>September, 2024 | 5,96,000.00<br>(INR)                           |
| ST 004 | "Digital Literacy and ICT in Canadian<br>Government", "Environmental Protection<br>Strategies in Canada", "Canadian Approaches to<br>Social Welfare", "Disaster Management and<br>Resilience in Canada". | Toronto<br>(Canada)   | 09 <sup>th</sup> To 16 <sup>th</sup><br>November, 2024<br>( Last Date 09th<br>September, 2024 | 5,96,000.00<br>(INR)                           |

|        |  |   |   |                   |
|--------|--|---|---|-------------------|
| ST 005 | Principles & Practices of Sustainable Mining: Corporate Social Responsibility, Social Impact Assessment, Dump Management, Controlled Blasting Techniques, Sewage Treatment, bio - Medical Waste Management, Conservation & Recycling of Resources, Conversion of Wastes to Resources, Water- Body in Mined out Areas | Vancouver (Canada)                                  | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>( Last Date 09th September,2024) | 5,96,000.00 (INR) |
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | Toronto (Canada)                                    | 09 <sup>th</sup> To 16 <sup>th</sup><br>November,2024<br>( Last Date 09th September,2024) | 5,96,000.00 (INR) |
| ST 007 | "Disaster Response and Management in Australia", "Australian Education Policy and Administration", "Environmental Conservation Strategies in Australia".   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 6,96,000.00 (INR) |
| ST 008 | "Development of Urban Road Network Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" ( Water Quality and Purification)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program                                      | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 6,96,000.00 (INR) |
| ST 009 | "E-Government Practices In Australia", "Healthcare Systems in Australia", Urban Development and Planning in Australia".  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 6,96,000.00 (INR) |
| ST 010 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 6,96,000.00 (INR) |
| ST 011 | Public Sector Innovation in Australia", "Water Resource Management in Australia", "Climate Change Mitigation Strategies in Australia", "Australian Public Sector Governance"   | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 6,96,000.00 (INR) |
| ST 012 | Public Health Information Systems and Data Management, Food, Civil Supplies, Lifestyle-Related Diseases Preventio & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 5,96,000.00 (INR) |
| ST 013 | Leadership & Managerial Skills, Management & Business Administration in Russia   | Moscow (Russia)                                     | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 5,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skills, Management & Business Administration in Australia  | Sydney & Melbourne (Australia)                      | 23 <sup>rd</sup> To 30 <sup>th</sup><br>November,2024<br>(Last Date 23rd September,2024)  | 6,96,000.00 (INR) |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)  | 6,96,000.00 (INR) |
| ST 016 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)  | 6,96,000.00 (INR) |
| ST 017 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City Initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup><br>December, 2024<br>(Last Date 09th October, 2024)  | 6,96,000.00 (INR) |

|        |  |   |   |                   |
|--------|--|---|---|-------------------|
| ST 018 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program In Turkey | Istanbul (Turkey)                                   | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 019 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies in Germany", "Digital Transformation In German Government", "Public Administration and Governance in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> to 16 <sup>th</sup> December, 2024 (Last Date 09 <sup>th</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 020 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 021 | Child protection system, especially Juvenile Justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government   | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 022 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies in Japan", "E-Government Services In Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 023 | "Public Transport Systems in Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"  | Tokyo (Japan)                                       | 23 <sup>rd</sup> To 30 <sup>th</sup> December, 2024 (Last date 23 <sup>rd</sup> October, 2024)  | 6,96,000.00 (INR) |
| ST 024 | "E-Governance and Digital Innovation in Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies in Sweden Government"  | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 025 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building international partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government"                      | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 026 | "Public Sector Innovation In Sweden", "Education Policies in Sweden", "Public Administration in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 027 | "Healthcare Systems In Sweden", "Urban Planning and Development In Sweden", "Climate Policies and Sustainability In Sweden", "Social Welfare Systems in Turkey Government"   | Istanbul (Turkey)                                   | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration in Sweden Government"   | Stockholm (Sweden)                                  | 09 <sup>th</sup> To 16 <sup>th</sup> January, 2025 (Last date 09 <sup>th</sup> November, 2024)  | 6,96,000.00 (INR) |
| ST 029 | "Urban Planning and Development In Singapore", "E-Governance and Digital Services"   | Zurich (Switzerland) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 (Last date 03 <sup>rd</sup> December, 2025) | 4,96,000.00 (INR) |
| ST 030 | "Sustainable Development Strategies In Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore",   | Singapore   | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 (Last date 03 <sup>rd</sup> December, 2025) | 4,96,000.00 (INR) |
| ST 031 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation in Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity.      | Switzerland (Zurich) & Rome (Italy)                 | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025 (Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |

|        |   |  |  |                   |
|--------|---|--|--|-------------------|
| ST 032 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy)            | 23 <sup>rd</sup> to 28 <sup>th</sup> February, 2025<br>(Last date 03 <sup>rd</sup> December, 2025) | 6,96,000.00 (INR) |
| ST 033 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March, 2025<br>(Last date 09 <sup>th</sup> January, 2025)     | 6,96,000.00 (INR) |
| ST 034 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",                                | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March, 2025<br>(Last date 09 <sup>th</sup> January, 2025)     | 6,96,000.00 (INR) |
| ST 035 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan South Korea                      | 09 <sup>th</sup> to 16 <sup>th</sup> March, 2025<br>(Last date 09 <sup>th</sup> January, 2025)     | 6,96,000.00 (INR) |
| ST 036 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan South Korea                      | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 037 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 038 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 039 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France"  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 040 | Leadership & Managerial Skills, Management & Business Administration  | Paris (France)                                 | 23 <sup>rd</sup> To 30 <sup>th</sup> March, 2025<br>Last Date 23 <sup>rd</sup> January, 2025)      | 6,96,000.00 (INR) |
| ST 041 | Leadership & Managerial Skills, Management & Business Administration in United State Government"  | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 042 | "Public Administration and Governance Practices in the US, "Digital Transformation in US "Government Public Policy Design and Analysis in United State Government"                                      | San Francisco (United State)                   | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 043 | Leadership & Managerial Skills, Management & Business Administration in Europ Government"   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |
| ST 044 | Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Europ Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April, 2025<br>(Last Date 10 <sup>th</sup> February, 2025)    | 6,96,000.00 (INR) |

|        |  |  |   |                   |
|--------|--|--|---|-------------------|
| ST 045 | "Leadership in Public Sector: US Models, "E-Governance Initiatives in the US, "US Strategies for Disaster Management, "Sustainable Development in United State Government"   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 046 | Leadership & Managerial Skills, Management & Business Administration   | New York (United State)                        | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 047 | International Capacity Building Program on Smart City-Power, Health, Infrastructure, High Rise Buildings, Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program) in Europ Government     | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 048 | "Cities, Cybersecurity Frameworks In the US, "Data Analytics in US Public Services, "Public-Private Partnerships (PPPs) In United State Government"  | San Fransico (United State)                    | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 049 | " 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 in Canada Government" | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 050 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France) & Zurich (Switzerland) (Europe) | 09 <sup>th</sup> To 16 <sup>th</sup> April,2025 ( Last Date 10th February, 2025)  | 6,96,000.00 (INR) |
| ST 051 | "Public Sector Management in the UK", "Digital Government Services In the UK", "Social Welfare Policies in the UK", "Healthcare Systems and NHS Practices in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 052 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Canada Government"  | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 053 | Leadership & Managerial Skills, Management & Business Administration in Canada Government"   | Beijing & Shanghai (China)                     | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 4,96,000.00 (INR) |
| ST 054 | "Public Sector Ethics and Accountability in the UK""UK Public Transport Systems", "Urban Planning and Smart Cities in the UK"  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 055 | "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 056 | "Education Policy and Administration in the UK", "Climate Change Policies in the UK", " UK Models of Financial Management in Government",  | London & Manchester (United Kingdom)           | 25 <sup>th</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 057 | "Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |
| ST 058 | Leadership & Managerial Skills, Management & Business Administration   | London & Manchester (United Kingdom)           | 23 <sup>rd</sup> To 30 <sup>th</sup> April, 2025 ( Last Date 19th February, 2025) | 5,96,000.00 (INR) |

## Registration Form download :- [https://nistd.in/circulardoc/international\\_registration\\_form.pdf](https://nistd.in/circulardoc/international_registration_form.pdf)

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

### GENERAL INSTRUCTIONS

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the National Institute Of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 4,63,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs. 9,95,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

### 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, 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 (Twine Sharing) Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast only at hotel provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

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

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

For National Institute Of Secretariat Training & Development







# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organization)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 12<sup>th</sup> September, 2024

To,

The Director  
Higher Education,  
Central Building, Pune - 411001 M.S.

08 NOV 2024 By Registered Post

आवक क्रमांक :-

शाखा -

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD), (Govt. of NCT of Delhi, Labour Department), registered under the Societies Registration Act XXI of 1960, 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 Personal and Database Management facilitates 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  | Date  | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|---|---|---|--|-----------------------------------|
|         |   |   |   | Residential (Twins Sharing) (RS)               | Residential (Single Sharing) (RS) |
| EDP 001 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi<br>Cochin, Kerala - 682013 | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 002 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel By Lemon Tree, Kochi<br>Cochin, Kerala          | 56,390.00 (INR)                                | 66,690.00 (INR)                   |
| EDP 003 | "Administration and Management", Strategic management practices in governmental organizations, leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector | 13th & 14th October, 2024<br>(Checking 12th & Checkout 15 <sup>th</sup> noon) | Keys Select Hotel, Kochi<br>Kochi, Cochin Kerala                  | 56,390.00 (INR)                                | 66,690.00 (INR)                   |

|         |  |   |  |                    |                    |
|---------|--|---|--|--------------------|--------------------|
| EDP 004 | "Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration.   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 005 | "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Kochi Marriott Hotel,<br>Cochin, Kerala, India                                 | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 006 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 007 | "Modern Survey Techniques Including GIS/GPS & total Station, and Stress Management. Under Capacity Building program."  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | HOLIDAY INN COCHIN<br>Cochin, Kerala, India                                    | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 008 | "Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices                 | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 009 | Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers,   | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 010 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Radisson Blu Kochi,<br>Cochin, Kerala, India                                   | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 011 | "Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques                 | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Novotel Kochi<br>Infopark,<br>Cochin, Kerala, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 012 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 13th & 14th<br>October,2024<br>(Checking 12th & Checkout<br>15 <sup>th</sup> noon ) | Novotel Kochi<br>Infopark,<br>Cochin, Kerala, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 013 | "Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning  | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | Hotel Shangri-la Leh<br>Leh UT Of<br>Ladakh,India                              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 014 | "Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E-governance and citizen-centric IT solutions                          | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | The Grand Dragon<br>Ladakh<br>Old Road, Sheynam,<br>Leh- UT Of<br>Ladakh,India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 015 | "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, Institutional framework, governance and strategies - Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | The Grand Dragon<br>Ladakh<br>Old Road, Sheynam,<br>Leh- UT Of<br>Ladakh,India | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 016 | "Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies   | 20th & 21st<br>October,2024<br>(Checking 19th & Checkout<br>22 <sup>nd</sup> noon ) | Hotel Northern<br>Singge leh leh,<br>Ladakh,India                              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

