

GOVERNMENT OF ASSAM  
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION**, ASSAM  
KAHILIPARA, GUWAHATI-19.

\*\*\*\*\*

No.DHE/CE/Misc.52/2018/22

Dated Kahilipara, the 02-01-2019

From:- Smti. Gitimoni Phukan, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

✓ To,  
The Principal (All),  
..... College/Mahavidyalaya,

Sub: Regarding Executive Development Program- Call for Nominations.

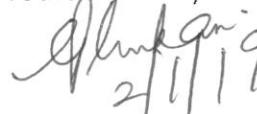
Ref: 1) Let/669/2018, dated 16-11-2018.  
2) Let/339/2018, dated 16-11-2018.


Sir,

With reference to the subject cited above, I would like to enclose herewith a copy of letter No. Let/669/2018, dated 16-11-2018 and Let/339/2018, dated 16-11-2018 received from Poonam Choudhury, Additional Director, National Institute of Secretariat Training and Development and Rajesh Kumar, Director General, NISTD which is self explanatory. If you are interest, you can sent nomination from your College, where cost of Training Programme to be borne by the Deputing institution or the trainee.

This is for your information and necessary action.

Yours faithfully

  
2/1/19

Director of Higher Education, Assam  
 Kahilipara, Guwahati-19.



# National Institute Of Secretariat Training & Development

Ref No Let/669/2018

To,

New Delhi, Dated 16<sup>th</sup> November, 2018  
By E Mai & Registered Post

The Director  
Higher Education, Govt. of Assam  
Kahilipara, Guwahati 781019  
Assam, India

## Subject:- Executive Development Program—Call For Nominations

Dear Sir/Madam,

**National Institute of Secretariat Training & Development (NISTD)**, (Govt. of National Capital Territory of Delhi), serves as the apex body and representative of the various segments of Indian Industry. The Council 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 Programmes 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 programmes.

These programmes 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 :--

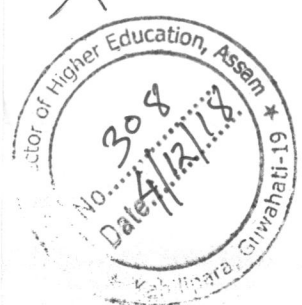
Code No.	Topics	Date	Venue	Course Fee (Per Participant) Rs.+ 18% GST Extra	
				Non Residential	Residential
1.	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs"	21 <sup>st</sup> To 23 <sup>rd</sup> Decemer,2018	Hotel Bagmallo Beach Resort, Bogmallo Beach , Goa, 403806	30,690.00	63,690.00
2.	"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 <sup>st</sup> To 23 <sup>rd</sup> Decemer,2018	Hotel Bagmallo Beach Resort, Bogmallo Beach , Goa, 403806	30,690.00	63,690.00
3.	Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs".	25 <sup>th</sup> To 27 <sup>th</sup> January, 2019	Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,744101	30,690.00	63,690.00
4.	"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". In Government Department ,Autonomous Bodies & PSUs".	25 <sup>th</sup> To 27 <sup>th</sup> January, 2019	Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,744101	30,690.00	63,690.00
5.	Construction Management TQM & Safety in Govt. departments, autonomous bodies & PSUs"	22 <sup>nd</sup> To 24 <sup>th</sup> Febuary,2019	Hotel Willow Banks The Mall, Near Tourism Lift Shimla-171001, HP, India	30,690.00	63,690.00
6.	"Finance Management in Govt. with Financial & Administrative Powers in Govt.	22 <sup>nd</sup> To 24 <sup>th</sup> Febuary,2019	Hotel Willow Banks The Mall, Near Tourism Lift	30,690.00	63,690.00

(Govt. of National Capital Territory of Delhi)

B-11C, Inderprastha, TiilaShahbajpur, Loni, 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



