



प्रमुख अभियंता
असली सं 4782
रिजिस्ट्रार
बिहार
विभाग (कार्यक्रम)
विभाग (अनु.)
GA
6-5-19

National Institute Of Secretariat Training & Development

B-11C, Inderprastha, Tilla Shahbajpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102
Ph. 0120-2682107, 0120-2682110, 0120-2682111, Fax No:-0120-2682109, M-09811094923
E Mail:-infonistd@gmail.com, info@nistd.org, Website:-www.nistd.org

Ref No Let/669/2019
To,

New Delhi, Dated 01st May, 2019
By Registered Post

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 impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt. Executive Development Programs conducted by NISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard pressed for time and find it difficult to enroll for regular in long duration Programs. These Programs provide an opportunity 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 :-


Code No.	Topics	Date Duration:- 3Days	Venue	Course Fee (Per Participant) Rs.+ 18% GST Extra	
				Non Residential	Residential
NISTD47	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	17 th To 19 th May, 2019	Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	63,690.00
NISTD48	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs"	17 th To 19 th May, 2019	Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	63,690.00
NISTD49	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	21 st To 23 rd June, 2019	Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	63,690.00
NISTD50	Project Management for Engineers	21 st To 23 rd June, 2019	Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	63,690.00
NISTD51	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs.	21 st To 23 rd July, 2019	Fortune Hotel Sullivan Court 123, Selbourne Road, Opp Rose Garden, Ooty, India	30,690.00	63,690.00
NISTD52	Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	21 st To 23 rd July, 2019	Fortune Hotel Sullivan Court 123, Selbourne Road, Opp Rose Garden, Ooty, India	30,690.00	63,690.00
NISTD53	Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs".	23 rd To 25 th August, 2019	Radisson Blu Resort Goa Cavellossim Beach, CavellossimSalcete, Goa,	30,690.00	63,690.00
NISTD54	"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". In Government Department ,Autonomous Bodies & PSUs".	23 rd To 25 th August, 2019	Radisson Blu Resort Goa Cavellossim Beach, CavellossimSalcete, Goa, India	30,690.00	63,690.00
NISTD55	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	19 th - 21 st Sep., 2019	Hotel Sentinel, Phoenix Bay, Portbair, AndemanDist, Portblair,744101	30,690.00	63,690.00
NISTD56	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Workplace"	19 th - 21 st Sep., 2019	Hotel Sentinel, Phoenix Bay, Portbair, AndemanDist, Portblair,744101	30,690.00	63,690.00
NISTD57	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs"	18 th To 20 th Oct.,2019	Hotel The Royal Plaza 19, Ashoka Road, Connaught Place,New Delhi-110001,	30,690.00	63,690.00
NISTD58	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)'	18 th To 20 th Oct.,2019	Hotel The Royal Plaza 19, Ashoka Road, Connaught Place,New Delhi-110001,	30,690.00	63,690.00

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 CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up gradation Under MACP" in Govt. departments, autonomous bodies & PSUs"	21-23 November, 2019	Hotel Mount View Sector-10, Chandigarh-160011	30,690.00	63,690.00
NISTD61	"Roster Writing And Reservation 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 & PSUs"	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 the areas of weakness in the systems and thus boost the economy and employment in the State. You are requested to kindly look at the attached Program Brochure for details. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only. Thanking you in anticipation, for any details please feel free to get in touch with undersigned. We would also welcome invitation from your side for On-Site Training program at your premises. Thanking you and assuring you of our best services .

Yours Truly,
For National Institute Of Secretariat Training & Development


Poonam Choudhary,
(Addl Director)

Important information :-

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

OUR FACULTY

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

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get 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 convenience.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

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

PROGRAMME DURATION & SCHEDULE

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

REPORTING TIME

The participants are to report for registration at 9 00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate , Photography.

Transport:-The candidates have to make their own arrangements.

Certification

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

Change of Schedule

The aforesaid Program shall be conducted as per 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 Shahbajpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102
Ph. 0120-2682107, 0120-2682110, 0120-2682111, Fax No:-0120-2682109, M-09811094923
E Mail:-infonistd@gmail.com, info@nistd.org, Website:- www.nistd.org

Ref No Let/699/2019

New Delhi, Dated 01st May, 2019

To,

By Registered Post

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

प्रमुख अभियंता

आपकी सं. 14783

दिनांक 6/5/2019

प्रमुख अभियंता

क (कार्य) GA

6/5/19

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 the autonomous body and representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt., Training is the important activity of the Institute. NISTD offers several Refreshers Training and Development Programs design to suit the requirement of Govt. Departments.