|         |  |   |  |                 |                 |
|---------|--|---|--|-----------------|-----------------|
| EDP 017 | "Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies         | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Hotel Northern Singge Leh Leh, Ladakh, India           | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 018 | "Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"  | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Hotel Northern Singge Leh Leh, Ladakh, India           | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | "Modern Survey Techniques including GIS/GPS & Total Station, and Stress Management. Under Capacity Building program."  | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Singge Palace Hotel, Leh Leh, UT Of Ladakh, India      | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | "Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Singge Palace Hotel, Leh Leh, UT Of Ladakh, India      | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"   | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Singge Palace Hotel, Leh Leh, UT Of Ladakh, India      | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs  | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Saboo Resorts Leh- UT Of Ladakh, India                 | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 023 | "E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects, & Solid Waste Management System and Sustainable Sanitation,  | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Saboo Resorts Leh- UT Of Ladakh, India                 | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"   | 20th & 21st October, 2024<br>(Checking 19th & Checkout 22 <sup>nd</sup> noon )  | Saboo Resorts Leh- UT Of Ladakh, India                 | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 10th & 11th November, 2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | Book Keeping & Accounting, Accounting Standards & Strategy to implement Accrual System of Accounting & GST Under Capacity Building   | 10th & 11th November, 2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan) | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 027 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 10th & 11th November, 2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Hotel Hillcock Abu Cart Road, Mount Abu, Rajasthan     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 Implementation and CIC/SIC Judgments) and Modern Office Management   | 10th & 11th November, 2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Hotel Hillcock Abu Cart Road, Mount Abu, Rajasthan     | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 029 | Reservation in Services for SC/ST/OBC, Administrative Vigilance: Role of ID/PO., Handling of CAT Cases   | 10th & 11th November, 2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 030 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"   | 10th & 11th November, 2024<br>(Checking 09th & Checkout 12 <sup>th</sup> noon ) | Sterling Mount Abu, Mount Abu, (Rajasthan)             | 56,390.00 (INR) | 66,690.00 (INR) |

|         |   |  |   |                    |                    |
|---------|---|--|---|--------------------|--------------------|
| EDP 031 | "Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,"  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12 <sup>th</sup> noon ) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)                                      | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 032 | "Leadership Challenges<br>In Digital Transformation & Managerial<br>Leadership & Team Building", "Contract<br>Management / Safeguards in tendering, public<br>procurement", Contract Management E-<br>Tendering and Condition of Contract for<br>EPC/Turnkey projects-FIDIC 99  | 10th & 11th<br>November,2024<br>(Checking 09th & Checkout<br>12 <sup>th</sup> noon ) | Sterling Mount Abu,<br>Mount Abu,<br>(Rajasthan)                                      | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 033 | "Emergency Services and Disaster Management"<br>1. Disaster risk reduction strategies and<br>preparedness planning 2. Emergency response<br>coordination and crisis communication 3.<br>Humanitarian aid delivery and coordination 4.<br>Post-disaster recovery and reconstruction efforts<br>5. Technological innovations in disaster<br>management. | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 034 | "Arbitration and Dispute Settlement Mechanism<br>Vis a Vis Construction Contracts" Under Capacity<br>Building in Govt. departments, autonomous<br>bodies  | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>(Uttarakhand)              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 035 | "Modern Survey Techniques Including GIS/GPS &<br>total Station. and Stress Management. Under<br>Capacity Building program."   | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>(Uttarakhand)              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 036 | Social Impacts of Mining Projects - Social Impact<br>Assessment, Land Acquisition, Rehabilitation &<br>Resettlement, Pollution Control Measures,<br>Water and Soil Management, Controlled<br>Blasting, Skill Development of Affected" Under<br>Capacity Building  | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Country Inn Tarika<br>Riverside Resort,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand) | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 037 | "Infrastructure and Development" 1.<br>Sustainable urban planning and development 2.<br>Transportation infrastructure and logistics<br>management 3. Energy policies and renewable<br>energy technologies 4. Water resource<br>management and conservation strategies 5.<br>Rural development and agricultural<br>modernization                       | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)                       | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 038 | "Leadership Challenges<br>In Digital Transformation & Managerial<br>Leadership & Team Building", "Gender<br>Sensitivity & Prevention and Redressal of Sexual<br>Harassment of<br>Women at Workplace", Digital HR<br>Transformation & AI Driven HR Analytics   | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Lemon Tree Hotel,<br>Jim Corbett,<br>Ramnagar,<br>(Uttarakhand)                       | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 039 | "International Relations and Diplomacy" 1.<br>International negotiation and diplomatic<br>protocol 2. Multilateral diplomacy and global<br>governance 3. Conflict resolution and<br>peacebuilding initiatives 4. Foreign aid<br>management and humanitarian assistance 5.<br>Cultural diplomacy and soft power strategies                             | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 040 | "Environment and Natural Resources" 1.<br>Climate change adaptation and mitigation<br>strategies 2. Biodiversity conservation and<br>ecosystem management 3. Environmental<br>impact assessment and sustainable development<br>goals 4. Waste management and pollution<br>control measures 5. Forest management and<br>sustainable forestry practices | 24th & 25th<br>November,2024<br>(Checking 23rd & Checkout<br>26 <sup>th</sup> noon ) | Sterling Holiday<br>Resorts<br>Jim Corbett, Almora<br>Uttarakhand, India              | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 041 | Planning, Design & Installation of Community<br>Micro Irrigation System & Assessment of<br>Irrigation Demand and Irrigation Scheduling<br>using Latest Software Applications  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Valley,<br>Kodaikanal, Tamil<br>Nadu, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |
| EDP 042 | Cyber Security Best Practices for Managers &<br>Executives & IT Tools & Techniques for Office<br>Administration"  | 08th & 09th<br>December,2024<br>(Checking 07th & Checkout<br>10 <sup>th</sup> noon ) | Sterling Kodai Valley,<br>Kodaikanal, Tamil<br>Nadu, India                            | 56,390.00<br>(INR) | 66,690.00<br>(INR) |

|         |  |   |   |                 |                 |
|---------|--|---|---|-----------------|-----------------|
| EDP 043 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08th & 09th December, 2024<br>(Checking 07th & Checkout 10 <sup>th</sup> noon ) | Sterling Kodai Valley, Kodakanal, Tamil Nadu, India | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 044 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments   | 08th & 09th December, 2024<br>(Checking 07th & Checkout 10 <sup>th</sup> noon ) | Sterling Kodai Lake, Kodakanal, Tamil Nadu, India   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 045 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"   | 08th & 09th December, 2024<br>(Checking 07th & Checkout 10 <sup>th</sup> noon ) | Sterling Kodai Lake, Kodakanal, Tamil Nadu, India   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 046 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                            | 08th & 09th December, 2024<br>(Checking 07th & Checkout 10 <sup>th</sup> noon ) | Sterling Kodai Lake, Kodakanal, Tamil Nadu, India   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 047 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08th & 09th December, 2024<br>(Checking 07th & Checkout 10 <sup>th</sup> noon ) | Sterling Kodai Lake, Kodakanal, Tamil Nadu, India   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 048 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08th & 09th December, 2024<br>(Checking 07th & Checkout 10 <sup>th</sup> noon ) | Sterling Kodai Lake, Kodakanal, Tamil Nadu, India   | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 049 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry.  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Hotel Bogmollo Beach Resort, South Goa, Goa         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 050 | "Project Management and Financial Management"  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Hotel Bogmollo Beach Resort, South Goa, Goa         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 051 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Hotel Bogmollo Beach Resort, South Goa, Goa         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 052 | Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Hotel Bogmollo Beach Resort, South Goa, Goa         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 053 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Hotel Bogmollo Beach Resort, South Goa, Goa         | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 054 | Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Ocean Palms Goa Resort, Calangute Goa               | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 055 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus  | 22nd & 23rd December, 2024<br>(Checking On 21st & checkout On 24th)             | Ocean Palms Goa Resort, Calangute Goa               | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 056 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building". Recent Advances in Planning, Design,  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Ocean Palms Goa Resort, Calangute Goa               | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 057 | Construction & Maintenance of High Rise Buildings & Bridges  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th)             | Ocean Palms Goa Resort, Calangute Goa               | 56,390.00 (INR) | 66,690.00 (INR) |

|         |  |   |                                       |                 |                 |
|---------|--|---|---------------------------------------|-----------------|-----------------|
| EDP 058 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Ocean Palms Goa Resort, Calangute Goa | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 059 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Ocean Palms Goa Resort, Calangute Goa | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 060 | Maternal and child health programs 5. Global health governance and pandemic response strategies  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Holiday Inn Resort Goa                | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 061 | "Transportation and logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Holiday Inn Resort Goa                | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 062 | Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Holiday Inn Resort Goa                | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 063 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit               | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Holiday Inn Resort Goa                | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 064 | "Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration,                                      | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Holiday Inn Resort Goa                | 56,390.00 (INR) | 66,690.00 (INR) |
| EDP 065 | Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th) | Holiday Inn Resort Goa                | 56,390.00 (INR) | 66,690.00 (INR) |

Registration Form download -> [https://nisd.in/circulars/EDP\\_Registration\\_Form.pdf](https://nisd.in/circulars/EDP_Registration_Form.pdf)

#### 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 (only), the approximate costs would be INR 46,690 and INR 26,690 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISD.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to Check-in at the hotel on the initial day of the course, and check-out will take place on the third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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

#### OUR FACULTY

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

#### METHODOLOGY

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

#### ADMISSION PROCEDURE

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

#### PROGRAMME DURATION & SCHEDULE

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

#### REPORTING TIME

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

Note: Transportation: Participants are responsible for their own arrangements to reach the venue.

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

Your

For Additional Institute Secretaries Training & Development

  
Deepak Gupta  
Deputy Director (TRG)



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

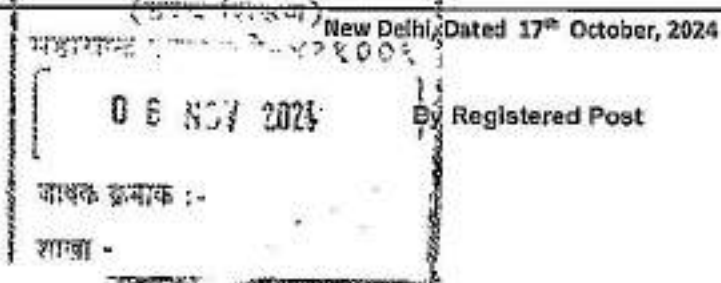
Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- EDP/SAC/Let/63-33-969

To,

The Director  
Higher Education, Central Building,  
Pune - 411001 M.S.



## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1960, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

The Executive Development Programs offered by NISTD are grounded in a philosophy of continual learning, making them particularly suitable for busy executives. These programs are specifically designed to meet the needs of professionals who face time constraints and challenges in enrolling for traditional, lengthy courses. They offer a valuable opportunity for individuals who may have been unable to access up-to-date managerial tools and techniques through formal education.

### List of Executive Development Programs

| S.NO.   | Title of Programme   | Programme Date   | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                  |
|---------|--|--|---|--|----------------------------------|
|         |  |  |   | Non Residential (RS)                           | Residential (Twine Sharing) (Rs) |
| EDP 001 | "Stress Management and Strategic Financial Planning for Organizational Excellence" | 10th & 11th November, 2024<br>(Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 36,390.00 (INR)                                | 66,690.00 (INR)                  |
| EDP 002 | "Managing Work Life Balance,   | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 36,390.00 (INR)                                | 66,690.00 (INR)                  |
| EDP 003 | Digital Workplace: Essentials for non-IT Executives                                | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 36,390.00 (INR)                                | 66,690.00 (INR)                  |

|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 004 | Developing Managerial & Leadership Skills  | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 005 | Mission LIFE: Lifestyle for Environment and Green Credit   | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 006 | Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 007 | Improving Leadership, Managerial & Administrative Skills   | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 008 | Preventive Vigilance, E- Procurement and Key to Good Governance  | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Corbett, Almora Uttarakhand, India           | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 009 | General Financial Rule GFR Tendering & Contract Management   | 24th & 25th November, 2024<br>(Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Corbett, Almora Uttarakhand, India           | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 010 | Gender Sensitization & Prevention of Sexual Harassment at Workplace  | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India                     | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 011 | Performance Management, Monitoring and Evaluation for Organizational Excellence                                | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India                     | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 012 | RTI and Record Management  | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India                     | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 013 | Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings                                  | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India                       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 014 | Productivity Improvement Tools and Techniques  | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India                       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 015 | Human Rights and Anti- Corruption & Anti- bribery Management System to Improve Governance as part of ESG       | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India                       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 016 | Good Governance & Transparency through RTI   | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India                       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 017 | Environment, Social and Governance (ESG)- Way to Sustainability  | 08th & 09th December, 2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India                       | 36,390.00 (INR) | 66,690.00 (INR) |



|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 018 | Quality Control Tools for Organizational Problem Solving                     | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 019 | Advanced Course on Productivity and Digital Workplace Management             | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 020 | Effective Office Administration and Financial Management                     | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 021 | Modern Office Management, Team building, Leadership & Performance Management | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 022 | Finance & GFR for functional & Non-Finance Executives                        | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 023 | Team Work for Better Performance & Developing a Strategy to deal with Stress | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 024 | Management Development Program for Decision Making and Problem Solving       | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 025 | Secretarial Effectiveness and Modern Office Management                       | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 026 | RTI & Office Management  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 027 | Good Governance & Transparency through RTI                                   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 36,390.00 (INR) | 66,690.00 (INR) |
| EDP 028 | Public Procurement and Contracts management                                  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 36,390.00 (INR) | 66,690.00 (INR) |

#### Customized Executive Development Programs

In addition to the above program, we can organize other customized Executive Development Programs to destinations of your choice.