	departments, autonomous bodies & PSUs"		Shimla-171001, HP, India		
7.	Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs"	22 <sup>nd</sup> To 24 <sup>th</sup> March, 2019	Hotel Ramada Darjeeling 02-03, Auckland, Villa, Gandhi Road, Near Captiol Tower, Darjeeling, WB, India	30,690.00	63,690.00
8.	"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"	22 <sup>nd</sup> To 24 <sup>th</sup> March, 2019	Hotel Ramada Darjeeling 02-03, Auckland, Villa, Gandhi Road, Near Captiol Tower, Darjeeling, WB, India	30,690.00	63,690.00
9.	"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 <sup>th</sup> To 21 <sup>st</sup> April, 2019	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00
10.	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 <sup>th</sup> To 21 <sup>st</sup> April, 2019	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00
11.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	17 <sup>th</sup> May, 2019 To 19 <sup>th</sup> May, 2019	Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	63,690.00
12.	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs"	17 <sup>th</sup> To 19 <sup>th</sup> May, 2019	Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	63,690.00
13.	"Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies".	21 <sup>st</sup> To 23 <sup>rd</sup> June, 2019	Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	63,690.00
14.	Project Management for Engineers	21 <sup>st</sup> To 23 <sup>rd</sup> June, 2019	Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	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/ offices 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)

(Govt. of National Capital Territory of Delhi)

B-11C, Inderprastha, TiilaShahbajpur, Loni, 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

20

#### Important Information :-

**Note:-** The Course 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.

#### METHODOLGY

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 3<sup>rd</sup> 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 :-

Sh. Ravi Singh, General Manager (Trg)

Shalini Kapoor, Prog Co-ordinator

In-house Training Program (at the premises of sponsoring organization) are also organized by us. Subjects can be selected by the sponsors.

#### The Zen mind is Zero Engine Noise creating a situation of emptiness within In Government Departments Autonomous Bodies & PSUs".

Date 21<sup>st</sup> December, 2018 To 23<sup>rd</sup> December, 2018 Venue:- Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806

Opting for residential accommodation are requested to go directly to the Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806 Check In :- 20<sup>th</sup> December, 2018 ( Afternoon) & Check Out :- 23<sup>rd</sup> December, 2018 ( Forenoon)

The mind is the most important part of the body. To understand mind and to control it takes a lot of energy and time. But once you control the mind, there is an inner balance which can help to create an outer balance. this program can really take you by surprise and can motivate you to excel further.

We are sure that this program will benefit you executives, engineers and officers and you will extend your support to make our attempt purposeful and successful.

The participants will be issued course material during the courses.

#### "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".

Date 21<sup>st</sup> December, 2018 To 23<sup>rd</sup> December, 2018, Venue:- Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806

Opting for residential accommodation are requested to go directly to the Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806 Check In :- 20<sup>th</sup> December, 2018 ( Afternoon) & Check Out :- 23<sup>rd</sup> December, 2018 ( Forenoon)

#### THE NEED

Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definitely benefits the officer connected with the execution of reservation scheme.

**OBJECTIVE:-** To enable the participants to have an insight into the Reservation., Prepare and operate Reservation Rosters., The inbuilt scheme of Seniority of SC/ST/OBC.

Procedure to fill up the backlog vacancies.

#### PROGRAMME COVERAGE

Objectives and historical background and constitutional provisions for Reservation of posts in services.m, Criteria for determining-SC, ST and OBC.

Relaxations and Concessions to Reserved Category of persons in appointment., Scope and quantum of Reservations in direct appointment.

Scope and quantum of Reservations in promotion., Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments., Preparation of Post-Based Roster.

Seniority of persons selected on own's merit list and against reserved posts.

Preparation of Combined Seniority where requirement is based against reserved posts.

How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than 14. De-reservation procedure. Carry forward of de-reserved posts and filling up of backlog vacancies. Practical exercise on reservation.

A latest development in the area of the reservation.

Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission.

Maintenance of Reservation Procedure.

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

#### Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs".

Date 25<sup>th</sup> To 27<sup>th</sup> January, 2019, Venue:- Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair, 744101

Opting for residential accommodation are requested to go directly to the Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair, 744101 Check In :- 25<sup>th</sup> January, 2019 & Check Out :- 28<sup>th</sup> January, 2019

Objectives

(Govt. of National Capital Territory of Delhi)

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During the last 100 years, the concept of product quality management has dramatically changed from the "Inspection-Only" of the end product to the "Total Quality Management (TQM)". The work of quality gurus have contributed greatly in the development of the modern quality management movement which has changed the mindset of the organizations as shown below:

Old Paradigms	New Paradigms
Bottom – line emphasis	Quality First
Conformance to specifications	Continuous improvement above specifications
Focus on target driven production	Customer satisfaction
Inspection orientation	Prevention orientation
Individual responsibility	Team work

Quality is the outcome of the workers' efforts. Construction works involve risky operations in dangerous areas, such as working at height, working on slippery surfaces and working under material handling equipment. Constantly changing sites, nature of work, construction methodology and technology and new dimension to the safety problems. Unsafe working leads to accidents. An accident is an unplanned, unwanted, undesirable, sudden mishap, which interrupts an activity or a function; and causes sufferings and /or damages. Accidents do not just happen, they are caused. A cause of accident is an uncontrolled hazard. Safety is a question of life and death for those working at construction sites.

