National Institute Of Secretariat Training & Development
B-11C, Inderprastha, Tilla Shabhalpur, NCR Delhi, Ghazibad, Uttar Pradesh Pin 201102
Ph. 0120-2682107, 0120-2682110, 0120-2682111, Fax No: 0120-2682109, M-09811094923
E-Mail: info@nstd.org, info@nstd.org, Website: www.nstd.org

Ref No: Let/669/2019

To,
The Engineer in Chief
Public Works Department (PWD)
Govt Of NCT Of Delhi
New Delhi, India

Subject: Executive Development Program—Call For Nominations

Dear Sir/Madam,
National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and representative of the various segments of Indian Industry. The Institute provides the necessary and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.

Executive Development Programs conducted by NISTD are delivered on a continuing learning philosophy and are ideal for working executives, who are hard pressed for time and find it difficult to enroll for regular in long duration Programs.

These Programs provide an opportunity to a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Topics</th>
<th>Date &amp; Duration: 3Days</th>
<th>Venue</th>
<th>Course Fee (Per Participant) Rs. + 18% GST Extra</th>
</tr>
</thead>
<tbody>
<tr>
<td>NISTD47</td>
<td>&quot;Book Keeping &amp; Accounting, Accounting Standards &amp; Strategy To Implement Accrual System of Accounting&quot;</td>
<td>17th To 19th May, 2019</td>
<td>Hotel Silver Rock, Mussorie, Distt. Dehra Dun, Uttarakhand</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD48</td>
<td>Feasibility Study &amp; Preparation of Detailed Project Reports ( DPR) for Buildings &amp; Road Projects in Govt departments, autonomous bodies &amp; PSUs&quot;</td>
<td>17th To 19th May, 2019</td>
<td>Hotel Silver Rock, Mussorie, Distt. Dehra Dun, Uttarakhand</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD49</td>
<td>Material management and purchase policy &amp; procedure, E- procurement in Govt departments, autonomous bodies.</td>
<td>21st To 23rd June, 2019</td>
<td>Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD50</td>
<td>Project Management for Engineers</td>
<td>21st To 23rd June, 2019</td>
<td>Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD51</td>
<td>The Zen Mind Management in Govt. departments, autonomous bodies &amp; PSUs.</td>
<td>21st To 23rd July, 2019</td>
<td>Fortune Hotel Sullivan Court 123, Newbourne Road, Opp Rose Garden, Goyt, India</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD52</td>
<td>Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped &amp; Recruitment Rules in Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>21st To 23rd July, 2019</td>
<td>Fortune Hotel Sullivan Court 123, Newbourne Road, Opp Rose Garden, Goyt, India</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD53</td>
<td>Construction Management TQM &amp; Safety In Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>23rd To 25th August, 2019</td>
<td>Radisson Blu Resort Goa Cavellosim Beach, CavellosimSalcette, Goa, India</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD54</td>
<td>&quot;Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System&quot;, In Government Department Autonomous Bodies &amp; PSUs&quot;</td>
<td>23rd To 25th August, 2019</td>
<td>Radisson Blu Resort Goa Cavellosim Beach, CavellosimSalcette, Goa, India</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD55</td>
<td>&quot;Arbitration and Dispute Settlement Mechanism Via A &quot;Construction Contracts&quot;</td>
<td>19th - 21st Sep., 2019</td>
<td>Hotel Sentiael, Phoenix Bay, Portbair, Andaman!!Distt. Portbair, 744101</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD56</td>
<td>&quot;Gender Sensitivity &amp; Prevention And Redressal Of Sexual Harassment Of Women At Workplace&quot;</td>
<td>19th - 21st Sep., 2019</td>
<td>Hotel Sentiael, Phoenix Bay, Portbair, Andaman!!Distt. Portbair, 744101</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD57</td>
<td>&quot;Stress &amp; Stress Management &amp; Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>18th To 20th Oct., 2019</td>
<td>Hotel The Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi-110001,</td>
<td>30,690.00 Residential</td>
</tr>
<tr>
<td>NISTD58</td>
<td>&quot;Totality of Project Management&quot; - leading to Certificate in Project Management (CPM)&quot;</td>
<td>18th To 20th Oct., 2019</td>
<td>Hotel The Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi-110001,</td>
<td>30,690.00 Residential</td>
</tr>
</tbody>
</table>
NISTD59  
Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs*  
21-23 November, 2019  
Hotel Mount View  
Sector-10, Chandigarh-160011  
30,690.00  
63,690.00

