

No. EDN-HE (21) B (15) 47/2024-All Type Training-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1  
Telephone No. 0177-2653120, 2653575, Extn. 234 Fax: 2812882  
E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in) & [genbr@rediffmail.com](mailto:genbr@rediffmail.com)

6202-1448-1  
18 MAY 2024  
DIS/1507-8  
08 MAY 2024

Dated: Shimla-171001, the May, 2024

To

All the Dy. Directors of Higher Education,  
in Himachal Pradesh.

Subject: - 1 Knowledge Co-creation Programme (International Study Tour)-Call for Nominations.  
2 Executive Development Programme-Call for Nominations.

Sir,

Please find enclosed herewith a copy of reference No. KCP/SAC/Let/63-33-363-  
dated: 02<sup>nd</sup> April 2024 received from the Director, National Institute of Secretariat Training &  
Development, Plot No. B-11 C, Inderprastha, NCR, New Delhi, Ghaziabad on the subject cited  
above.

In this connection, you are directed to make wide publicity amongst the field  
functionaries for the above said training programmes. The willing candidates may apply for the  
same on their own cost. For any queries related to the Study Tour, you can contact on Central Line  
at 9811094923.

(Dr. Amarjeet K Sharma)  
Director of Higher Education,  
Himachal Pradesh.  
May, 2024

Endst. No. Even Dated: Shimla-171001 the  
Copy for information to;

1. The Director, National Institute of Secretariat Training & Development, Plot NO. B-11C,  
Inderprastha, NCR, New Delhi.
2. Guard File.

Director of Higher Education  
Himachal Pradesh.

No. EDN-KGR(G-3) All Type Training/2024-  
Office of the Deputy Director of Higher Education  
Kangra at Dharamshala

Dated:- Dharamshala-176215 18.05.23  
Copy forwarded to:-

- 1 All the Principal/Headmaster, GSSS/ GHS in Distt. Kangra for information and further necessary action.
- 2 The Director of Higher Education Shimla for information.

Dy. Director of Hr. Education,  
Kangra at Dharamshala.





# National Institute Of Secretariat Training & Development

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India  
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811054923  
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

2024116070  
19-04-2024

Ref No KCP/SAC/Let/63-33-363

New Delhi, India, the Dated, 02<sup>nd</sup> April, 2024

To,

The Director  
Education Directorate of Higher Education,  
Himachal Pradesh - Shimla-171001

Greeting From National Institute of Secretariat Training & Development !

Subject:- Knowledge Co-creation Programme (International Study Tour)-Call For Nominations

Dear Sir/Madam,

National Institute Of Secretariat Training & Development (NISTD) (Established by Govt. of NCT of Delhi, Labour Department). NISTD serves as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. The program addresses critical global challenges while emphasizing the development of "Smart and Sustainable Cities." It offers a comprehensive array of training initiatives, spanning disciplines such as Seismology, Earthquake Engineering, Tsunami Disaster Mitigation, Operation and Maintenance of Urban Water Supply Systems, Public Health, Food Security, Civil Supplies, Disaster Risk Reduction, Infrastructure Development, Gender Mainstreaming Policies, Renewable Energy, and Forestry Management. Through these initiatives, participants gain valuable insights into modern management practices, enabling them to effectively contribute to the growth and sustainability of urban centers. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

NISTD has planned to organise the international study tours on different topics in below mentioned cities:-

Code No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
ST 001	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	06th June, 2024 To 13th June, 2024 (Last Date 03rd April, 2024)	6,96,000.00
ST 002	"Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney, Melbourne, Wollongong (Australia)	06th July, 2024 To 13th July, 2024 (Last Date 03rd May, 2024)	6,96,000.00
ST 003	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	06th July, 2024 To 13th July, 2024 (Last Date 03rd May, 2024)	6,36,000.00

