

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

No. DHE/CE/Misc.22/2019/6

Dated Kahilipara, the 13/03/2019

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

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

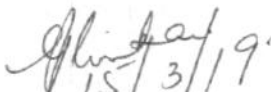
Sub: Regarding Training Programme.

Ref: *NIST&D letter No. Let/339/2018, dated 27-12-2018,*
No. Let/669/2018, dated 27-12-2018 and
No. Let/699/2018, dated 27-12-2018.

Sir/Madam,

With reference to the letter on the subject cited above, I would like forward herewith the No. Let/339/2018, dated 27-12-2018, No. Let/669/2018, dated 27-12-2018 and No. Let/699/2018, dated 27-12-2018 received from National Institute of Secretariat Training & Development, New Delhi for favour of kind information and request you to take necessary action as per content of the letters.

Yours faithfully


15/3/19
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

o/e



National Institute Of Secretariat Training & Development

Ref No Let/699/2018

To,

New Delhi, Dated 27th December, 2018

By E Mail & Registered Post

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

Matru
Shubha
30/1/19

Subject:- On-Site Training Programs

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., 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)

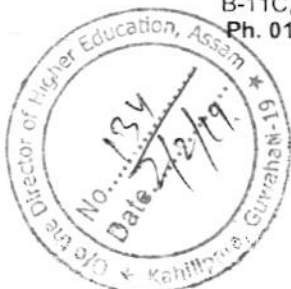
| Code No. | Training Topics | Duration | Course Fee |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| 1. | Right to Information(RTI) Act 2005---Case Studies, Court Cases , Suo-Moto Disclosure, On-line System, Improvement Of Record Management System | 2 Days | 1,46,000.0 |
| 2. | Materials Management---Purchase Policy & Procedure, E- procurement in Govt Deptts Autonomous Bodies , PSUs | 3 Days | 1,66,000.0 |
| 3. | "Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs". | 3 Days | 1,66,000.0 |
| 4. | Finance Management in Govt along with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs". | 2 Days | 1,46,000.0 |
| 5. | Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs | 2 Days | 1,46,000.0 |
| 6. | "Stress & Stress Management"---- Development of Staff , Enhancing their Efficiency and Effectiveness by Improving their Behavioral/Soft Skills | 2 Days | 1,46,000.0 |
| 7. | "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 | 1,46,000.0 |
| 8. | Implementation of 7 th Central Pay Commission With Focus on Pay-Fixation and New Pension Rules In Government Deptts Autonomous Bodies & PSUs". | 2 Days | 1,46,000.0 |
| 9. | "Gender Sensitivity, Prevention and Redressal of Sexual Harassment of Women at Workplace , Vishakha Guidelines " as applicable to Govt Deptts , Autonomous Bodies & PSUs | 2 Days | 1,46,000.0 |
| 10. | "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 Govt Deptts Autonomous Bodies & PSUs | 2 Days | 1,46,000.0 |
| 11. | "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 | 1,66,000.0 |
| 12. | "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 | 1,46,000.0 |
| 13. | Leadership and Decision Making | 2 Days | 1,46,000.0 |
| 14. | Ethics and Values | 2 Days | 1,46,000.0 |

(Govt. of National Capital Territory of Delhi)

B-11C, Inderprastha, TillaShahbajpur, NCR New 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



| | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------|--------|------------|
| 15. | Swatch Bharat Mission | 2 Days | 1,46,000.0 |
| 16. | Managing Stress for Personal Efficacy | 2 Days | 1,46,000.0 |
| 17. | Goods & Service Tax in India (GST) | 2 Days | 1,46,000.0 |
| 18. | Building Construction & Maintenance | 2 Days | 1,46,000.0 |
| 19. | Construction Materials (Road & Building) | 2 Days | 1,46,000.0 |
| 20. | Estimate/Contract Preparation | 2 Days | 1,46,000.0 |
| 21. | CPM as Tool for Construction Management | 2 Days | 1,46,000.0 |
| 22. | Project Management For Engineers | 2 Days | 1,46,000.0 |
| 23. | Quality Control & Quality Assurance | 2 Days | 1,46,000.0 |
| 24. | Project Preparation, DPR Preparation and Core Network | 3 Days | 1,66,000.0 |
| 25. | Project Management In Construction Industry | 3 Days | 1,66,000.0 |
| 26. | Preliminary Buildings & Road Construction Requirement and Survey. | 2 Days | 1,46,000.0 |
| 27. | Modern Survey Techniques Including GIS/GPS & total Station. | 3 Days | 1,66,000.0 |
| 28. | Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies) | 2 Days | 1,46,000.0 |
| 29. | Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects | 3 Days | 1,66,000.0 |
| 30. | Procurement & Contract Management for Building & Roads Projects | 2 Days | 1,46,000.0 |
| 31. | Quality Control and Material Testing Procedures & Laboratory Practice | 2 Days | 1,46,000.0 |
| 32. | Feasibility Study & Preparation of Detailed Project Reports (DPR). | 3 Days | 1,66,000.0 |
| 33. | Computer Applications (General)-- Internet, MS Windows , MS Office (Word ,Excel, Power Point), Email, Digital Signature | 3 Days | 1,66,000.0 |
| 34. | Computer Applications (Arch& Drawing) -- MS Windows , AutoCAD , Intro to MS Office (Word ,Excel, Power Point), Email, | 3 Days | 1,66,000.0 |
| 35. | Quality Control and Quality Assurance in Concrete Construction including Extreme-Weather Concreting | 2 Days | 1,46,000.0 |
| 36. | Rigid Pavements---Design, Construction & Quality Control Aspects. | 2 Days | 1,46,000.0 |
| 37. | Design Construction and Maintenance of Flexible Pavements. | 2 Days | 1,46,000.0 |
| 38. | Planning of Electrical Sub Station incl Fire Fighting Arrangements | 2 Days | 1,46,000.0 |
| 39. | Indoor and Outdoor Lighting---Design & Relevant NBC Provisions | 2 Days | 1,46,000.0 |
| 40. | Preparation of DPR and Tender Documents for Sewerage Schemes | 2 Days | 1,46,000.0 |
| 41. | Preparation of DPR and Tender Documents for Solid-Waste Management Projects | 3 Days | 1,66,000.0 |
| 42. | Pavement Evaluation Techniques and their Application for Maintenance and Rehabilitation | 3 Days | 1,66,000.0 |
| 43. | Repair and Rehabilitation of Concrete Structures (Including Water-Proofing Materials and Techniques) | 2 Days | 1,46,000.0 |

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:-

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

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

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

(Govt. of National Capital Territory of Delhi)

B-11C, Inderprastha, TiilaShahbajpur, NCR New 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



National Institute Of Secretariat Training & Development

Ref No Let/669/2018

New Delhi, Dated 27th December, 2018

To,

By E Mai & Registered Post

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

Matin
P. K. Saha
20/12/18

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 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 :-

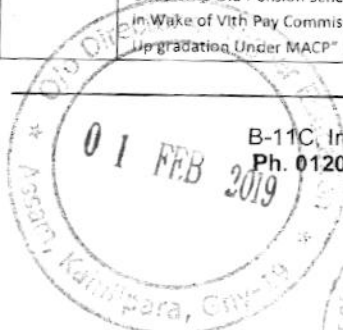
| Code No. | Topics | Date | Venue | Course Fee (Per Participant) Rs.+ 18% GST Extra | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------|
| | | | | Non Residential | Residential |
| 1. | Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs". | 25 th To 27 th January, 2019 (3 Days) | Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,744101 | 30,690.00 | 63,690.00 |
| 2. | "Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". In Government Department ,Autonomous Bodies & PSUs". | 25 th To 27 th January, 2019 (3 Days) | Hotel Sentinel, Phoenix Bay, Portbair, Andaman Dist, Portblair,744101 | 30,690.00 | 63,690.00 |
| 3. | Construction Management TQM & Safety in Govt. departments, autonomous bodies & PSUs" | 22 nd To 24 th February,2019 (3 Days) | Hotel Willow Banks The Mall, Near Tourism Lift Shimla-171001, HP, India | 30,690.00 | 63,690.00 |
| 4. | "Finance Management in Govt. with Financial & Administrative Powers in Govt. departments, autonomous bodies & PSUs" | 22 nd To 24 th February,2019 (3 Days) | Hotel Willow Banks The Mall, Near Tourism Lift Shimla-171001, HP, India | 30,690.00 | 63,690.00 |
| 5. | Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs" | 22 nd To 24 th March,2019 (3 Days) | Hotel Ramada Darjeeling 02-03, Auckland, Villa, Gandhi Road, Near Captiol Tower, Darjeeling, WB,India | 30,690.00 | 63,690.00 |
| 6. | "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 Upgradation Under MACP" in Govt. departments, | 22 nd To 24 th March, 2019 (3 Days) | Hotel Ramada Darjeeling 02-03, Auckland, Villa, Gandhi Road, Near Captiol | 30,690.00 | 63,690.00 |