#### General Instructions

- **Ticket Booking:** Once you receive confirmation from your end, you may proceed with booking your tickets.
- **Accompanying Family Costs:** If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs will be INR 36,600 and INR 29,600, respectively, plus an additional 18% GST. These charges should be paid in advance to NISTD.
- **Nominations Acceptance:** Nominations will be accepted based on seat availability and timely receipt of the participation fee by the final nomination date. Given the limited seating capacity, please submit nominations using the attached format as soon as possible.
- **Fee Structure:** The fee for the residential program includes training-professional fees and accommodation expenses. Once paid, the fee is non-refundable; however, substitutions are permitted. The non-residential program fee covers professional training, lunch, and refreshments during sessions.
- **Transportation:** NISTD will not cover any travel expenses between participants' residences or lodging and the training venue. All participants are responsible for arranging their own transportation to reach the venue on time.
- **Certification:** Upon successful completion of the program, participants will receive a Certificate of Participation.
- **Check-in/Check-out:** Participants opting for the residential program should check in on the first day and check out on the second day of the course.

We encourage participants and their management teams to communicate any specific topics or issues they wish to be addressed in the program. Your input will help tailor the content to meet participants' needs and enhance the overall experience.

### Inclusions

- Accommodation in a 4-star hotel
- Daily breakfast for each participant
- Training professional fee covering program management expenses, including faculty fees and training infrastructure

### Participants' Profile

This program is designed for a diverse group of professionals, including officials from Central/State/Union Territory governments, PSUs, autonomous bodies, and various departments.

### Payment Information

Advance payment is required before the training program via RTGS/NEFT. For defense employees, payment will be processed upon course completion with the submission of pre-receipted bills. Please note that outstation cheques will not be accepted.

### Faculty

Our dedicated in-house faculty, along with guest lecturers who are active serving officers, will conduct the program. Our team has extensive expertise, often at the level of retired Joint Secretaries.

### Methodology

Our focus is on actively engaging participants through lectures, interactive discussions, case studies, group discussions, and exercises, ensuring a comprehensive understanding of the subject matter.

### Schedule of Breaks

- Morning Refreshment: 11:15 AM - 11:30 AM
- Lunch: 01:00 PM - 02:00 PM
- Afternoon Refreshment: 03:15 PM - 03:30 PM

### Admission Procedure

Admission will be granted on a first-come, first-served basis. Notifications regarding acceptance into the program will be communicated promptly after receiving the nomination.

### Program Duration & Schedule

The two-day Technical Workshop is scheduled from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions. Participants must arrive by 9:00 AM for registration.

### Provided by Us

- Accommodation, Breakfast, Lunch & Dinner, Tea/Coffee with Snacks, Course materials
- Notepad, Pen, Bag/Folder, Participation Certificate, Photography services

Transportation: Participants are responsible for their arrangements to reach the venue. Those opting for residential accommodation should check in directly at the hotel. For any inquiries related to the Executive Development Program (EDP), please contact us at our Central Line: +91-9811094923.

We kindly request your cooperation in submitting nominations as soon as possible, as seating is limited and registrations are accepted on a first-come, first-served basis.

Yours Truly,

For National Institute Of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

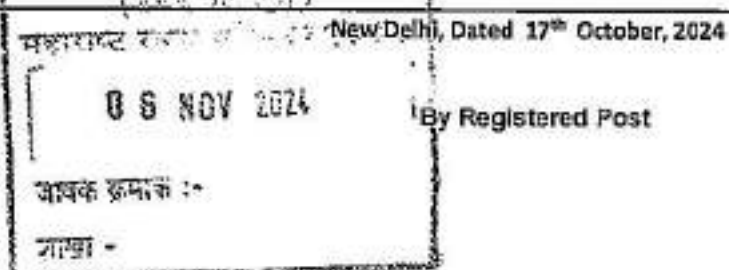
Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- KCP/SAC/Let/63-33-969

To,  
  
The Director  
Higher Education, Central Building,  
Pune - 411001 M.S.



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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

In response to the demands of today's rapidly evolving business landscape, continuous enhancement of knowledge is essential. While experiential learning remains invaluable, staying informed about emerging technologies and best practices is crucial for maximizing project productivity and effectiveness. We are excited to introduce our specialized program, the Study Tour for Construction Professionals. This program is meticulously designed for executives and decision-makers across local, state, and central government sectors, as well as the corporate realm.

By facilitating international tours, this program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations from around the globe. As India strengthens its position on the global stage, this initiative is poised to equip participants with the insights needed to contribute effectively to the nation's growth.

Our Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, covers a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. This program addresses critical global challenges while emphasizing the development of "Smart and Sustainable Cities." Training initiatives will span 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 will gain valuable insights into modern management practices, enabling them to effectively contribute to the growth and sustainability of urban centers. Our collaborations with governments from Europe, the UAE, Russia, Japan, and Southeast Asian countries highlight the international scope of this endeavor, fostering cross-cultural learning and knowledge exchange to address complex global challenges.

NISTD is pleased to announce the organization of international study tours on various topics in the following cities:

| S.NO.  | Title of Programme   | Country to be Visited                                 | Programme Date                           | Tour Cost (Rs) Per Participant+ 18% GST Extra |
|--------|--|---|--|---|
| ST 001 | "Participatory Irrigation Management System for Paddies (A), Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program | Paris (France) & Zurich (Switzerland) (Europe)        | 09th January,2025 To 16th January,2025   | 4,96,000.00 (INR)                             |
| ST 002 | Leadership & Managerial Skills, Management & Business Administration   | London & Manchester (United Kingdom)                  | 09th January,2025 To 16th January,2025   | 4,96,000.00 (INR)                             |
| ST 003 | Leadership & Managerial Skills, Management & Business Administration   | New York, California, and Washington, (United States) | 16th January,2025 To 23rd January,2025   | 4,96,000.00 (INR)                             |
| ST 004 | Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program  | Paris (France) & Zurich (Switzerland) (Europe)        | 16th January,2025 To 23rd January,2025   | 4,96,000.00 (INR)                             |
| ST 005 | Leadership & Managerial Skills, Management & Business Administration   | New York, California, and Washington, (United States) | 16th January,2025 To 23rd January,2025   | 4,96,000.00 (INR)                             |
| ST 006 | Leadership & Managerial Skills, Management & Business Administration   | New York, California, and Washington, (United States) | 23rd January,2025 To 30th January,2025   | 4,96,000.00 (INR)                             |
| ST 007 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,   | Paris (France) & Zurich (Switzerland) (Europe)        | 16th January,2025 To 23rd January,2025   | 4,96,000.00 (INR)                             |
| ST 008 | Leadership & Managerial Skills, Management & Business Administration   | London & Manchester (United Kingdom)                  | 19th January,2025 To 27th January,2025   | 4,96,000.00 (INR)                             |
| ST 009 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France) Zurich (Switzerland) (Europe)          | 06th February,2025 To 13th February,2025 | 4,96,000.00 (INR)                             |
| ST 010 | 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)          | 05th February,2025 To 13th February,2025 | 4,96,000.00 (INR)                             |
| ST 011 | Leadership & Managerial Skills, Management & Business Administration   | New York, California, and Washington, (United States) | 06th February,2025 To 13th February,2025 | 4,96,000.00 (INR)                             |
| ST 012 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France) Zurich (Switzerland) (Europe)          | 06th February,2025 To 13th February,2025 | 4,96,000.00 (INR)                             |
| ST 013 | "Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | London & Manchester (United Kingdom)                  | 03rd February,2025 to 09th February,2025 | 4,96,000.00 (INR)                             |
| ST 014 | "Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | Cologne (Germany) and Barcelona (Spain) Europe        | 03rd February,2025 to 09th February,2025 | 4,96,000.00 (INR)                             |
| ST 015 | Leadership & Managerial Skills, Management & Business Administration   | Cologne (Germany) and Barcelona (Spain) Europe        | 03rd February,2025 to 09th February,2025 | 4,96,000.00 (INR)                             |

|        |   |   |  |                   |
|--------|---|---|--|-------------------|
| ST 016 | "Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"  | London & Manchester (United Kingdom)                  | 03rd February,2025 to 09th February,2025 | 4,96,000.00 (INR) |
| ST 017 | Leadership & Managerial Skills, Management & Business Administration  | New York, California, and Washington, (United States) | 03rd February,2025 to 09th February,2025 | 4,96,000.00 (INR) |
| ST 018 | " 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 February,2025 To 23rd February,2025 | 4,96,000.00 (INR) |
| ST 019 | 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 February,2025 To 23rd February,2025 | 4,96,000.00 (INR) |
| ST 020 | Leadership & Managerial Skills, Management & Business Administration  | New York, California, and Washington, (United States) | 16th February,2025 To 23rd February,2025 | 4,96,000.00 (INR) |
| ST 021 | 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 February,2025 To 23rd February,2025 | 4,96,000.00 (INR) |
| ST 022 | " 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 February,2025 To 23rd February,2025 | 4,96,000.00 (INR) |
| ST 023 | Japan's Model Of Infrastructure Development"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | Tokyo, Hiroshima , (Japan)                            | 16th February,2025 To 23rd February,2025 | 4,96,000.00 (INR) |
| ST 024 | Leadership & Managerial Skills, Management & Business Administration  | Paris (France) & Zurich (Switzerland) (Europe)        | 09th March,2025 To 16th March,2025       | 4,96,000.00 (INR) |
| ST 025 | "Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program   | London & Manchester (United Kingdom)                  | 09th March,2025 To 16th March,2025       | 4,96,000.00 (INR) |
| ST 026 | Leadership & Managerial Skills, Management & Business Administration  | Cologne (Germany) and Barcelona (Spain) Europe        | 09th March,2025 To 16th March,2025       | 4,96,000.00 (INR) |
| ST 027 | "Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program  | Sydney, Melbourne (Australia)                         | 19th March,2025 To 25th March,2025       | 4,96,000.00 (INR) |
| ST 028 | Leadership & Managerial Skills, Management & Business Administration  | Sydney, Melbourne (Australia)                         | 19th March,2025 To 26th March,2025       | 4,96,000.00 (INR) |
| ST 029 | Leadership & Managerial Skills, Management & Business Administration  | New York, California, and Washington, (United States) | 19th March,2025 To 26th March,2025       | 4,96,000.00 (INR) |

### Customized International Study Tour Programs

In addition to the above program, customized international study tour programs can be organized based on preferred destinations.

### General Instructions

- **Submission of Documents:** Please submit candidate names and passport photocopies at least 60 days in advance to facilitate necessary arrangements for travel, accommodations, faculty bookings, visa processing, and program planning.
- **Charges for Accompanying Family:** For accompanying spouses and/or children (ages 5 to 12 and above), the estimated charges for the entire duration will be INR 3,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- **Nominations:** Accepted based on seat availability and receipt of the participation fee by the specified deadline.
- **Accommodation Policy:** NISTD does not provide accommodations before or after the designated program dates. Extended stays must be arranged independently.
- **Refund Policy:** The participation fee is non-refundable; however, substitutions can be made, or fees adjusted for future nominations.
- **Health and Safety:** Participants are responsible for their own health and safety during the study tour. NISTD is not liable for medical expenses incurred during the program.
- **Additional Charges:** Participants are responsible for settling any additional bills directly with the hotel (e.g., family members, laundry, minibar, room service) before check-out.
- **Certificate of Participation:** Successful participants will receive a Certificate of Participation upon program completion.
- **Business Class Airfare:** An optional Business Class airfare add-on is available upon request for an additional charge of INR 6,96,000.