em: *Shri Jagdish Sharma*  
24/1/2024



ST 004	"Participatory Irrigation Management System for Paddies (A), Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, Liverpool, Bristol (United Kingdom)	09th August,2024 To 16th August,2024 (Last Date 09th June,2024)	696,000.00
ST 005	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	09th August,2024 To 16th August,2024 (Last Date 30th June,2024)	6,96,000.00
ST 006	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	16 th August,2024 To 23rd August,2024 (Last Date 13th June,2024)	6,96,000.00
ST 007	Leadership & Managerial Skills, Management & Business Administration	Sydney, Melbourne, Wollongong (Australia)	16 th August,2024 To 23rd August,2024 (Last Date 13th June,2024)	6,96,000.00
ST 008	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Paris (France) Zurich (Switzerland) (Europe)	16 th August,2024 To 23rd August,2024 (Last Date 13th June,2024)	6,96,000.00
ST 009	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	06th Sepmenber, 2024 To 13th Sepmenber, 2024 (Last Date 01st July,2024)	6,96,000.00
ST 010	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	03rd Sepmenber 2024 To 09th Sepmenber 2024 (Last Date 01st July,2024)	6,96,000.00
ST 011	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	03rd Sepmenber, 2024 To 09th Sepmenber, 2024 (Last Date 01st July,2024)	6,96,000.00
ST 012	"Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Dubai, Abu Dhabi (UAE)"	03rd Sepmenber 2024 To 09th Sepmenber, 2024 (Last Date 01st July,2024)	4,96,000.00
ST 013	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09th Sepmenber, 2024 To 16th Sepmenber, 2024 (Last Date 03rd July,2024)	6,96,000.00
ST 014	Leadership & Managerial Skills, Management & Business Administration	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	09th Sepmenber, 2024 To 16th Sepmenber, 2024 (Last Date 03rd July,2024)	6,96,000.00
ST 015	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23rd Sepmenber 2024 To to 30th Sepmenber, 2024 (Last Date 09th July,2024)	6,96,000.00



ST 016	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, Fresno, Orlando (United State)	16th September 2024 To 23th September, 2024 (Last Date 09th July, 2024)	6,96,000.00
ST 017	"Development of Urban Road Network (A)" Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23rd September 2024 To 30th September, 2024 (Last Date 09th July, 2024)	6,96,000.00