NISTD60  
"Amendment To CCB [Pension] Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme In Wake of Vith Pay Commission Report & Grant of Financial Upgradation Under MACP" in Govt. departments, autonomous bodies & PSUs*  
21-23 November, 2019  
Hotel Mount View  
Sector-10, Chandigarh-160011  
30,690.00  
63,690.00

NISTD61  
"Basic Writing & Presentation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".  
19-21 December, 2019  
Hotel The Royal Plaza  
19, Ashoka Road, Connaught Place, New Delhi-110001  
30,690.00  
63,690.00

NISTD62  
Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world class expert in waste management and pollution control in Govt. departments, autonomous bodies  
19-21 December, 2019  
Hotel The Royal Plaza  
19, Ashoka Road, Connaught Place, New Delhi-110001  
30,690.00  
63,690.00

Note: Participants opting for residential program should Check into the Hotel on the day prior to first day of the course (afternoon). Check-out will be morning of day 3 of the course.  
We are approaching you through this letter with a request to disseminate the list of these program to all the departments/office in your Area of Responsibility so that they can avail benefit of the same. These programs will help the officers to identify areas of weakness in the systems and thus boost the economy and employment in the State.  
You are requested to kindly look at the attached Program Brochure for details. We solicit your kind cooperation by sending the nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.  
Thanking you in anticipation, for any details please feel free to get in touch with undersigned.  
We would also welcome invitation from your side for On-Site Training program at your premises.  
Thanking you and assuring you of our best services.  
Yours Truly,  
For National Institute Of Secretariat Training & Development

Poonam Choudhary,  
(Addl Director)

Important Information:--

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

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

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

NOMINATION
Each nomination, Residential/Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National Institute of Secretariat Training & Development" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

Cheques of Outstation Units will not be accepted.

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

TEA/COFFEE BREAK  
11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH
01:00 PM to 02:00 PM

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

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

REPORTING TIME
The participants are to report for registration at 9.00 AM at Venue.

ARRANGEMENTS BY US
Working Lunch, Tea/Coffee with Snacks, Course material, Pud, Pen, Bag/Folder, Participation Certificate, Photography.

Transport: The candidates have to make their own arrangements.

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

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

Note: You can call the Central Line +91-9811094923 for any queries regarding the Workshop. Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:--
National Institute Of Secretariat Training & Development  
B-11C, Inderprastha, Tiila Shahdarpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102  
Ph. 0120-2682107, 0120-2682110, 0120-2682111, Fax 0120-2682109, M-09811094923  
E-Mail: infonistd@gmail.com, info@nistd.org, Website: www.nistd.org

Ref No Let/699/2019  
To,  
The Engineer In Chief  
Public Works Department(PWD)  
Govt Of NCT Of Delhi  
New Delhi, India

Subject: - On-Site Training Programs

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Govt. of National Capital Territory of Delhi), serves as an autonomous body and representative of the various segments of Indian Industry. The institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt., Training is the important activity of the Institute. NISTD offers several Refresher Training and Development Programs design to suit the requirement of Govt. Departments.