### Inclusions

1. **Program Management Charges:** Covers administration, faculty compensation, and study tour infrastructure.
2. **Travel Arrangements:** Economy class airfare, luxurious AC coach transfers, and return airport transfers.
3. **Visa and Clearances:** Includes visa procurement and related clearances.
4. **Accommodation:** Comfortable stay in a 4-star hotel.
5. **Meals:** Daily breakfast & Dinner provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage for each participant.
7. **Site Visits:** Engaging site visits for firsthand exposure to urban development facilities.

### Target Audience

This program is designed for Senior Officers and other professionals from various government sectors, PSUs, autonomous bodies, and relevant fields. Participants will engage in a comprehensive itinerary that includes site visits, interactions with officials, and insights into ongoing urban projects.

### Schedule Changes

The program will proceed as planned unless unforeseen circumstances arise beyond our control. For inquiries regarding the Study Tour, please contact our Central Line at +91-9811094923.

We encourage prompt submission of nominations, as availability is limited and registrations are accepted on a first-come, first-served basis.

We invite you to submit nominations for this unique opportunity. Your participation will be instrumental in enhancing the effectiveness and innovation within your respective sectors.

Best regards,

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

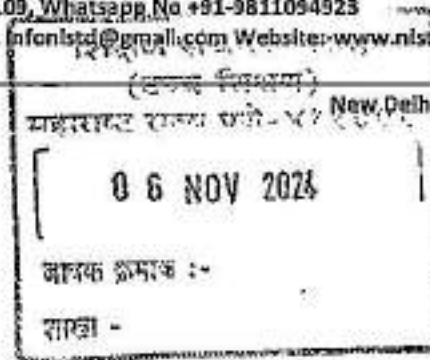
Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

Ref No:- EDP/SAC/Let/63-33-969

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.



New Delhi, Dated 09<sup>th</sup> October, 2024

By Registered Post

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian Industry.

### Mission and Objectives

The primary objective of NISTD is to provide comprehensive training to officers from the Central and State Government services, as well as those from organized and subsidiary services operating within these governmental frameworks. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. NISTD plays a crucial role in the professional development of government officials, significantly contributing to the overall improvement of administrative services at both the central and state levels.

### Executive Development Programs

NISTD's Executive Development Programs are grounded in a philosophy of continual learning, making them ideal for busy professionals. These programs are specifically designed to address the needs of executives facing time constraints that make traditional, lengthy courses impractical. They offer a valuable opportunity for individuals to access up-to-date managerial tools and techniques that may not be covered in formal education.

The programs deliver concise yet comprehensive content, enabling participants to stay informed about the latest advancements in the business world while effectively enhancing their managerial skills.

### Relevant Training Topics

The training topics offered are highly relevant to modern government operations, including:

- Office Systems and E-Governance: Streamlining administrative processes and adopting technology-driven citizen services.
- Stress Management: Supporting the mental and emotional well-being of government officials for better decision-making.
- Project and Financial Management: Ensuring efficient resource allocation and successful project execution.
- Quality Control: Maintaining high standards in government projects.
- Record and Database Management: Facilitating informed decisions and enhancing transparency.
- Change Management: Enabling smooth transitions in processes and practices.
- Gender Sensitivity: Fostering an inclusive workplace environment.
- Leadership, Public Procurement, and Contract Management: Essential for effective governance.
- Right to Information Act: Promoting transparency within government operations.
- Digital Transformation: Improving service delivery through modern technologies.
- Hazardous Waste Management: Aligning with environmental goals and sustainability.

These topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service initiatives.

| S.NO.   | Title of Programme   | Programme Date   | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|--|--|---|--|-----------------------------------|
|         |  |  |   | Non-Residential (Twine Sharing) (RS)           | Residential (Single Sharing) (RS) |
| EDP 001 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 002 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 003 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Hotel Hillcock Abu Cart Road, Mount Abu, Rajasthan                        | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 004 | Advance Course on RTI Act, 2005 (Problems, Issues and Challenges In RTI Act , 2005 Implementation and CIC/SIC Judgments) and Modern Office Management  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Hotel Hillcock Abu Cart Road, Mount Abu, Rajasthan                        | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 005 | Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 006 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 007 | "Construction Management TQM & Safety, CPM as Tool for Construction Management, Project Management for Engineers ,"  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 008 | "Leadership Challenges In Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 009 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management. | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR)                                | 56,690.00 (INR)                   |



|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 010 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 011 | "Modern Survey Techniques Including GIS/GPS & total Station, and Stress Management. Under Capacity Building program."  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 012 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 013 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation Infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization                       | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 014 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 015 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India            | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 016 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India            | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 017 | Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications  | 08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India                     | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 018 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India                     | 46,390.00 (INR) | 56,690.00 (INR) |

|         |  |   |  |                 |                 |
|---------|--|---|--|-----------------|-----------------|
| EDP 019 | "Energy and Utilities" 1. Renewable energy Integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation Infrastructure management 5. Sustainable development of natural resources   | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley,<br>Kodalkanal, Tamil Naidu, India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 020 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments  | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 021 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 022 | Recent Advances In Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management& Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                             | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 023 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and International partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 024 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 025 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Bearh Resort, South Goa, Goa              | 45,390.00 (INR) | 56,690.00 (INR) |
| EDP 026 | "Project Management and Financial Management"  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa              | 45,390.00 (INR) | 56,690.00 (INR) |
| EDP 027 | "Security and Defense" 1. National security strategy and Intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |

|         |   |  |   |                 |                 |
|---------|---|--|---|-----------------|-----------------|
| EDP 028 | Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 029 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 030 | Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 031 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus                             | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 032 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances In Planning, Design,   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 033 | Construction & Maintenance of High Rise Buildings & Bridges   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 034 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 035 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                 | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 036 | Maternal and child health programs 5. Global health governance and pandemic response strategies   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Holiday Inn Resort Goa                      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 037 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Holiday Inn Resort Goa                      | 46,390.00 (INR) | 56,690.00 (INR) |

#### Executive Development Programs Overview

In addition to the main program, customized Executive Development Programs can be organized at your preferred destinations.

#### General Instructions

- **Booking Confirmation:** Upon receiving confirmation from our side, proceed with booking tickets.
- **Accompanying Family:**
  - Spouse (single occupancy): INR 46,699
  - Children (ages 5 to 12): INR 36,609
  - **Note:** These amounts are subject to an additional 18% GST and should be paid in advance to NISTD.

- **Nominations:** Acceptance depends on seat availability and timely receipt of participation fees by the final nomination date. To secure your spot, submit nominations using the attached format as soon as possible.
- **Program Fees:**
  - Fees for the Residential Program include training fees and accommodation. Once paid, fees are non-refundable; substitutions are permitted.
  - Fees for the Non-Residential Program cover training fees, lunch, and refreshments. Like the residential fee, this is also non-refundable.
- **Travel and Accommodation:** NISTD does not cover travel expenses to and from the venue. Participants must arrange their own transportation. Accommodation is not provided before or after the program dates; any extended stays are at the participant's expense.
- **Extra Charges:** Hotels will create individual accounts for participants to settle additional charges (e.g., family expenses, laundry) before check-out.
- **Identification:** Participants must bring identification cards and any necessary directives from their department.
- **Medical Costs:** NISTD is not responsible for any medical expenses incurred during the program.
- **Certificates:** Participants will receive a Certificate of Participation upon successful completion of the program.

### Inclusions

- Accommodation in a 4-star hotel
- Comprehensive program management, including faculty fees and training infrastructure

### Participants' Profile

This program is designed for professionals from various sectors, including government officials, executives from PSUs, urban planners, and representatives from cultural organizations.

### Payment Details

- Payments must be made in advance via RTGS/NEFT.
- Defense employees will have payment processed post-completion of the course.
- Advance payment is required for accommodation confirmation.

### Our Faculty

The program will be led by dedicated in-house faculty, complemented by guest lecturers with extensive experience.

### Methodology

Our approach emphasizes active participant engagement through lectures, discussions, case studies, and exercises.

### Schedule of Breaks

- Morning Refreshment: 11:15 AM - 11:30 AM
- Lunch: 01:00 PM - 02:00 PM
- Afternoon Refreshment: 03:15 PM - 03:30 PM

### Admission Procedure

Admission is on a first-come, first-served basis. Acceptance notifications will be sent promptly upon nomination receipt.

### Program Duration & Schedule

The workshop spans two days, from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions.

### Reporting Time

Participants must arrive by 9:00 AM for registration.

### Provided by Us

- Accommodation
- Breakfast, tea/coffee, snacks
- Course materials
- Notepad, pen, bag/folder
- Participation certificate
- Photography services

### Transportation

Participants are responsible for their own transport arrangements to the venue. Residential participants should check in at the hotel.

### Change of Schedule

The program will proceed as planned unless unforeseen circumstances arise.

For inquiries regarding the Executive Development Program (EDP), please contact us at +91-9811094923.

We encourage prompt submission of nominations due to limited seating. We look forward to your confirmation.

Yours Truly,

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No +91-9811094923

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

शिक्षण -

Ref No:- KCP/SAC/Let/63-33-959

(उत्पन्न तिथि) New Delhi, Dated 09<sup>th</sup> October, 2024

महाराष्ट्र शासन तारीख ०९/१०/२०२४

06 NOV 2024

By Registered Post

To,

The Director  
Higher Education Central Building  
Pune - 411001 M.S.

जायक क्रमांक :-

शाखा -

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian Industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

### Responding to Evolving Needs

In today's rapidly changing business environment, continuous learning and knowledge enhancement are essential. While experiential learning is invaluable, it is equally important to stay updated on emerging technologies and best practices, particularly in technical domains, to boost project productivity and overall work effectiveness.

We are excited to introduce our specialized program: Study Tour for Construction Professionals. This program is meticulously designed for executives and decision-makers across various sectors, including local, state, and central government, as well as the corporate sector. Through international tours, our initiative aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India asserts its presence on the global stage, this program empowers participants with the insights and exposure necessary to contribute effectively to the nation's growth.

### Capacity Building Initiatives

Our Capacity Building Program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. This program addresses critical global challenges while emphasizing the development of Smart and Sustainable Cities.

The program offers a comprehensive array of training initiatives, covering disciplines such as:

- 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 contribute effectively to the growth and sustainability of urban centers. Our collaborations with governments from Europe, the UAE, Russia, Japan, and Southeast Asian countries underscore the international scope of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

### Planned International Study Tours

NISTD has planned to organize international study tours on various topics in the following cities:

| S.NO.  | Title of Programme   | Country to be Visited                               | Programme Date              | Tour Cost (Rs) Per Participant + 18% GST Extra |
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| ST 001 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09th to 16th December, 2024 | 4,96,000.00 (INR)                              |
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|        |   |                                     |                            |                   |
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| ST 016 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore",  | Singapore                           | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 017 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation In Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
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|        |  |                         |                         |                   |
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| ST 027 | Leadership & Managerial Skills, Management & Business Administration in United State Government"   | New York (United State) | 09th To 16th April,2025 | 4,96,000.00 (INR) |

#### International Study Tour Programs

In addition to the above program, customized international study tour programs to your preferred destinations can be organized.

### General Instructions

- **Submission of Documents:** Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows NISTD to arrange travel, accommodations, faculty bookings, visa processing, and program planning efficiently.
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- **Optional Airfare:** An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs 9,96,000.

The Institute encourages potential participants and their management teams to proactively communicate any specific issues or areas of concern they would like to see covered in the course materials or addressed during the study tour. Your input is invaluable in tailoring the content to meet your needs and ensuring a relevant learning experience.