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| | autonomous bodies & PSUs" | | Tower, Darjeeling, WB,India | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------|-----------|
| 7. | "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 th To 21 st April, 2019 (3 Days) | "Hotel Shambhala" Leh-194 101, Ladakh (India). | 30,690.00 | 63,690.00 |
| 8. | 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 th To 21 st April, 2019 (3 Days) | "Hotel Shambhala" Leh-194 101, Ladakh (India). | 30,690.00 | 63,690.00 |
| 9. | "Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting | 17 th May, 2019 To 19 th May, 2019 (3 Days) | Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand | 30,690.00 | 63,690.00 |
| 10. | 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 (3 Days) | Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand | 30,690.00 | 63,690.00 |
| 11. | Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies. | 21 st To 23 rd June, 2019 (3 Days) | Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu) | 30,690.00 | 63,690.00 |
| 12. | Project Management for Engineers | 21 st To 23 rd June, 2019 (3 Days) | Venue:- Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu) | 30,690.00 | 63,690.00 |
| 13. | The Zen Mind Management in Govt. departments, autonomous bodies & PSUs. | 21 st To 23 rd July, 2019 (3 Days) | Fortune Hotel Sullivan Court 123, Selbourne Road, Opp Rose Garden, Ooty, India | 30,690.00 | 63,690.00 |
| 14. | 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 (3 Days) | Fortune Hotel Sullivan Court 123, Selbourne Road, Opp Rose Garden, Ooty, India | 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)

Important Information :-

Note:- The Council 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

(Govt. of National Capital Territory of Delhi)

B-11C, Inderprastha, TiilaShahbajpur, NCR New Delhi, Ghaziabad, Uttar Pradesh Pin 201102
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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 :-

Sh. Ravi Singh, General Manager (Trg) 09212114923

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.

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

Date 25th To 27th 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 :- 25th January, 2019 & Check Out :- 28th January, 2019

Objectives

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 25th To 27th 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 :- 25th January, 2019 & Check Out :- 28th 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.

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Project Management for Engineers

Date 21st To 23rd 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 :- 21st June,2019 (Afternoon) & Check Out :- 24th 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, environmental, 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 21st To 23rd 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 :- 21st June,2019 (Afternoon) & Check Out :- 24th 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 Schedule Procedure 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

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

Date 21st To 23rd July, 2019, (3 Days), Venue:- Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 Opting for residential accommodation are requested to go directly Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 and stay in A/C rooms Check In :- 20th July,2019 (Afternoon) & Check Out :- 23rd July,2019 (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 a 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"

21st To 23rd July, 2019, (3 Days), Venue:- Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 Opting for residential accommodation are requested to go directly Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 and stay in A/C rooms Check In :- 20th July,2019 (Afternoon) & Check Out :- 23rd July,2019 (Forenoon)

Objectives

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.

(Govt. of National Capital Territory of Delhi)

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2

National Institute Of Secretariat Training & Development

Ref No Let/339/2018

New Delhi, Dated 27th December, 2018

To,

By E Mail & Registered Post

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

Matur...
30/1/19

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), (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. 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.

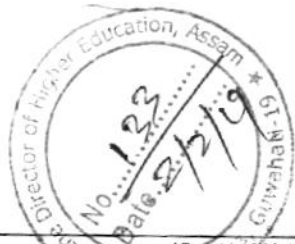
The Development of Cities would provide better Job Opportunities for the Working Class, better Living Conditions for the family, Better Recreational and Amusement Facilities. In short a better life style for the citizen. With a view to Provide Ideas, Concepts And Exposure to the Decision Makers, NISTD is planning to organize a Study Tour of the proposed cities as on Date 16th-23rd 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)



REGISTRATION FORM

South East Asian Models of Infrastructure Development----Singapore,Kuala Lumpur & Bangkok
(16th -23rd 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)

Theme Note- Study Tour

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

Date :- 16th To 23rd 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 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 16th May, 2019 from New Delhi to Singapore by Air India at 00:05 hrs. and Arrival Singapore, 16th May, 2019 07:55 hrs.

Singapore, - (2 Nights) 16th May, 2019 & 17th May, 2019

Hotel GRAND COPTHORNE WATER FRONT in Singapore

Sight Visit in Singapore On 17th May, 2019. Timing 10.00 Am to 4.00. pm.

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

Kuala Lumpur (2 Nights) 18th May, 2019 & 19th May, 2019

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

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

On 20th May, 2019, By Malaysia Airlines from Kuala Lumpur to Bangkok

Bangkok---2 Nights 20th May, 2019 and 21st May, 2019

Hotel AMARI WATERGATE DLX

Sight Visit in Bangkok on 21st Mayember, 2019, Timings 10.00 Am to 4.00 Pm.

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

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

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