

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

\*\*\*\*\*

No.DHE/PEN/Misc/201/2019/7

Dated Kahilipara the 10/05/2019

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

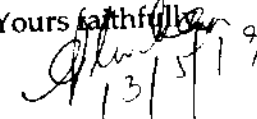
To ✓ The Principal (all),  
Govt./Provincialised Colleges of Assam

Sub. Regarding training/development programs.

Ref. National Institute of Secretariat Training & Development's letter No.Let/339/2019, dated 18-03-2019, No.Let/339/2019, dated 07-03-2019, No.Let/669/2019, dated 18-03-2019, No.Let/669/2019, dated 07-03-2019, No.Let/699/2019, dated 18-03-2019.

Sir/Madam,

With reference to the subject cited above, I would like to forward herewith copies of the letter No.Let/339/2019, dated 18-03-2019, No.Let/339/2019, dated 07-03-2019, No.Let/669/2019, dated 18-03-2019, No.Let/669/2019, dated 07-03-2019 and No.Let/699/2019, dated 18-03-2019, along with its enclosures received from National Institute of Secretariat Training & Development which is self explanatory and request you to take necessary action as per content of the letters from your end.

Yours faithfully  
  
13/5/19

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

Memo No.DHE/PEN/Misc/201/2019/7 -A

Dated Kahilipara the 10/05/2019

Copy forwarded to:

- 1) The Director General, National Institute of Secretariat Training & Development, B-11C, Inderprastha, TiilaShahbajpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin-201102 for information.

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



# National Institute Of Secretariat Training & Development

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

Ref No Let/339/2019

New Delhi, Dated 18<sup>th</sup> March, 2019

To,

By Registered Post

The Director  
Directorate of Higher Education,  
Government of Assam  
Guwahati-Assam, India

*Materia*  
*P/C*  
*17/4*

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

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.

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. Its 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> November, 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 + 18 % GST (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)



**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> November, 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. Generating 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 work sites.
- 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 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 TanjungPelepasare 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> NOV, 2019 from New Delhi to Singapore by Air India at 00:05 hrs. and Arrival Singapore, 16<sup>th</sup> Nov, 2019 07:55 hrs.

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

Hotel GRAND COTHORNE WATER FRONT in Singapore

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

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

**Kuala Lumpur ( 2 Nights) 18<sup>th</sup> Nov, 2019 & 19<sup>th</sup> Nov, 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> Nov, 2019, By Malaysia Airlines from Kuala Lumpur to Bangkok

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

Hotel AMARI WATERGATE DLX, Sight Visit in Bangkok on 21<sup>st</sup> Nov, 2019, Timings 10.00 Am to 4.00 Pm.

On 22<sup>nd</sup> Nov, 2019---Departure on by AI, 2315 Hrs. from Bangkok to New Delhi, Arrival 2<sup>nd</sup> Nov, 2019, 0315 Hrs.

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

**Registration Fee**

S No.	Description	Charges (INR ) Per Head
I).	Registration	74,000.00
II).	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
III).	Add on for Business Class (Optional)	On request 90,000.00, ( Extra Charge)
IV).	Administrative Charges	99,000.00
V).	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.



# National Institute Of Secretariat Training & Development

B-11C, Inderprastha, TiilaShahbajpur, 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/339/2019  
To,

New Delhi, Dated 07<sup>th</sup> March, 2019  
By Registered Post

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

*Motiv*  
*P.T.O*  
*20/3/19*

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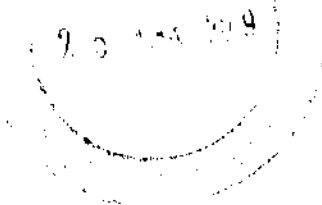
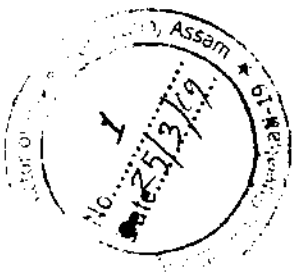
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For National Institute Of Secretariat Training & Development