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

## Inclusions

1. **Program Management Charges:** Covers all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
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6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. **Site Visits:** Participants will engage in insightful site visits.

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

## Participant Profile

The program is designed for IAS, HCS, and PCS Officers, as well as 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 in positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineers, CEOs, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Participants will benefit from a comprehensive itinerary that includes:

- Visits to various projects
- Interactions with city officials
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The program emphasizes cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods. Site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas, contributing to a deeper understanding of urban development dynamics.

## Change of Schedule

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

For inquiries related to the Study Tour, please contact us at +91-9811094923. We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis. Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thank you for your attention.

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plot No P-21C, Indraprastha, NCT of Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

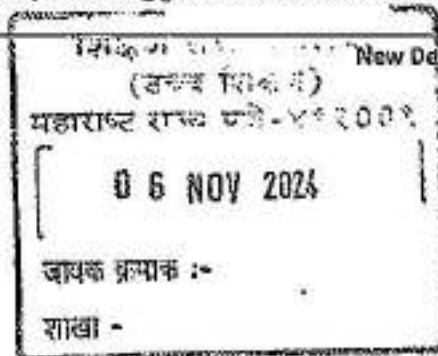
Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E 004Dall-info@nistd.in, info@nistd@gmail.com Website-www.nistd.in

Ref No:- KCP/SAC/Let/63-33-969

To,

The Director  
Higher Education  
Central Building  
Pune - 411001 M.S. (India).



By Registered Post

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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

### Responding to Evolving Needs

In today's rapidly changing business environment, continuous learning and knowledge enhancement are essential. While experiential learning is invaluable, it is equally important to stay updated on emerging technologies and best practices, particularly in technical domains, to boost project productivity and overall work effectiveness.

We are excited to introduce our specialized program: Study Tour for Construction Professionals. This program is meticulously designed for executives and decision-makers across various sectors, including local, state, and central government, as well as the corporate sector. Through international tours, our initiative aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India asserts its presence on the global stage, this program empowers participants with the insights and exposure necessary to contribute effectively to the nation's growth.

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|        |   |                                     |                            |                   |
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For National Institute of Secretariat Training & Development







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(An ISO 9001:2015 Organisation)

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

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

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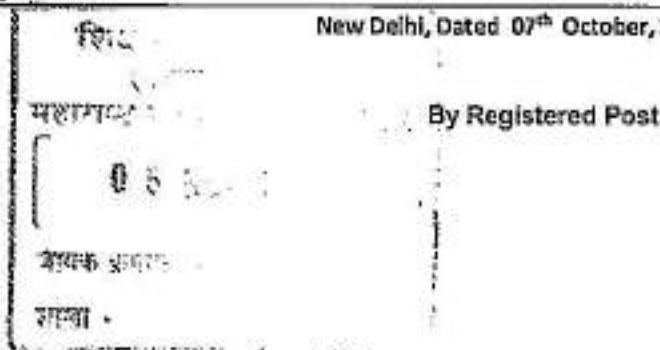
E Mail: info@nistd.in, infonistd@gmail.com Website: www.nistd.in

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 07<sup>th</sup> October, 2024

To,

The Director  
Higher Education  
Central Building  
Pune - 411001 M.S. (India).



## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) [Labour Department, Govt. of NCT of Delhi] Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry.

### Mission and Objectives

The primary objective of NISTD is to provide comprehensive training to officers from the Central and State Government services, as well as those from organized and subsidiary services operating within these governmental frameworks. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. NISTD plays a crucial role in the professional development of government officials, significantly contributing to the overall improvement of administrative services at both the central and state levels.

### Executive Development Programs

NISTD's Executive Development Programs are grounded in a philosophy of continual learning, making them ideal for busy professionals. These programs are specifically designed to address the needs of executives facing time constraints that make traditional, lengthy courses impractical. They offer a valuable opportunity for individuals to access up-to-date managerial tools and techniques that may not be covered in formal education.

The programs deliver concise yet comprehensive content, enabling participants to stay informed about the latest advancements in the business world while effectively enhancing their managerial skills.

### Relevant Training Topics

The training topics offered are highly relevant to modern government operations, including:

- **Office Systems and E-Governance:** Streamlining administrative processes and adopting technology-driven citizen services.
- **Stress Management:** Supporting the mental and emotional well-being of government officials for better decision-making.
- **Project and Financial Management:** Ensuring efficient resource allocation and successful project execution.
- **Quality Control:** Maintaining high standards in government projects.
- **Record and Database Management:** Facilitating informed decisions and enhancing transparency.
- **Change Management:** Enabling smooth transitions in processes and practices.
- **Gender Sensitivity:** Fostering an inclusive workplace environment.
- **Leadership, Public Procurement, and Contract Management:** Essential for effective governance.
- **Right to Information Act:** Promoting transparency within government operations.
- **Digital Transformation:** Improving service delivery through modern technologies.
- **Hazardous Waste Management:** Aligning with environmental goals and sustainability.

These topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service initiatives.

| S.NO.   | Title of Programme   | Programme Date   | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|--|--|---|--|-----------------------------------|
|         |  |  |   | Non-Residential (Twine Sharing) (RS)           | Residential (Single Sharing) (RS) |
| EDP 001 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 002 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 003 | Digital HR Transformation & AI Driven HR Analytics. Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 004 | Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 005 | Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 006 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDAR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 007 | "Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,"   | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 008 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 10th & 11th November,2024 (Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 009 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological Innovations in disaster management. | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR)                                | 56,690.00 (INR)                   |

|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 010 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building In Govt. departments, autonomous bodies  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 011 | "Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program."  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 012 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 013 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization                       | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 014 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 015 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India            | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 016 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India            | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 017 | Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications  | 08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India                     | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 018 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodalkanal, Tamil Naidu, India                     | 46,390.00 (INR) | 56,690.00 (INR) |

|         |  |   |  |                 |                 |
|---------|--|---|--|-----------------|-----------------|
| EDP 019 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley,<br>Kodaikanal, Tamil Naidu, India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 020 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments  | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 021 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 022 | Recent Advances In Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management& Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                             | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 023 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 024 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon) | Sterling Kodai Lake, Kodalkanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 025 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmollo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 026 | "Project Management and Financial Management"  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmollo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 027 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmollo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |

|         |   |   |   |                 |                 |
|---------|---|---|---|-----------------|-----------------|
| EDP 028 | Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation   | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmalle Beach Resort, South Goa, Goa | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 029 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmalle Beach Resort, South Goa, Goa | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 030 | Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 031 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus                             | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 032 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design,   | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 033 | Construction & Maintenance of High Rise Buildings & Bridges   | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 034 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 035 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                 | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 036 | Maternal and child health programs 5. Global health governance and pandemic response strategies   | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Holiday Inn Resort Goa                      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 037 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkout On 24th noon) | Holiday Inn Resort Goa                      | 46,390.00 (INR) | 56,690.00 (INR) |

#### Executive Development Programs Overview

In addition to the main program, customized Executive Development Programs can be organized at your preferred destinations.

#### General Instructions

- **Booking Confirmation:** Upon receiving confirmation from our side, proceed with booking tickets.
- **Accompanying Family:**
  - Spouse (single occupancy): INR 46,690
  - Children (ages 5 to 12): INR 30,600
  - **Note:** These amounts are subject to an additional 18% GST and should be paid in advance to NISTD.

- **Nominations:** Acceptance depends on seat availability and timely receipt of participation fees by the final nomination date. To secure your spot, submit nominations using the attached format as soon as possible.
- **Program Fees:**
  - Fees for the Residential Program include training fees and accommodation. Once paid, fees are non-refundable; substitutions are permitted.
  - Fees for the Non-Residential Program cover training fees, lunch, and refreshments. Like the residential fee, this is also non-refundable.
- **Travel and Accommodation:** NISTD does not cover travel expenses to and from the venue. Participants must arrange their own transportation. Accommodation is not provided before or after the program dates; any extended stays are at the participant's expense.
- **Extra Charges:** Hotels will create individual accounts for participants to settle additional charges (e.g., family expenses, laundry) before check-out.
- **Identification:** Participants must bring identification cards and any necessary directives from their department.
- **Medical Costs:** NISTD is not responsible for any medical expenses incurred during the program.
- **Certificates:** Participants will receive a Certificate of Participation upon successful completion of the program.

## Inclusions

- Accommodation in a 4-star hotel
- Comprehensive program management, including faculty fees and training infrastructure

## Participants' Profile

This program is designed for professionals from various sectors, including government officials, executives from PSUs, urban planners, and representatives from cultural organizations.

## Payment Details

- Payments must be made in advance via RTGS/NEFT.
- Defense employees will have payment processed post-completion of the course.
- Advance payment is required for accommodation confirmation.

## Our Faculty

The program will be led by dedicated in-house faculty, complemented by guest lecturers with extensive experience.

## Methodology

Our approach emphasizes active participant engagement through lectures, discussions, case studies, and exercises.

## Schedule of Breaks

- Morning Refreshment: 11:15 AM - 11:30 AM
- Lunch: 01:00 PM - 02:00 PM
- Afternoon Refreshment: 03:15 PM - 03:30 PM

## Admission Procedure

Admission is on a first-come, first-served basis. Acceptance notifications will be sent promptly upon nomination receipt.

## Program Duration & Schedule

The workshop spans two days, from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions.

## Reporting Time

Participants must arrive by 9:00 AM for registration.

## Provided by Us

- Accommodation
- Breakfast, tea/coffee, snacks
- Course materials
- Notepad, pen, bag/folder
- Participation certificate
- Photography services

## Transportation

Participants are responsible for their own transport arrangements to the venue. Residential participants should check in at the hotel.

## Change of Schedule

The program will proceed as planned unless unforeseen circumstances arise.

For inquiries regarding the Executive Development Program (EDP), please contact us at +91-9811094923.

We encourage prompt submission of nominations due to limited seating. We look forward to your confirmation.

Yours Truly,

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plot No. D 115, Panchsheel, Patel, Rd, Delhi, 110016, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

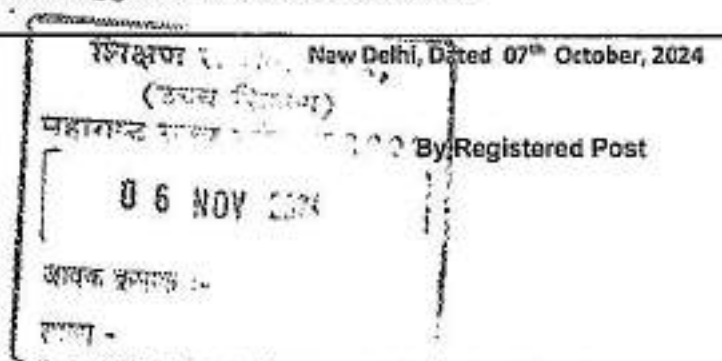
Fax No: +91-120-2682109, Whatsapp No +91-9811094923

E 004Dall:-info@nistd.in, info@nistd@gmail.com Website:-www.nistd.in

Ref No:- KCP/SAC/Let/63-33-969

To,

The Director  
(Higher Education) Maharashtra State.  
3 B.J. Road Central Building Pune-411 001



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

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry. Its primary objective is to provide training to officers from the Central and State Government services, as well as those from organized and subsidiary services within these governmental frameworks. This training is designed 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 significantly to the improvement of administrative services at both the central and state levels.

In today's rapidly changing business environment, continuous learning and knowledge enhancement are essential. While experiential learning is invaluable, it is equally important to stay updated on emerging technologies and best practices, particularly in technical domains, to boost project productivity and overall work effectiveness.

We are excited to introduce our specialized program: Study Tour for Construction Professionals. This program is meticulously designed for executives and decision-makers across various sectors, including local, state, and central government, as well as the corporate sector. Through international tours, our initiative aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India asserts its presence on the global stage, this program empowers participants with the insights and exposure necessary to contribute effectively to the nation's growth.

### Capacity Building Initiatives

Our Capacity Building Program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. This program addresses critical global challenges while emphasizing the development of Smart and Sustainable Cities.