**Content.** These include, Examples, case studies and group discussions  
The participants will be issued course material during the courses.

**Who should attend ?** Project Managers Chief Engineers SE/EE , Project team members, Safety officers of Industries

**"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". In Government Department ,Autonomous Bodies & PSUs".**

Date 25<sup>th</sup> To 27<sup>th</sup> January, 2019, Venue:- Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,744101

Opting for residential accommodation are requested to go directly to the Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,744101  
Check In :- 25<sup>th</sup> January, 2019 & Check Out :- 28<sup>th</sup> January, 2019

**THE NEED**

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible. A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

Awareness of this new enactment is necessary not-only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from the information seekers records to be maintained the information exempt from disclosures, role of central and state information commission etc. Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

**PROGRAMME COVERAGE**

Records Management, Right to information Act Constitutional provisions objectives etc, Right to information extent & coverage, Exemptions from disclosures, Procedure for obtaining information

Information related to Third Party, Public Authorities under the Act, functions and responsibilities.

Role of Public Information office first Appellate Authority, Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member, Role of Central Information Commission, Appeals, Complaints, Practical Problems in implementation.

Case Studies/ Court Cases, Offence & Penalties.

**Project Management for Engineers**

Date 21<sup>st</sup> To 23<sup>rd</sup> June, 2019, Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu), Opting for residential accommodation are requested to go directly and stay in A/C rooms at Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu) Check In :- 21<sup>st</sup> June,2019 (Afternoon) & Check Out :- 24<sup>th</sup> June,2019 (Forenoon)

**Introduction**

As is well known, most projects are very complex, have numerous inter-dependent and inter-related activities, involve heavy investments, require high level of technology and need effective management of voluminous resources. They cross geographical boundaries, corporate channels, traditional systems and cultural diversities. Modern projects have inherent difficulties, uncertainties and risks. They interact technically, economically and socially with the environment. The fast changing environments of the present era impose numerous financial, legal, ethical, environments, and logistic constraints. Project management involves use of technical and management skills to achieve the project objectives, within the specified time, budgeted cost and predefined quality specifications, by leading the project participants, efficiently, effectively and ethically. While our engineers possess technical expertise, they often lack project management skills.

**Objective**

The main Objectives of the Course are to discuss advanced project management tools so as to orient engineers with the knowledge and skills needed to manage such projects, covering aspects like formulation of a project and management of its scope, organization, time, resources, costs, quality, procurement, risks, information system and interpersonal skills.

**Contents**

Introduction-Project Planning, Implementation & Control, Formulation and Appraisal, Time Management, Resource Management, Cost Planning and Control, Quality, Safety and Environment, Procurement and Contract management

Risk Management, Online Computerized Monitoring System (OCMS), MS Project, Managing Project Information system, Financial Management, Organization, Team building and Interpersonal skills

Case StudiesThe participants will be issued course material during the course

**"Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"**

Date 21<sup>st</sup> To 23<sup>rd</sup> June, 2019, Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu), Opting for residential accommodation are requested to go directly and stay in A/C rooms at Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu) Check In :- 21<sup>st</sup> June,2019 (Afternoon) & Check Out :- 24<sup>th</sup> June,2019 (Forenoon)

**THE NEED**

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of in depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization. \

**PROGRAMME COVERAGE**

Need & Scope of Contract Management , Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India – An Overview, Historical background., Fundamental Principles of Public Buying.,

Transparency, Fairness., Efficiency, Economy and Accountability., General Financial Rules, Objectives., Modification of the rules – Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system.,

Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, Eligibility and qualification of Bidders. Delivery ScheduleProcedure for bidding.

Procedure for settlement of disputes. Criteria for., Determining responsiveness of bids., Evaluating the bids on common platform, Awarding contract to the responsive lowest bidder.