Venue: Any Selected location in your state / area (India)

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Training Topics</th>
<th>Duration</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NISTD1</td>
<td>Right to Information(RTI) Act 2005...Case Studies, Court Cases, Suo-Moto Disclosure, On-line System, Improvement Of Record Management System</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD2</td>
<td>Motivation at Work Place, Positive Attitude, Grooming, Planning Skills</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD3</td>
<td>Disciplinary Proceedings &amp; Domestic Enquiries</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD4</td>
<td>Government E- Marketplace (GEM)</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD5</td>
<td>Materials Management---Purchase Policy &amp; Procedure, E - procurement in GovtDepths Autonomous Bodies , PSUs&quot;</td>
<td>3 Days</td>
<td>1,56,000.0</td>
</tr>
<tr>
<td>NISTD6</td>
<td>“Establishment Rules &amp; General Administration Matters” of Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>3 Days</td>
<td>1,56,000.0</td>
</tr>
<tr>
<td>NISTD7</td>
<td>Finance Management in Govt along with Financial &amp; Administrative Powers In Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD8</td>
<td>Book Keeping &amp; Accounting, Accounting Standards &amp; Strategy To Implement Accrual System of Accounting in Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD9</td>
<td>“Stress &amp; Stress Management” - Development of Staff, Enhancing their Efficiency and Effectiveness by Improving their Behavioral/Soft Skills</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD10</td>
<td>&quot;Roster Writing And Reservation In Services ,Govt Policy for SCs, STs, OBCs And Physically Handicapped &amp; Recruitment Rules&quot; In Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD11</td>
<td>Implementation of 7th Central Pay Commission With Focus on Pay-Fixation and New Pension Rules In Government Depths Autonomous Bodies &amp;PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD12</td>
<td>“Gender Sensitivity, Prevention and Redressal of Sexual Harassment of Women at Workplace , Vishakha Guidelines “ as applicable to GovtDepths , Autonomous Bodies &amp; PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD13</td>
<td>“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pension Scheme in Wake of 7th Central Pay Commission Report &amp; Grant of Financial Upgradation Under MACP” In GovtDepths Autonomous Bodies &amp; PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD14</td>
<td>“Office Systems &amp; Office Procedures, E-Governance, Noting &amp; Drafting, Records Management, Office Automation, Personnel Department’s Duties in Relation to Social Equity: Stress and its impact on work and methods of managing stress”</td>
<td>3 Days</td>
<td>1,56,000.0</td>
</tr>
<tr>
<td>NISTD15</td>
<td>&quot;Latest Changes in Pay Fixation Under Fundamental Rules &amp; its Impact From Time to Time with Focus On Recent Orders &amp; Modified Assured Career Progression&quot; In Government Departments Autonomous Bodies &amp; PSUs&quot;</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD16</td>
<td>Leadership and Decision Making</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD17</td>
<td>Ethics and Values</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD18</td>
<td>Swatch Bharat Mission</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD19</td>
<td>Managing Stress for Personal Efficacy</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD20</td>
<td>Goods &amp; Service Tax in India (GST)</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
<tr>
<td>NISTD21</td>
<td>Building Construction &amp; Maintenance</td>
<td>2 Days</td>
<td>1,36,000.0</td>
</tr>
</tbody>
</table>
The participants will be issued course material.

Expert faculty from Industry will cover two topics each in forenoon and afternoon sessions.

Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question-answer sessions.

National Institute Of Secretariat Training & Development (NISTD), shall take responsibility of following arrangements:

I. Travel & honorarium for the faculty.

II. Course Material, Computer CD's & course kit for participants.

III. Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution, Photography

The Department/Board/Corporations/Undertaking/PSU’s, shall take responsibility of following:

I. To Arrange Boarding, Lodging for faculty & NISTD Staff.

II. Conveyance for Pickup-and-Drop (from Airport/Railway Station & Local base) for Faculty & NISTD Staff.

III. Administrative Arrangement of Venue, Lunch and 2 time tea for participants, faculty & NISTD Staff.

Payment: -- In advance or before commencement of training program through Bank Draft in favor of "National Institute Of Secretariat Training & Development" payable at New Delhi.

Expecting confirmation and further response at the earliest. In case you need any more details or clarification kindly revert.

Thanking You,

Yours Truly,
For National Institute Of Secretariat Training & Development

(Elka Singh)
Dy. Director (TRG)