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

Code No.	Training Topics	Duration	Course Fee Batch-30 Nos
NISTD1	Right to Information(RTI) Act 2005---Case Studies, Court Cases , Suo-Moto Disclosure, On-line System, Improvement Of Record Management System	2 Days	1,36,000.0
NISTD2	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	2 Days	1,36,000.0
NISTD3	Disciplinary Proceedings & Domestic Enquiries	2 Days	1,36,000.0
NISTD4	Government E- Marketplace (GEM)	2 Days	1,36,000.0
NISTD5	Materials Management---Purchase Policy & Procedure, E- procurement in Govt Deptts Autonomous Bodies , PSUs	3 Days	1,56,000.0
NISTD6	"Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs".	3 Days	1,56,000.0
NISTD7	Finance Management in Govt along with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
NISTD8	Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs	2 Days	1,36,000.0
NISTD9	"Stress & Stress Management"---- Development of Staff , Enhancing their Efficiency and Effectiveness by Improving their Behavioral/Soft Skills	2 Days	1,36,000.0
NISTD10	"Roster Writing And Reservation In Services ,Govt Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
NISTD11	Implementation of 7 th Central Pay Commission With Focus on Pay-Fixation and New Pension Rules In Government Deptts Autonomous Bodies &PSUs".	2 Days	1,36,000.0
NISTD12	"Gender Sensitivity, Prevention and Redressal of Sexual Harassment of Women at Workplace , Vishakha Guidelines " as applicable to GovtDeptts , Autonomous Bodies & PSUs	2 Days	1,36,000.0
NISTD13	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pension Scheme in Wake of 7 th Central Pay Commission Report & Grant of Financial Upgradation Under MACP" In GovtDeptts Autonomous Bodies & PSUs	2 Days	1,36,000.0
NISTD14	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity; Stress and its impact on work and methods of managing stress"	3 Days	1,56,000.0
NISTD15	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
NISTD16	Leadership and Decision Making	2 Days	1,36,000.0
NISTD17	Ethics and Values	2 Days	1,36,000.0
NISTD18	Swatch Bharat Mission	2 Days	1,36,000.0
NISTD19	Managing Stress for Personal Efficacy	2 Days	1,36,000.0
NISTD20	Goods & Service Tax in India (GST)	2 Days	1,36,000.0
NISTD21	Building Construction & Maintenance	2 Days	1,36,000.0

NISTD22	Construction Materials (Road & Building)	2 Days	1,36,000.0
NISTD23	Estimate/Contract Preparation	2 Days	1,36,000.0
NISTD24	CPM as Tool for Construction Management	2 Days	1,36,000.0
NISTD25	Project Management For Engineers	2 Days	1,36,000.0
NISTD26	Quality Control & Quality Assurance	2 Days	1,36,000.0
NISTD27	Project Preparation, DPR Preparation and Core Network	3 Days	1,56,000.0
NISTD28	Project Management In Construction Industry	3 Days	1,56,000.0
NISTD29	Preliminary Buildings & Road Construction Requirement and Survey.	2 Days	1,56,000.0
NISTD30	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	1,56,000.0
NISTD31	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies)	2 Days	1,36,000.0
NISTD32	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	1,56,000.0
NISTD33	Procurement & Contract Management for Building & Roads Projects	2 Days	1,36,000.0
NISTD34	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	1,36,000.0
NISTD35	Feasibility Study & Preparation of Detailed Project Reports (DPR).	3 Days	1,56,000.0
NISTD36	Computer Applications (General)-- Internet, MS Windows , MS Office (Word ,Excel, Power Point), Email, Digital Signatur	3 Days	1,56,000.0
NISTD37	Computer Applications (Arch& Drawing) -- MS Windows , AutoCAD , Intro to MS Office (Word ,Excel, Power Point), Email,	3 Days	1,56,000.0
NISTD38	Quality Control and Quality Assurance in Concrete Construction including Extreme-Weather Concreting	2 Days	1,36,000.0
NISTD39	Rigid Pavements----Design, Construction & Quality Control Aspects.	2 Days	1,36,000.0
NISTD40	Design Construction and Maintenance of Flexible Pavements.	2 Days	1,36,000.0
NISTD41	Planning of Electrical Sub Station incl Fire Fighting Arrangements	2 Days	1,36,000.0
NISTD42	Indoor and Outdoor Lighting----Design & Relevant NBC Provisions	2 Days	1,36,000.0
NISTD43	Preparation of DPR and Tender Documents for Sewerage Schemes	2 Days	1,36,000.0
NISTD44	Preparation of DPR and Tender Documents for Solid-Waste Management Projects	3 Days	1,56,000.0
NISTD45	Pavement Evaluation Techniques and their Application for Maintenance and Rehabilitation	3 Days	1,56,000.0
NISTD46	Repair and Rehabilitation of Concrete Structures (Including Water-Proofing Materials and Techniques)	2 Days	1,36,000.0

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.
- II). 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



(Ekta Singh)
Dy. Director (TRG)

कार्यालय प्रमुख अभियंता, लो० नि० वि०
सं०: ई-इतसी/पी/1000/2019/2488 दि०: 24/5/19
प्रतिलिपि: सूचना एवं आचार्य कार्यालय एवं प्रमुख अभियंता
1) लो० नि० वि० की वेबसाइट पर सूचना प्रमुख अभियंता
लो० नि० वि०, दिल्ली सरकार
12वां मं०, पुलिस मुख्यालय,
दिल्ली-110002