Preparation of Bid Documents, Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity, Tender Enquiry- Opening & Evaluation of Tenders, Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement, Ranking Statement, Rejection of Bids, Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract., Contract Management- Constitutional provisions., General principles of contract. Standard Forms., Contract Document–Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other instruments, Quality Assurance, Pre-dispatch inspection., E-Procurement, Final Inspection, Consumer's right of rejection, Preliminary examination of goods on receipt, Disposal of Goods, Identification of stores for disposal, Modes of disposal

(Govt. of National Capital Territory of Delhi)

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19

## National Institute Of Secretariat Training & Development

Ref No Let/339/2018

To,

New Delhi, Dated 16<sup>th</sup> November, 2018

By E Mail & Registered Post

The Director  
Higher Education, Govt. of Assam  
Kahilipara, Guwahati 781019  
Assam, India

23/11/18

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

5142  
15/12  
Dear Sir/Madam,

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

The Complexities and Ever Changing Nature of today's Business Environment necessitates constant Evolution and Upgradation of one's Knowledge repository. While there is no match for Experimental Learning, one needs to keep abreast of Emerging Technologies and Good Practices to Improve one's productivity on the project and overall work, which are generally Technical in Nature. It is our Great Pleasure to convey you that we have conducted Training Programs for Construction Professionals, Specialized Program "South East Asian Models of Infrastructures Developed-Singapore, Kuala Lumpur & Bangkok". This Program has been specially designed for the Executives & Decision Makers who are serving in Local, State, Central Govt and the Corporate Sector. As you are aware that India is fast becoming a focal point for the world as a Business & Sports Destination and there is need for providing International Level facilities not only in Tier-I cities but also other cities which have great potential to Develop into International Business Centers.

The Development of Cities would provide better Job Opportunities for the Working Class, better Living Conditions for the family, Better Recreational and Amusement Facilities. In short a better life style for the citizen. With a view to Provide Ideas, Concepts And Exposure to the Decision Makers, NISTD is planning to organize a Study Tour of the proposed cities as on Date 16<sup>th</sup>-23<sup>rd</sup> May, 2019 (08 days) as their Infrastructure is considered as one among the best in the World. Course Fee is INR 3,69,000.00 (Three lakh Sixty Nine thousand rupees) per Participant (Detail Enclosed).

A brief note about the Program is enclosed for your reference. May I request you to Convey your Willingness to participate in this program, and also the nomination of the other Officers from your Organization, who may like to participate to Develop the Nation.

Thanking You,

For National Institute Of Secretariat Training & Development

R. Kumar

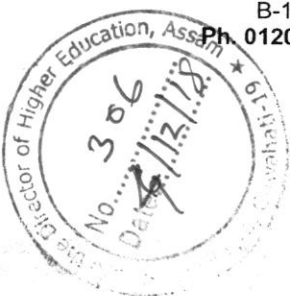
Rajesh Kumar, IAS (Retd)  
(Director General)

(Govt. of National Capital Territory of Delhi)

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## REGISTRATION FORM

South East Asian Models of Infrastructure Development---Singapore, Kuala Lumpur & Bangkok  
(16<sup>th</sup> -23<sup>rd</sup> May, 2019)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Office Address : \_\_\_\_\_

City :- \_\_\_\_\_ Pin \_\_\_\_\_ State \_\_\_\_\_

Residence Address : \_\_\_\_\_

City :- \_\_\_\_\_ Pin \_\_\_\_\_ State \_\_\_\_\_

Telephone : (Off) \_\_\_\_\_ (Res) \_\_\_\_\_

Fax : \_\_\_\_\_ Mob No.: \_\_\_\_\_ E-mail : \_\_\_\_\_

Registration Fee

S No.	Description	Charges (INR ) Per Head
1.	Registration	74,000.00
2.	Hotel accommodation (Based on the stay period of 7 nights) & AI-1 Air Fare (Economy class) (New Delhi–Singapore, Kuala Lumpur – Bangkok–New Delhi).	1,96,000.00
3.	Add on for Business Class	On request 90,000.00, ( Extra Charge)
4.	Administrative Charges	99,000.00
5.	Total INR( Three Lakh Sixty nine Thousand Only)	3,69,000.00+ 18 % GST

Enclosed herewith demand draft for a Sum of Rs. \_\_\_\_\_ demand draft No. \_\_\_\_\_  
dated \_\_\_\_\_ drawn in favor of "National Institute of Secretariat Training &  
Development" payable at New Delhi.