The program offers a comprehensive array of training initiatives, covering disciplines such as:

- 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 contribute effectively to the growth and sustainability of urban centers. Our collaborations with governments from Europe, the UAE, Russia, Japan, and Southeast Asian countries underscore the international scope of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

### Planned International Study Tours

NISTD has planned to organize international study tours on various topics in the following cities:

| S.NO.  | Title of Programme   | Country to be Visited                               | Programme Date              | Tour Cost (Rs) Per Participant + 18% GST Extra |
|--------|--|---|-----------------------------|--|
| ST 001 | Leadership & Managerial Skills, Management & Business Administration in Europe   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09th to 16th December, 2024 | 4,96,000.00 (INR)                              |
| ST 002 | "German Approaches to E-Governance", "Public Sector Financial Management in Germany"   | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09th to 16th December, 2024 | 4,96,000.00 (INR)                              |
| ST 003 | "Climate Policy and Sustainability in Germany", "Vocational Training and Skills Development in Germany", "Smart City initiatives in Germany", "Public Health Systems in Germany"   | Istanbul (Turkey)                                   | 09th to 16th December, 2024 | 4,96,000.00 (INR)                              |
| ST 004 | "Participatory Irrigation Management System for Paddies, Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program in Turkey | Istanbul (Turkey)                                   | 09th to 16th December, 2024 | 4,96,000.00 (INR)                              |
| ST 005 | "Urban Mobility and Transport in Germany", "Renewable Energy Policies in Germany", "Digital Transformation in German Government", "Public Administration and Governance in Germany"  | Frankfurt (Germany) & Zurich (Switzerland) (Europe) | 09th to 16th December, 2024 | 4,96,000.00 (INR)                              |
| ST 006 | "Japanese Public Administration Practices", "Disaster Preparedness and Management in Japan", "Technological Innovation in Japanese Government"   | Tokyo (Japan)                                       | 23rd To 30th December, 2024 | 4,96,000.00 (INR)                              |
| ST 007 | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice in Japanese Government   | Tokyo (Japan)                                       | 23rd To 30th December, 2024 | 4,96,000.00 (INR)                              |



|        |   |                                     |                            |                   |
|--------|---|-------------------------------------|----------------------------|-------------------|
| ST 008 | "Healthcare Systems and Policies in Japan", "Urban Planning and Smart Cities in Japan", "Environmental Policies in Japan", "E-Government Services in Japanese Government"   | Tokyo (Japan)                       | 23rd To 30th December,2024 | 4,96,000.00 (INR) |
| ST 009 | "Public Transport Systems in Japan", "Education and Workforce Development in Japan" "Public Sector Ethics and Integrity in Japanese Government"   | Tokyo (Japan)                       | 23rd To 30th December,2024 | 4,96,000.00 (INR) |
| ST 010 | "E-Governance and Digital Innovation in Sweden", "Public Transport Systems in Sweden", "Environmental Protection Strategies in Sweden Government"   | Stockholm (Sweden)                  | 09th To 16th January,2025  | 4,96,000.00 (INR) |
| ST 011 | "International Relations and Diplomacy: Negotiation skills, cross-cultural communication, and building international partnerships. & Public Sector Financial Management: Budgeting, fiscal policies, financial transparency, and accountability in Sweden Government" | Stockholm (Sweden)                  | 09th To 16th January,2025  | 4,96,000.00 (INR) |
| ST 012 | "Public Sector Innovation in Sweden", "Education Policies in Sweden", "Public Administration in Turkey Government"  | Istanbul (Turkey)                   | 09th To 16th January,2025  | 4,96,000.00 (INR) |
| ST 013 | "Healthcare Systems in Sweden", "Urban Planning and Development in Sweden", "Climate Policies and Sustainability in Sweden", "Social Welfare Systems in Turkey Government"  | Istanbul (Turkey)                   | 09th To 16th January,2025  | 4,96,000.00 (INR) |
| ST 014 | Leadership & Managerial Skits, Management & Business Administration in Sweden Government"   | Stockholm (Sweden)                  | 09th To 16th January,2025  | 4,96,000.00 (INR) |
| ST 015 | "Urban Planning and Development in Singapore", "E-Governance and Digital Services "   | Zurich (Switzerland) & Rome (Italy) | 23rd to 28th February,2025 | 4,96,000.00 (INR) |

|        |   |                                     |                            |                   |
|--------|---|-------------------------------------|----------------------------|-------------------|
| ST 016 | "Sustainable Development Strategies in Singapore", "Healthcare Management in Singapore", "Public Sector Innovation in Singapore", "Smart City Initiatives in Singapore",  | Singapore                           | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 017 | Economic Development and Trade Policies: Strategies for promoting economic growth, attracting investments, and fostering trade relations. & Technology and Innovation In Governance: Leveraging technology for efficient service delivery, digital transformation, and cybersecurity. | Switzerland (Zurich) & Rome (Italy) | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 018 | "Disaster Management in Singapore", "Education Policies and Administration", "Environmental Sustainability in", "Public Transport Systems",   | Switzerland (Zurich) & Rome (Italy) | 23rd to 28th February,2025 | 4,96,000.00 (INR) |
| ST 019 | "Smart City Initiatives in South Korea", "Public Administration in South Korea", "Digital Governance in South Korea"  | Seoul & Busan South Korea           | 09th to 16th March,2025    | 4,96,000.00 (INR) |
| ST 020 | "Public Sector Innovation in South Korea", "Healthcare Systems in South Korea", "Education System and Reforms in South Korea", "Climate Change Policies in South Korea",  | Seoul & Busan South Korea           | 09th to 16th March,2025    | 4,96,000.00 (INR) |
| ST 021 | "Disaster Management and Response in South Korea", "Urban Development in South Korea", "Environmental Protection in South Korea",   | Seoul & Busan South Korea           | 09th to 16th March,2025    | 4,96,000.00 (INR) |
| ST 022 | Leadership & Managerial Skills, Management & Business Administration  | Seoul & Busan South Korea           | 23rd To 30th March,2025    | 4,96,000.00 (INR) |
| ST 023 | "Climate Change Policies in France", "Digital Transformation in French Government", "Public Administration and Governance in France"  | Paris (France)                      | 23rd To 30th March,2025    | 4,96,000.00 (INR) |
| ST 024 | "Education Policies in France", "Urban Planning and Development in France", "Healthcare Systems in France",   | Paris (France)                      | 23rd To 30th March,2025    | 4,96,000.00 (INR) |

|        |  |                         |                         |                   |
|--------|--|-------------------------|-------------------------|-------------------|
| ST 025 | "Disaster Management, "Public Transport Systems in France", "Environmental Sustainability in France", "Public Sector Innovation in France" | Paris (France)          | 23rd To 30th March,2025 | 4,96,000.00 (INR) |
| ST 026 | Leadership & Managerial Skills, Management & Business Administration   | Paris (France)          | 23rd To 30th March,2025 | 4,96,000.00 (INR) |
| ST 027 | Leadership & Managerial Skills, Management & Business Administration in United State Government"   | New York (United State) | 09th To 16th April,2025 | 4,96,000.00 (INR) |

#### International Study Tour Programs

In addition to the above program, customized international study tour programs to your preferred destinations can be organized.

### General Instructions

- **Submission of Documents:** Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows NISTD to arrange travel, accommodations, faculty bookings, visa processing, and program planning efficiently.
- **Accompanying Family Charges:** For spouses and/or children (ages 5 to 12 and above), the estimated charges for the entire duration will be INR 4,69,000 plus 18% GST. Payment must be made in advance to NISTD.
- **Nominations:** Acceptance is based on seat availability and timely receipt of the participation fee by the specified deadline.
- **Accommodation:** NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- **Non-Refundable Fees:** The participation fee is non-refundable; however, substitutions can be made or fees adjusted for future nominations.
- **Early Submission:** Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability.
- **Identification:** Participants must carry ID cards and relevant letters/orders from their departments for program attendance.
- **Health and Safety:** Participants are responsible for their health and safety during the study tour. NISTD is not liable for any medical expenses incurred during the program.
- **Additional Charges:** Participants are required to settle any additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- **Certification:** Successful participants will receive a Certificate of Participation upon completion of the program.
- **Optional Airfare:** An optional Business Class airfare add-on is available upon request for an extra charge of INR Rs 9,96,000.

The institute encourages potential participants and their management teams to proactively communicate any specific issues or areas of concern they would like to see covered in the course materials or addressed during the study tour. Your input is invaluable in tailoring the content to meet your needs and ensuring a relevant learning experience.

### Payment

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

## Inclusions

1. **Program Management Charges:** Covers all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** Includes economy class airfare, luxurious AC coach transfers, and visits to various destinations, along with return airport transfers.
3. **Visa and Clearances:** Covers expenses related to visa procurement and clearances.
4. **Accommodation:** Comfortable 4-star hotel accommodations are included in the package.
5. **Meals:** Daily breakfast only is 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 engage in insightful site visits.

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

## Participant Profile

The program is designed for IAS, HCS, and PCS Officers, as well as 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 in positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineers, CEOs, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Participants will benefit from a comprehensive itinerary that includes:

- Visits to various projects
- Interactions with city officials
- On-site inspections of ongoing projects
- Meetings with community leaders

The program emphasizes cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods. Site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas, contributing to a deeper understanding of urban development dynamics.

## Change of Schedule

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

For inquiries related to the Study Tour, please contact us at +91-5811094923. We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis. Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thank you for your attention.

For National Institute of Secretariat Training & Development





# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Organisation)

Plot No B-115, Indraprastha, 110002 of Delhi, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111,

Fax No: +91-120-2682109, Whatsapp No. +91-9811094923

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

Ref No:- EDP/SAC/Let/63-33-969

New Delhi, Dated 07<sup>th</sup> October, 2024

To,

The Director  
(Higher Education) Maharashtra State.  
3 B.J. Road Central Building Pune-411 001

06 NOV 2024

By Registered Post

जायक क्रमांक :-

राज्या -

## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Labour Department, Govt. of NCT of Delhi) Registered under the Societies Registration Act XXI of 1860, NISTD serves as an autonomous body dedicated to various sectors of the Indian industry.

### Mission and Objectives

The primary objective of NISTD is to provide comprehensive training to officers from the Central and State Government services, as well as those from organized and subsidiary services operating within these governmental frameworks. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. NISTD plays a crucial role in the professional development of government officials, significantly contributing to the overall improvement of administrative services at both the central and state levels.

### Executive Development Programs

NISTD's Executive Development Programs are grounded in a philosophy of continual learning, making them ideal for busy professionals. These programs are specifically designed to address the needs of executives facing time constraints that make traditional, lengthy courses impractical. They offer a valuable opportunity for individuals to access up-to-date managerial tools and techniques that may not be covered in formal education.

The programs deliver concise yet comprehensive content, enabling participants to stay informed about the latest advancements in the business world while effectively enhancing their managerial skills.

### Relevant Training Topics

The training topics offered are highly relevant to modern government operations, including:

- **Office Systems and E-Governance:** Streamlining administrative processes and adopting technology-driven citizen services.
- **Stress Management:** Supporting the mental and emotional well-being of government officials for better decision-making.
- **Project and Financial Management:** Ensuring efficient resource allocation and successful project execution.
- **Quality Control:** Maintaining high standards in government projects.
- **Record and Database Management:** Facilitating informed decisions and enhancing transparency.
- **Change Management:** Enabling smooth transitions in processes and practices.
- **Gender Sensitivity:** Fostering an inclusive workplace environment.
- **Leadership, Public Procurement, and Contract Management:** Essential for effective governance.
- **Right to Information Act:** Promoting transparency within government operations.
- **Digital Transformation:** Improving service delivery through modern technologies.
- **Hazardous Waste Management:** Aligning with environmental goals and sustainability.

These topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service initiatives.

| S.NO.   | Title of Programme   | Programme Date  | Venue   | Course Fee INR Per Participant + 18% GST Extra |                                   |
|---------|--|---|---|--|-----------------------------------|
|         |  |   |   | Non-Residential (Twine Sharing) (RS)           | Residential (Single Sharing) (RS) |
| EDP 001 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 002 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building   | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)                    | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 003 | Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit   | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 004 | Advance Course on RTI Act, 2005 (Problems, Issues and Challenges In RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management  | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan                         | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 005 | Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases   | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 006 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 007 | "Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,"   | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 008 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99  | 10th & 11th November,2024<br>(Checking On 09th & Checkout On 12th noon) | Sterling Mount Abu, Mount Abu, (Rajasthan)                                | 46,390.00 (INR)                                | 56,690.00 (INR)                   |
| EDP 009 | "Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management. | 24th & 25th November,2024<br>(Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR)                                | 56,690.00 (INR)                   |

|         |  |  |   |                 |                 |
|---------|--|--|---|-----------------|-----------------|
| EDP 010 | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 011 | "Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program ."   | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 012 | Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand) | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 013 | "Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization                       | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 014 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics  | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)                    | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 015 | "International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies                          | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India            | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 016 | "Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices | 24th & 25th November,2024 (Checking On 23rd & Checkout On 26th noon) | Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India            | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 017 | Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications  | 08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodakanal, Tamil Naidu, India                      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 018 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"   | 08th & 09th December,2024 (Checking On 07th & Checkout On 10th noon) | Sterling Kodai Valley, Kodakanal, Tamil Naidu, India                      | 46,390.00 (INR) | 56,690.00 (INR) |

|         |  |  |  |                 |                 |
|---------|--|--|--|-----------------|-----------------|
| EDP 019 | "Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources   | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon)  | Sterling Kodai Valley,<br>Kodaikanal, Tamil Naidu, India | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 020 | Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments  | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon)  | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 021 | "Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS,3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments"  | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon)  | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 022 | Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"                            | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon)  | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 023 | "Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon)  | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 024 | "Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations                    | 08th & 09th December,2024<br>(Checking On 07th & Checkout On 10th noon)  | Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 025 | Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry,  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkhout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 026 | "Project Management and Financial Management"  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkhout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 027 | "Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement  | 22nd & 23rd December,2024<br>(Checking On 21st & Checkhout On 24th noon) | Hotel Bogmallo Beach Resort, South Goa, Goa              | 46,390.00 (INR) | 56,690.00 (INR) |



|         |   |  |   |                 |                 |
|---------|---|--|---|-----------------|-----------------|
| EDP 028 | Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmollo Beach Resort, South Goa, Goa | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 029 | "Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Hotel Bogmollo Beach Resort, South Goa, Goa | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 030 | Consumer protection laws and regulations, E-commerce regulation and digital trade frameworks  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 031 | Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus                             | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 032 | "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design,   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 033 | Construction & Maintenance of High Rise Buildings & Bridges   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 034 | Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 035 | "Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards                 | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Ocean Palms Goa Resort, Calangute Goa       | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 036 | Maternal and child health programs 5. Global health governance and pandemic response strategies   | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Holiday Inn Resort Goa                      | 46,390.00 (INR) | 56,690.00 (INR) |
| EDP 037 | "Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management  | 22nd & 23rd December, 2024<br>(Checking On 21st & Checkout On 24th noon) | Holiday Inn Resort Goa                      | 46,390.00 (INR) | 56,690.00 (INR) |

#### Executive Development Programs Overview

In addition to the main program, customized Executive Development Programs can be organized at your preferred destinations.

#### General Instructions

- **Booking Confirmation:** Upon receiving confirmation from our side, proceed with booking tickets.
- **Accompanying Family:**
  - Spouse (single occupancy): INR 46,690
  - Children (ages 5 to 12): INR 36,600
  - **Note:** These amounts are subject to an additional 18% GST and should be paid in advance to NISTD.

- **Nominations:** Acceptance depends on seat availability and timely receipt of participation fees by the final nomination date. To secure your spot, submit nominations using the attached format as soon as possible.
- **Program Fees:**
  - Fees for the Residential Program include training fees and accommodation. Once paid, fees are non-refundable; substitutions are permitted.
  - Fees for the Non-Residential Program cover training fees, lunch, and refreshments. Like the residential fee, this is also non-refundable.
- **Travel and Accommodation:** NISTD does not cover travel expenses to and from the venue. Participants must arrange their own transportation. Accommodation is not provided before or after the program dates; any extended stays are at the participant's expense.
- **Extra Charges:** Hotels will create individual accounts for participants to settle additional charges (e.g., family expenses, laundry) before check-out.
- **Identification:** Participants must bring identification cards and any necessary directives from their department.
- **Medical Costs:** NISTD is not responsible for any medical expenses incurred during the program.
- **Certificates:** Participants will receive a Certificate of Participation upon successful completion of the program.

## Inclusions

- Accommodation in a 4-star hotel
- Comprehensive program management, including faculty fees and training infrastructure

## Participants' Profile

This program is designed for professionals from various sectors, including government officials, executives from PSUs, urban planners, and representatives from cultural organizations.

## Payment Details

- Payments must be made in advance via RTGS/NEFT.
- Defense employees will have payment processed post-completion of the course.
- Advance payment is required for accommodation confirmation.

## Our Faculty

The program will be led by dedicated in-house faculty, complemented by guest lecturers with extensive experience.

## Methodology

Our approach emphasizes active participant engagement through lectures, discussions, case studies, and exercises.

## Schedule of Breaks

- Morning Refreshment: 11:15 AM - 11:30 AM
- Lunch: 01:00 PM - 02:00 PM
- Afternoon Refreshment: 03:15 PM - 03:30 PM

## Admission Procedure

Admission is on a first-come, first-served basis. Acceptance notifications will be sent promptly upon nomination receipt.

## Program Duration & Schedule

The workshop spans two days, from 9:30 AM to 5:30 PM daily, consisting of four 75-minute sessions.

## Reporting Time

Participants must arrive by 9:00 AM for registration.

## Provided by Us

- Accommodation
- Breakfast, tea/coffee, snacks
- Course materials
- Notepad, pen, bag/folder
- Participation certificate
- Photography services

## Transportation

Participants are responsible for their own transport arrangements to the venue. Residential participants should check in at the hotel.

## Change of Schedule

The program will proceed as planned unless unforeseen circumstances arise.

For inquiries regarding the Executive Development Program (EDP), please contact us at +91-9811094923.

We encourage prompt submission of nominations due to limited seating. We look forward to your confirmation.

Yours Truly,

For National Institute of Secretariat Training & Development





# राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(गणित विषयविद्यलय, शिक्षा मंत्रालय, भारत सरकार के अधीन)

17-बी, श्री अरविंद मार्ग, नई दिल्ली 110 016

## NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University under Ministry of Education, Govt. of India)

17-B, Sri Aurobindo Marg, New Delhi 110 016

Telephone Off. 91-11-26515472, 26853038, 26544801 Fax 91-11-26861882

E-mail [vc@niepa.ac.in](mailto:vc@niepa.ac.in), [shashikwanjari@niepa.ac.in](mailto:shashikwanjari@niepa.ac.in) Website [www.niepa.ac.in](http://www.niepa.ac.in)

Professor Shashikala Wanjari  
Vice-Chancellor

शिक्षण संयोजक, (उच्च शिक्षा)

F.No. 134/DEA/Scheme of Awards/NIEPA/2022-23  
महाराष्ट्र राज्य - ४७२००२

09 October, 2024

11 NOV 2024

आवक क्रमांक :-

राष्ट्र -

Dear Sir/Madam,

You may be aware that NIEPA has instituted Award for Innovations and Good Practices in Educational Administration for District and Block Level Education Officers as an annual feature. The basic idea of initiating the Award Scheme is to recognize innovative initiatives and good practices in educational administration in variety of ways. It may not be out of context to reiterate that District and Block Level Education Officers can prove to be the agents of transformative change in governance of school education at the field level through their innovative initiatives. NIEPA's Scheme of Award for Innovations and Good Practices in Educational Administration for District and Block Level Education Officers endeavors to encourage and motivate these officers by recognizing, awarding and disseminating their innovations and good practices in educational administration.

Nominations of up to 4 district and 6 block level education officers are invited for the consideration of award. Final selection for the awards/ Certificate of Appreciation is done on the basis of multi-stage evaluation and validation of the cases of innovations by the experts. The selected innovations are awarded and disseminated in the conference and award presentation function, organized by NIEPA in New Delhi. The shortlisted district and block level education officers will be invited to participate and present their innovations in the conference on innovations in educational administration, which is tentatively scheduled to be held in New Delhi during March 2025. The exact dates of the Award Function will be communicated in due course. The awards are distributed by the Honorable Union Minister of Education, Ministry of Education, Govt. of India.

I take this opportunity to request you to kindly send nominations of up to 4 District Education Officers and 6 Block Education Officers, who have made remarkable contributions in educational administration through their innovative initiatives and good practices, for the consideration of the Award for the year 2023-24. A brief about the Scheme of Awards for Innovations and Good Practices and Nomination Form are attached herewith for your consideration. Further details relating to application process are available on the website of NIEPA [[niepa@ac.in](mailto:niepa@ac.in)]. The nominees may refer to the Information Brochure of the Awards Scheme available on the website.

We would greatly appreciate if you kindly send the nominations by 15 November, 2024. Nominations may be sent to Professor Vineeta Sirohi, Programme Director & Head, Department of Educational Administration, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi—110016, Fax No. 11-26853041, Email: [innovationscheme@niepa.ac.in](mailto:innovationscheme@niepa.ac.in).

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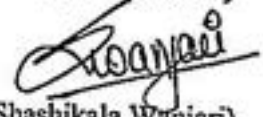
Also find enclosed Compendium of Innovations and Good Practices in Educational Administration for the year 2020-21 & 2021-22.

Looking forward to you for active support in this regard.

With regards,

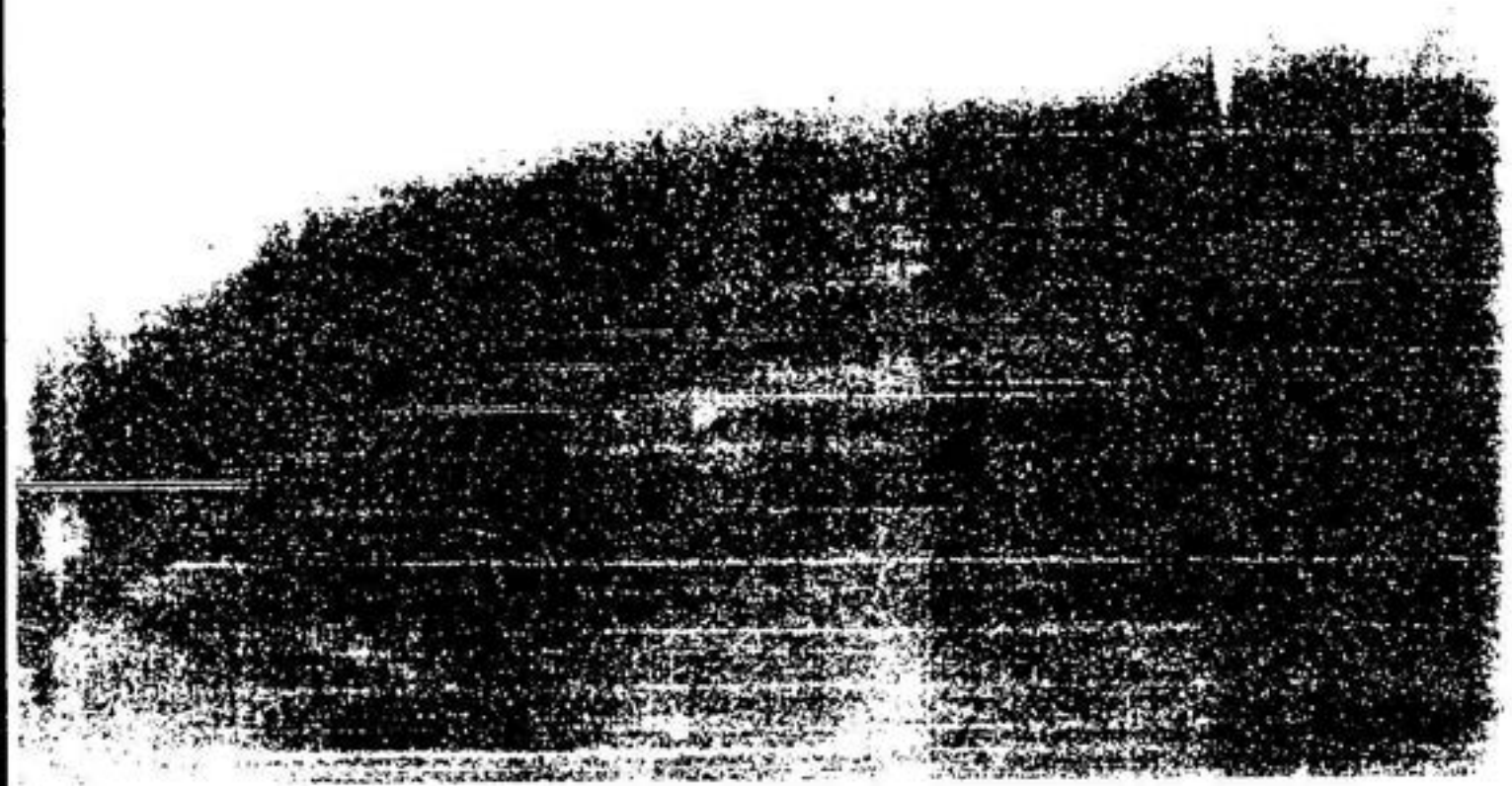
*Encl: As above*

Yours sincerely



(Prof. Shashikala Wanjari)