*Rajesh Kumar*  
Rajesh Kumar, IAS (Retd)  
(Director General)



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

Hotel (STANA in Kuala Lumpur--5 Star & above facility-  
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Note: ---There can be some changes in the Itinerary due to circumstances beyond our control

**Registration Fee**

S No.	Description	Charges (INR) Per Head
61.	Registration	74,000.00
62.	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
63.	Add on for Business Class (Optional)	On request 90,000.00, ( Extra Charge) 99,000.00
64.	Administrative Charges	3,69,000.00+ 18 % GST
65.	Total INR( Three Lakh Sixty nine Thousand Only)	

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# National Institute Of Secretariat Training & Development

B-11C, Inderprastha, TilaShahbajpur, 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  
To,

New Delhi, Dated 07<sup>th</sup> March, 2019  
By Registered Post

The Director  
Higher Education, Govt. of Assam  
Kahilipara, Guwahati 781019  
Assam, 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 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
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 GovtDepts 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 <sup>th</sup> Central Pay Commission With Focus on Pay-Fixation and New Pension Rules in Government Depts 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 GovtDepts, 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 <sup>th</sup> Central Pay Commission Report & Grant of Financial Upgradation Under MACP" In GovtDepts 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	Swachh 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 Signature	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:-**

- kk) Travel & honorarium for the faculty.
- ll) Course Material , Computer CD's & course kit for participants.
- mm) Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution, Photography.

**The Department/ Board/Corporations/Undertaking/PSU's shall take responsibility of following :-**

- m) To Arrange Boarding, Lodging for faculty & NISTD Staff.
- b) Conveyance for Pickup-and-Drop (from Airport/Railway Station & Local Base ) for Faculty & NISTD Staff.
- C) 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)**



# National Institute Of Secretariat Training & Development

B-11C, Inderprastha, TillaShahbajpur, 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, nistd@nistd.org, Website: www.nistd.org

Ref No Let/669/2019

To,

New Delhi, Dated 18<sup>th</sup> March, 2019

By Registered Post

The Director  
Directorate of Higher Education,  
Government of Assam  
Guwahati-Assam, India



*Matin*  
*P/O*  
*17/4/19*

**Subject:- Executive Development Program---Call For Nominations**

Dear Sir/Madam,

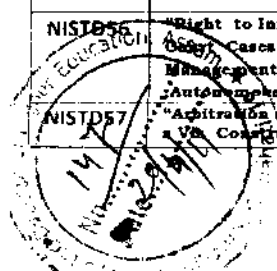
National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise 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	"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
NISTD48	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
NISTD49	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	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
NISTD50	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
NISTD51	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	21 <sup>st</sup> To 23 <sup>rd</sup> June, 2019	Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	63,690.00
NISTD52	Project Management for Engineers	21 <sup>st</sup> To 23 <sup>rd</sup> June, 2019	Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	63,690.00
NISTD53	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs.	21 <sup>st</sup> To 23 <sup>rd</sup> July, 2019	Fortune Hotel Sullivan Court 123, Selbourne Road, Opp Rose Garden, Ooty, India	30,690.00	63,690.00
NISTD54	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> July, 2019	Fortune Hotel Sullivan Court 123, Selbourne Road, Opp Rose Garden, Ooty, India	30,690.00	63,690.00
NISTD55	Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs".	23 <sup>rd</sup> To 25 <sup>th</sup> August, 2019	Radisson Blu Resort Goa Cavelossim Beach, Cavelossim Salcete, Goa.	30,690.00	63,690.00
NISTD56	"Right to Information Act 2005, Case Studies/ Cases And Improvement Of Record Management System". In Government Department Autonomous Bodies & PSUs".	23 <sup>rd</sup> To 25 <sup>th</sup> August, 2019	Radisson Blu Resort Goa Cavelossim Beach, Cavelossim Salcete, Goa, India	30,690.00	63,690.00
NISTD57	"Arbitration and Dispute Settlement Mechanism Via Construction Contracts"	19 <sup>th</sup> - 21 <sup>st</sup> Sep., 2019	Hotel Sentinel, Phoenix Bay, Port Blair,	30,690.00	63,690.00