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

Date: \_\_\_\_\_ Signature \_\_\_\_\_

(Photocopies of the form may be used for more delegates)

(Govt. of National Capital Territory of Delhi)

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

## Theme Note- Study Tour

South East Asian Models of Infrastructure Development---Singapore, Kuala Lumpur & Bangkok

Date :- 16<sup>th</sup> To 23<sup>rd</sup> May, 2019

*The areas of emphasis would be:-*

1. *Relevance of the South East Asia model for Indian Infrastructure Development*
2. *Briefing and Discussions on the Sites (that would be visited) and points of Interest.*
3. *Discussion of expected Outcome and Takeaways*
4. *Understanding International customs & behaviors*
5. *Infrastructure Development models for cities*
6. *Roads & Alternative Transport systems*
7. *Water Supply & Drainage systems*
8. *Inland Water Transport system*

*The site visits are Planned to give firsthand experience of the Facilities Providing Services to the Cities. These would include:-*

1. Visit to Putrajaya Planned City, the New Capital of Malaysia
2. Visit to LRT systems, the LRT Authority, Kuala Lumpur
3. Interaction with the Ministry of Urban Development – The Urban Redevelopment Authority
4. Ministry of Land Transport – The Land Transport Authority Gallery
5. Changi Water Reclamation Plant & Inland Water Transport system
6. Visit – BTS Sky-train, Transport Authority Bangkok.

### Smart City Features

- i. Promoting mixed Land use in area based Developments---Planning For 'Unplanned Areas' containing a range of compatible activities and land uses close to one another in order to make land use more efficient. The States will enable some flexibility in Land use and Building bye-laws to adapt to change;
- ii. Housing and inclusiveness ----Expand Housing Opportunities for all;
- iii. Creating walk able localities ----Reduce Congestion, Air Pollution And Resource Depletion, Boost Local Economy, Promote Interactions And Ensure Security. The Road Network is created or refurbished not only for Vehicles and Public Transport, but also for Pedestrians and Cyclists, and necessary administrative services are offered within walking or cycling distance.
- iv. Preserving and Developing open Spaces --- Parks, Playgrounds, And Recreational Spaces in order to enhance the quality of life of Citizens, Reduce the Urban heat effects in Areas and Generally Promote Eco-Balance.
- v. Promoting a variety of transport options --- Transit Oriented Development (TOD), public transport and last mile para-transport connectivity.
- vi. Making Governance Citizen-Friendly and Cost Effective ---- Increasingly rely on online services to bring about Accountability and Transparency, especially using Mobiles to reduce cost of services and providing services without having to go to municipal offices. Forming e-groups to listen to people and obtain feedback and use online monitoring of programs and activities with the aid of Cyber Tour of worksites.
- vii. Giving an identity to the City --- based on its main Economic Activity, such as Local Cuisine, Health, Education, Arts and Craft, Culture, Sports Goods, Furniture, Hosiery, Textile, Dairy, etc.
- viii. Applying Smart Solutions to Infrastructure and Services In Area-Based Development in order to make them better. For example, Making Areas less Vulnerable to Disasters, using fewer resources, and providing cheaper services.

### Preamble

Proper planning of limited available resources is difficult but not impossible. This is Evident from the Success behind Singapore's Beautiful Skyline.

The Republic Nation of Singapore suffered severe crisis initially after it achieved Independence in 1965. Soon, it embarked on a modernization spree that focused on establishment of a manufacturing industry, developing large public housing estates. Since independence, its economy has expanded consistently. And within 25 years of its freedom, the country evolved into one of the world's most prosperous nations, with a highly developed free market economy. The island nation of Singapore is

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perhaps one country which has scaled dizzying heights in a short span of time. Efficient Civil Services and able leadership have helped this vibrant and hi-tech nation catapult into one of the most lovely and successful places in the world.

Role Models: "Singapore, Kuala Lumpur (Malaysia) & Bangkok (Thailand)"

#### Singapore

The Urban Redevelopment Authority (URA) is Singapore's National Land Use Planning Authority, which has been instrumental in Building Quality Real Estate. URA draws up long-term strategic plans, as well as detailed local Area Plans, for Physical Development, and then Coordinates to turn its plans to reality.

A Professional way of Managing And Maintaining its real estate has given way to its continued Economic Progress and Future Development.