Principal Secretary  
School Education and Sports Department.  
Mantralaya Annex, Mumbai – 400032  
Maharashtra  
Email : [psec.schedu@maharashtra.gov.in](mailto:psec.schedu@maharashtra.gov.in),  
[schoole58@gmail.com](mailto:schoole58@gmail.com)





**National Institute of Educational Planning and Administration  
New Delhi**

**Awards for Innovations and Good Practices in Educational Administration**

The National Institute of Educational Planning & Administration (NIEPA), New Delhi has instituted Awards for Innovations and Good Practices in Educational Administration for District and Block Level Education Officers with the objective of recognizing, awarding and disseminating innovations and good practices in educational administration at the field level. Awards are given to the selected District and Block Level Education Officers in award function in New Delhi coinciding with a two-day conference on innovations and good practices in educational administration of DEOS and BEOs. The Scheme was launched in 2014 with the objective to encourage innovations and good practices in educational administration for improving the functioning of the public system of education. The scheme also aimed to instill a sense of confidence among the education officers working at the field level.

Innovation in educational administration is generic focus of Award Scheme covering its various aspects and dimensions. Some of the identifiable areas of innovation include: innovative initiatives towards the implementation of the ideas and recommendations of the NEP 2020, innovative initiatives for ensuring resilience of the education system in the situation of pandemic and beyond, minimizing the loss of learning, equitable learning, and initiative for ensuring sustainable education including digital initiatives; Ensuring transparent, accountable and citizen-centric governance; promoting ease of governance; improving access and participation; improving quality of teaching-learning in government schools; Teacher management including teacher deployment, ensuring regularity and punctuality, training and professional development, support to teacher and teacher motivation etc.; effective management of academic support mechanism (BRC-CRC etc.); promoting innovations in teaching-learning process; enhancing community participation in school management; Resource mobilization and partnership with community, private/corporate bodies/NGOs etc. for better school management and improving school facilities; institutional planning; supervision and monitoring system; distribution and management of mid- day meal and other incentive scheme; resource mobilization; promoting equity and managing diversity in school education, including education of children from Socially and Economically Disadvantaged Groups (SEDGs) ; Administration and Management of schools in natural disaster-stricken areas, difficult and left-wing Maoist affected areas; transparency and accountability in educational administration; Creating overall public trust on government schools etc.

In the first year of the launch of the Scheme in 2014, 34 District and Block Education Officers were awarded for their innovations and good practices in different areas of educational administration. In the following year of 2015, 62 District and Block Education Officers were given awards. 23 and 20 district and block level education officers were given awards and certificate of appreciation respectively during 2016-17. 46 District and Block Level Education Officers were given Awards/ Certificate of Appreciation for the year 2017-2018 in the Award Function held in New Delhi on 3-4 January 2019.

For the year 2018-19 & 2019-20, 110 District and Block Level Education Officers had been finally selected for the Awards/ Certificate of Appreciation. 29 States/UTs were represented in the combined list of selected officers. The participation of female officers has substantially increased as compared to previous years. All the awardees and participants participated in virtual mode. The cases of innovations and good practices were disseminated in the form of document. Since, the award function was in virtual mode, around 7000 persons including participants, officials, academicians, and students attended the award function held on 10<sup>th</sup> of February, 2022. For the year 2020-21 and 2021-22, the awards and certificates of appreciation were presented to a total of 63 district and block education officers from various states of India which were selected through a rigorous multistage evaluation process.

Since its launch in 2014, hundreds of cases of innovations and good practices have been recognized, awarded and disseminated during four rounds of conferences and awards functions. Participants of the conferences during the last five years included more than 1000 District and Block Level Education Officers from different states and UTs, a number of educational administrators working at national and state level, besides a number of resource persons and education experts. On all the six occasions the Honorable Minister for Human Resource Development (now the Ministry of Education), Govt. of India, graced the occasion and distributed the awards to selected officers.

Selected cases of Innovations and Good Practices during the previous have been published and put in the public domain for dissemination. Links of selected cases of innovations and good practices along with other related publications are given below:

1. Innovations in Educational Administration Abstracts, 2014  
<https://drive.google.com/file/d/1hrxc36AF9Dk-EHizLJok8Sqz9vHiv5P/view?usp=sharing>
2. Innovations in Educational Administration Abstracts, 2015  
<https://drive.google.com/file/d/1fZmPI-9j9z34FUmGY4MK1UxI34kLEAyI/view?usp=sharing>
3. Compendium of Innovations and Good Practices, 2016-17  
[https://drive.google.com/file/d/1ZNv93Un4a\\_9P0GfEi9VVTLXLaKqNaQCy/view?usp=sharing](https://drive.google.com/file/d/1ZNv93Un4a_9P0GfEi9VVTLXLaKqNaQCy/view?usp=sharing)
4. Compendium of Innovations and Good Practices, 2017-18  
<https://drive.google.com/file/d/1vTYnolk6EiTHQIP65BA2EdxslcAbA4Y/view?usp=sharing>



5. Compendium of Innovations and Good Practices, 2018-19  
<https://drive.google.com/file/d/10ywtsrucI4ofdpP6tvKjvwy26faUIbVz/view?usp=sharing>
6. Compendium of Innovations and Good Practices, 2019-20  
<https://drive.google.com/file/d/1U3xwTfAVTuY0uu64nkE8Qr23waBf0vTF/view?usp=sharing>
7. Information Brochure, 2015-16  
<https://drive.google.com/file/d/1iK7TiZg0znnhY4DaCK85U3uv2A8Omyzy/view?usp=sharing>
8. Information Brochure, 2017-18  
<https://drive.google.com/file/d/12Utk49gS0P4DHei56DaNOHnCC5IMONG/view?usp=sharing>
9. Information Brochure, 2018-19  
<https://drive.google.com/file/d/1TBzFWixbhZPdKpQ46kmOAFfIR97qKJ8x/view?usp=sharing>
10. Information Brochure, 2019-20  
[https://drive.google.com/file/d/1ZZIle5GgxiGJTxn\\_26aq-9s0s8r\\_V6TF/view?usp=sharing](https://drive.google.com/file/d/1ZZIle5GgxiGJTxn_26aq-9s0s8r_V6TF/view?usp=sharing)
11. Innovation Programme Report, 2014-15  
[https://drive.google.com/file/d/1f849RoYKVu83J\\_GiHU4LGNWu82Stha\\_V/view?usp=sharing](https://drive.google.com/file/d/1f849RoYKVu83J_GiHU4LGNWu82Stha_V/view?usp=sharing)
12. Innovation Programme Report, 2016-17  
<https://drive.google.com/file/d/13Xt3GhtL3MM9VXeyDOxKnq7qhL7y-sDa/view?usp=sharing>
13. Innovation Programme Report, 2018-19 & 2019-20  
[https://drive.google.com/file/d/1ThE2XVrWALO0S\\_dVgm9IqqlccgOkwFKG/view?usp=sharing](https://drive.google.com/file/d/1ThE2XVrWALO0S_dVgm9IqqlccgOkwFKG/view?usp=sharing)
14. List of Awardees, 2014-15  
[https://drive.google.com/file/d/1ZhziFCqQPxBqkjpLqhbts9fSOGdS6\\_du/view?usp=share\\_](https://drive.google.com/file/d/1ZhziFCqQPxBqkjpLqhbts9fSOGdS6_du/view?usp=share_)
15. List of Awardees, 2015-16  
[https://drive.google.com/file/d/1yOodpkPodLL4HKSpv0iFEL3GrZjtsbt/view?usp=share\\_link](https://drive.google.com/file/d/1yOodpkPodLL4HKSpv0iFEL3GrZjtsbt/view?usp=share_link)
16. List of Awardees and Certificate of Appreciation, 2017-18  
<https://drive.google.com/file/d/1aALtpjZzK59Z8D7pXzP3NPSvAnLFRuGT/view?usp=sharing>
17. Profile of Awardees & Certificate of Appreciation, 2018-19  
<https://drive.google.com/file/d/18-mhDhVOWA3Crw9Gi9-Hzp6pJzXcBfaL/view?usp=sharing>
18. Profile of Awardees & Certificate of Appreciation, 2019-20  
<https://drive.google.com/file/d/1UIRc2JdQrF52qFHojAyRV39mjkJtA63-/view?usp=sharing>

19. Information Brochure, 2020-21 & 2021-22  
[https://www.niepa.ac.in/download/Information%20Brochure\\_National%20Awards%20for%20Innovations%20and%20Good%20Practices%20in%20Educational%20Administration.pdf](https://www.niepa.ac.in/download/Information%20Brochure_National%20Awards%20for%20Innovations%20and%20Good%20Practices%20in%20Educational%20Administration.pdf)
20. Compendium of Innovations and Good Practices, 2020-21 & 2021-22  
[https://www.niepa.ac.in/download/staf\\_corner/nov\\_2023/Compendium%20of%20Innovations%20and%20Good%20Practices%20in%20Educational%20Administration%202020-21%20&%202021-22\\_web%20file.pdf](https://www.niepa.ac.in/download/staf_corner/nov_2023/Compendium%20of%20Innovations%20and%20Good%20Practices%20in%20Educational%20Administration%202020-21%20&%202021-22_web%20file.pdf)
21. Profile of Awardees & Certificate of Appreciation, 2020-21 & 2021-22  
[https://www.niepa.ac.in/download/staf\\_corner/nov\\_2023/National%20Award%20for%20Innovations%20and%20Good%20Practices%20in%20Educational%20Administration%202020-21&2021-22%20web%20file.pdf](https://www.niepa.ac.in/download/staf_corner/nov_2023/National%20Award%20for%20Innovations%20and%20Good%20Practices%20in%20Educational%20Administration%202020-21&2021-22%20web%20file.pdf)

*Copy to:*

✓ Director

Directorate of Higher Education, 412, E,  
Bahirat Patil Chowk, Model Colony, Shivaji Nagar,  
Pune 411016, Maharashtra

[director.dhepune@nic.in](mailto:director.dhepune@nic.in)

[doehighersec@gmail.com](mailto:doehighersec@gmail.com)

State Project Director, SSA

Maharashtra Prathamik Shikshan Parishad,

Mumbai JawaharBal-Bhavan, Netaji Subhash Marg, Charni Road,

WestMumbai-400004, Maharashtra

Email: [mpspmah@gmail.com](mailto:mpspmah@gmail.com), [rmsamaharashtra@gmail.com](mailto:rmsamaharashtra@gmail.com)