			AndamanDist, Portblair,744101		
NISTD58	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Workplace"	19 <sup>th</sup> - 21 <sup>st</sup> Sep., 2019	Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair,744101	30,690.00	63,690.00
NISTD59	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs"	18 <sup>th</sup> To 20 <sup>th</sup> Oct.,2019	Hotel The Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi-110001,	30,690.00	63,690.00
NISTD60	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)"	18 <sup>th</sup> To 20 <sup>th</sup> Oct.,2019	Hotel The Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi-110001,	30,690.00	63,690.00
NISTD61	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
NISTD62	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pension 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

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



PoonamChoudhary, (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 amblt 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 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 :-



# National Institute Of Secretariat Training & Development

B-11C, Inderprastha, TilaShahbajpur, 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 07<sup>th</sup> March, 2019

By Registered Post

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



*Master  
Sharma  
20/3/19*

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

Dear Sir/Madam,

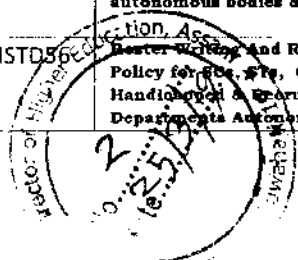
National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise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

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### List of Executive Development Programs :-

Code No.	Topics	Date Duration:- 3Days	Venue	Course Fee (Per Participant) Rs.+ 18% GST Extra	
				Non Residential	Residential
NISTD47	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	30,690.00	46,690.00
NISTD48	"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	46,690.00
NISTD49	"Roster Writing And Reservation In Services in Govt. 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	46,690.00
NISTD50	Hasardous 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	46,690.00
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We would also welcome invitation from your side for On-Site Training program at your premises.

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For National Institute Of Secretariat Training & Development



PoonamChoudhary, (Addl Director)

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# 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 18<sup>th</sup> March, 2019

To,

By Registered Post

The Director  
Directorate of Higher Education,  
Government of Assam  
Guwahati-Assam, India

*Martin*  
*P.T.O*  
*17/4/19*

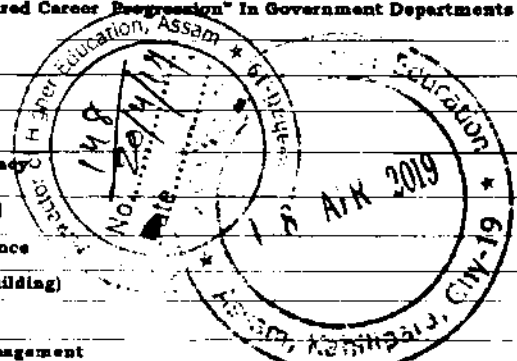
## Subject:- On-Site Training Programs

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
NISTD1	Right to Information (RTI) Act 2006--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/Dep'ts 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	"Reserve 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 <sup>th</sup> Central Pay Commission With Focus on Pay-Fixation and New Pension Rules in Government Dep'ts 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 Govt/Dep'ts, 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 <sup>th</sup> Central Pay Commission Report & Grant of Financial Upgradation Under MACP" in Govt/Dep'ts Autonomous Bodies & PSUs	2 Days	1,36,000.0
NISTD14	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personal 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	Swachh Bharat Mission	2 Days	1,36,000.0
NISTD19	Managing Stress for Personal Efficiency	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	1,86,000.0
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 Signature	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.
- 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**



( Ekta Singh),

**Dy. Director (TRG)**