#### Space Utilization

The Space Constraint seems to have come as a blessing in disguise for Singapore. The Authorities focused on raising Skyscrapers, huge in number. Instead of scattering its facilities, successful attempts have been made to house everything at one place and in one building. This has also added to Singapore's beauty. Land use is intensified by locating various facilities together instead of separately. For example, Storm Water Collection Ponds are located under Road Flyovers; and Stack Factories; Train Stations and Bus Stations are located over each other. Also there is a constant effort to find ways to minimize Constraints on Development by using Technology such as Cleaner Power Station fuel to reduce Buffer Zones of polluted factories, or group such Industries together and relocate them. Roads & Other Transport systems----for Countries like India where Roads hardly bear the Weight of Vehicles, Authorities in charge of Road Development here should visit Singapore to see how Roads can host World-Class events like Formula One Grand Prix! The Country's World-Class connectivity makes the place a favorite Tourist Destination. It has an advanced Metro System. The Mass Rapid Transit (MRT) is a Modern and Economical way of travel in Singapore. Ferry Services, Cable Cars, Mono Rails, High-Tech Taxis, Sightseeing Flights etc. make a Tourist's visit to Singapore a Memorable one.

#### Malaysia

Malaysia's persistent drive to Develop and Upgrade Its Infrastructure has resulted in one of the most well Developed Nation among the newly Industrializing Countries of Asia. Peninsular Malaysia's network of well-maintained Highways is a Boon to Industries. These Highways link Major Growth Centers to Seaports And Airports throughout the Peninsula and provide an efficient means of Transportation for Goods, a Kuala Lumpur-Bangkok-Kuala Lumpur containerized service known as the Asian Rail Express (ARX). International Trade, especially Seaborne Trade, has Traditionally been the lifeblood of Malaysia. Port Klang and Port of TanjungPelepas are ranked number one for overall Business Passenger satisfaction in an International Air Transport Association Survey. Industries in Malaysia are mainly located in over 200 Industrial Estates or Parks and 14 Free Industrial Zones (FIZs), Developed throughout the Country. New Sites, Fully Equipped with Infrastructure Facilities such as Roads, Electricity and Water Supplies, and Telecommunications, are continuously being Developed by State Governments as well as Private Developers. The Latest Digital and Fiber Optics Technology is being used to Provide High Quality Telecommunication Services at Competitive Prices.

#### Thailand

Thailand Government has continuously improved the Nation's Infrastructure, both in Bangkok and the Provinces, tremendous strides have been made, especially in Transportation Projects. Bangkok's Sky-train was introduced years ago, making Transportation more Reliable in a City known for its Traffic Jams but after Development of Infrastructure including access to Power and Water, has helped Thailand Fuel Rapid Economic Growth during the Past Three Decades and also helped facilitate International Trade and Improved the Efficiency of everyday Business Activities. Thailand's Water Transportation system has long been an Important Part Of The Country's History and Industries. With a coastline of 3,219 km and over 4,000 km of Inland Waterways, Thailand's Water Transportation and Ports Infrastructure are essential to its overall Transportation and Trade.

#### Tour Itinerary

Departure on 16<sup>th</sup> May, 2019 from New Delhi to Singapore by Air India at 00:05 hrs. and Arrival Singapore, 16<sup>th</sup> May, 2019 07:55 hrs.

Singapore, - ( 2 Nights) 16<sup>th</sup> May, 2019 & 17<sup>th</sup> May, 2019

Hotel GRAND COTHORNE WATER FRONT in Singapore

Sight Visit In Singapore On 17<sup>th</sup> May, 2019. Timing 10.00 Am to 4.00. pm.

On 18<sup>th</sup> May, 2019 by Singapore Airline from Singapore to Kuala Lumpur, Malaysia (KUL)

Kuala Lumpur ( 2 Nights) 18<sup>th</sup> May, 2019 & 19<sup>th</sup> May, 2019

Hotel ISTANA in Kuala Lumpur---5 Star & above facility-

Sight Visit in Kuala Lumpur, On 19<sup>th</sup> May, 2019, Timings 10.00 Am to 4.00 Pm.

On 20<sup>th</sup> May, 2019, By Malaysia Airlines from Kuala Lumpur to Bangkok

Bangkok---2 Nights 20<sup>th</sup> May, 2019 and 21<sup>st</sup> May, 2019

Hotel AMARI WATERGATE DLX

Sight Visit in Bangkok on 21<sup>st</sup> May, 2019, Timings 10.00 Am to 4.00 Pm.

On 22<sup>nd</sup> May, 2019---Departure on by AI, 2315 Hrs. from Bangkok to New Delhi, Arrival 23<sup>rd</sup> May, 2019, 0315 Hrs.

Note: ---There can be some changes in the Itinerary due to circumstances beyond our control

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