### Study Tour Brochures

1. [https://nistd.co/Child\\_protection\\_system\\_especially\\_juvenile\\_justice\\_Protection\\_of\\_Children\\_from\\_Sexual\\_Offence\\_Europe1.pdf](https://nistd.co/Child_protection_system_especially_juvenile_justice_Protection_of_Children_from_Sexual_Offence_Europe1.pdf)
2. [https://nistd.co/Community\\_Based\\_Disaster\\_Risk\\_Reduction\\_& Smart\\_and\\_Sustainable\\_Cities\\_under\\_Capacity\\_Building\\_Australia1.pdf](https://nistd.co/Community_Based_Disaster_Risk_Reduction_& Smart_and_Sustainable_Cities_under_Capacity_Building_Australia1.pdf)
3. [https://nistd.co/Development\\_of\\_Urban\\_Road\\_Network\\_Operation\\_and\\_Maintenance\\_of\\_Urban\\_Water\\_Supply\\_System\\_Europe1.pdf](https://nistd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Europe1.pdf)
4. [https://nistd.co/Development\\_of\\_Urban\\_Road\\_Network\\_Operation\\_and\\_Maintenance\\_of\\_Urban\\_Water\\_Supply\\_System\\_Japan1.pdf](https://nistd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Japan1.pdf)
5. [https://nistd.co/Earthquake\\_Brussels\\_Zurich\\_Amsterdam1.pdf](https://nistd.co/Earthquake_Brussels_Zurich_Amsterdam1.pdf)
6. [https://nistd.co/Forestry\\_Management\\_Singapore\\_Malaysia\\_Thailand1.pdf](https://nistd.co/Forestry_Management_Singapore_Malaysia_Thailand1.pdf)
7. [https://nistd.co/Gender\\_Mainstreaming\\_Policies\\_for\\_Government\\_Officers\\_\(A\)\\_& Smart\\_and\\_Sustainable\\_Cities\\_Europe1.pdf](https://nistd.co/Gender_Mainstreaming_Policies_for_Government_Officers_(A)_& Smart_and_Sustainable_Cities_Europe1.pdf)
8. [https://nistd.co/Integrated\\_Lake\\_River\\_and\\_Coastal\\_Basin\\_Management\\_Europe1.pdf](https://nistd.co/Integrated_Lake_River_and_Coastal_Basin_Management_Europe1.pdf)
9. [https://nistd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City\\_Power\\_Health\\_Infrastructure\\_Building\\_Russia1.pdf](https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Russia1.pdf)
10. [https://nistd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City\\_Power\\_Health\\_Infrastructure\\_Building\\_Europe1.pdf](https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Europe1.pdf)
11. [https://nistd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City\\_Power\\_Health\\_Infrastructure\\_Building\\_Japan1.pdf](https://nistd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Japan1.pdf)
12. [https://nistd.co/Japan's\\_Model\\_Of\\_Infrastructure\\_Development\\_Smart\\_and\\_Sustainable\\_Cities\\_under\\_Capacity-Building\\_Japan1.pdf](https://nistd.co/Japan's_Model_Of_Infrastructure_Development_Smart_and_Sustainable_Cities_under_Capacity-Building_Japan1.pdf)
13. [https://nistd.co/Leadership\\_Australia1.pdf](https://nistd.co/Leadership_Australia1.pdf)
14. [https://nistd.co/Leadership\\_Brussels\\_Zurich\\_Amsterdam1.pdf](https://nistd.co/Leadership_Brussels_Zurich_Amsterdam1.pdf)
15. [https://nistd.co/Leadership\\_Paris\\_Zurich1.pdf](https://nistd.co/Leadership_Paris_Zurich1.pdf)
16. [https://nistd.co/Leadership\\_Russia1.pdf](https://nistd.co/Leadership_Russia1.pdf)
17. [https://nistd.co/Leadership\\_Singapore\\_Malaysia\\_Thailand1.pdf](https://nistd.co/Leadership_Singapore_Malaysia_Thailand1.pdf)
18. [https://nistd.co/Leadership\\_Spain\\_Germany\\_Stockholm1.pdf](https://nistd.co/Leadership_Spain_Germany_Stockholm1.pdf)
19. [https://nistd.co/Leadership\\_Tokoyo1.pdf](https://nistd.co/Leadership_Tokoyo1.pdf)
20. [https://nistd.co/Leadership\\_UK1.pdf](https://nistd.co/Leadership_UK1.pdf)
21. [https://nistd.co/Middle\\_East\\_Models\\_of\\_Infrastructures\\_Dubai1.pdf](https://nistd.co/Middle_East_Models_of_Infrastructures_Dubai1.pdf)
22. [https://nistd.co/Participatory\\_Irrigation\\_Management\\_System\\_UK1.pdf](https://nistd.co/Participatory_Irrigation_Management_System_UK1.pdf)
23. [https://nistd.co/Public\\_health\\_Food\\_Civil\\_Supplies\\_Lifestyle\\_Related\\_Diseases\\_Prevention\\_& Smart\\_and\\_Sust\\_Australia1.pdf](https://nistd.co/Public_health_Food_Civil_Supplies_Lifestyle_Related_Diseases_Prevention_& Smart_and_Sust_Australia1.pdf)
24. [https://nistd.co/Smart\\_Metering\\_E-Charging\\_Renewable\\_Energy\\_Resources\\_& Battery\\_Energy\\_Storage\\_System\\_Russia1.pdf](https://nistd.co/Smart_Metering_E-Charging_Renewable_Energy_Resources_& Battery_Energy_Storage_System_Russia1.pdf)
25. [https://nistd.co/Urban\\_Water\\_Brussels\\_Zurich\\_Amsterdam1.pdf](https://nistd.co/Urban_Water_Brussels_Zurich_Amsterdam1.pdf)

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

### GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the National Institute Of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 4,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 4,96,000.00.

Participants shall be awarded Certificate of Participation on successful completion of programme.



The Institute strongly encourages potential participants and their respective management teams to proactively communicate in advance. You can specify any specific issues or areas of concern that you would like to see covered in the course materials or addressed during the study tour. These suggestions should naturally align with the scope and focus of the program's subject matter. Your input will greatly contribute to tailoring the content to your needs and ensuring a more effective and relevant learning experience.

#### Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form. Your prompt attention to these matters will help facilitate a smooth registration process.

#### Inclusions

1. **Program Management Charges:** This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. **Visa and Clearances:** The fee incorporates the expenses associated with visa procurement and related clearances.
4. **Accommodation:** Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast, & dinner are provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. **Site Visits:** Participants will have the opportunity to engage in insightful site visits.

Rest assured, the study tour professional fee covers these extensive services to ensure a comprehensive and enriching experience for each participant.

**Study tour participant:-** The program is designed for IAS/HCS/PCS Officers a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

The site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas. This hands-on experience aims to offer participants valuable insights into the operational aspects and challenges of these facilities, contributing to a deeper understanding of urban development dynamics.

#### Change of Schedule

The mentioned program is scheduled to proceed as planned and will not be subject to alterations, postponements, or cancellations, unless unforeseen circumstances arise that are beyond our control.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

We kindly request your cooperation in promptly submitting nominations, as the program has limited availability.

Registrations will be accepted on a first-come, first-served basis.

Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

Thanking You,

For National Institute of Secretariat Training & Development

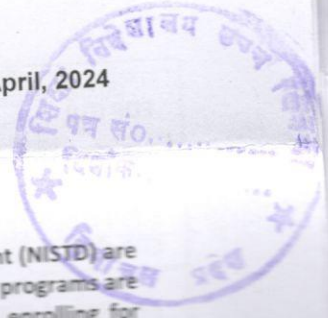
  
K.P. Singh, IAS (Retd)  
(Director)



:- EDP/SAC/Let/33-69-339

New Delhi, India, the Dated, 02<sup>nd</sup> April, 2024

**Greeting From National Institute of Secretariat Training & Development !**  
**Subject:-Executive Development Programme-Call for Nominations**



Dear Sir/Madam,  
 The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

**List of Executive Development Programs:-**

Code No.	Topics	Date & Duration ( 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP" Under Capacity Building	14-15 April, 2024 (Last Date 06th April , 2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 002	E-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14-15 April, 2024 (Last Date 06th April , 2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 003	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April, 2024 (Last Date 06th April , 2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 004	Leadership & Managerial Skills, Management & Business Administration	14-15 April, 2024 (Last Date 06th April , 2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 005	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April, 2024 (Last Date 06th April , 2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 006	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	14-15 April, 2024 (Last Date 06th April , 2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 007	Leadership & Managerial Skills, Management & Business Administration	28-29 April, 2024 (Last Date 19th April, 2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh, India	36,690.00	56,390.00
EDP 008	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	28-29 April, 2024 (Last Date 19th April, 2024)	Singge Palace Hotel, Leh, UT Of Ladakh, India	36,690.00	56,390.00
	Team Dynamics, Leadership and Strategic Vision, Synergy at work	28-29 April, 2024 (Last Date 19th April 2024)	Singge Palace Hotel, Leh, UT Of	36,690.00	56,390.00

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EDP 010	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	28-29 April,2024 (Last Date 19th April,2024)	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 011	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024 (Last Date 19th April,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 012	Government e-Market place (Portal), Procurement from GeM , e-tendering, e- Governance & GST	28-29 April,2024 (Last Date 19th April,2024)	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 013	Leadership & Managerial Skills, Management & Business Administration	11-12 May,2024 (Last Date 06th May,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 014	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	11-12 May,2024 (Last Date 06th May,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 015	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	11-12 May,2024 (Last Date 06th May,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 016	Advanced course on Record Management, Economic Reforms and Development	11-12 May,2024 (Last Date 06th May,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 017	Drafting of Request for Proposal (RFP).. Monitoring & Evaluation of Government Schemes	11-12 May,2024 (Last Date 06th May,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 018	Modern Office Management and Modern Performance Management	11-12 May,2024 (Last Date 06th May,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 019	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	11-12 May,2024 (Last Date 06th May,2024)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 020	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 021	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 022	Human Resource Management & Liaison Officers (SC/ST).	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 023	Leadership & Managerial Skills, Management & Business Administration	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 024	Citizen Centric & Service Delivery Approach & e-Office.	26-27 May,2024 (Last date 19th May,2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 025	Hands-on training on energy efficiency in electrical utilities	09-10 June,2024 (Last Date 06th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 026	Advance course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 027	Advance course on modern office and productivity management	09-10 June,2024 (Last Date 06th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 028	Developing Managerial Leadership Skills	09-10 June,2024 (Last Date 06th June,2024)	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 029	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 030	Effective spare parts management	09-10 June,2024 (Last Date 06th June,2024)	Spic N Span Hotel Ladakh, Leh,	36,690.00	56,390.00
EDP 031	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00



EDP 032	Performance Management through Talent Management	23-24 June,2024 (Last date 19th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 033	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 034	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 035	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 036	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	23-24 June,2024 (Last date 19th June,2024)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 037	"Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06th July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 038	Leadership & Managerial Skills, Management & Business Administration.	14-15 July,2024 (Last Date 06th July,2024)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	36,690.00	56,390.00
EDP 039	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July,2024 (Last Date 06th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 040	Leadership Excellence and Effective Decision Making.	14-15 July,2024 (Last Date 06th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 041	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	14-15 July,2024 (Last Date 06th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 042	Total quality person (TQP), Work life Balance, Emotional Intelligence	14-15 July,2024 (Last Date 06th July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 043	Quality Control & Quality Assurance, Under Capacity Building program	14-15 July,2024 (Last Date 06th July,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 044	Leadership & Managerial Skills, Management & Business Administration	28-29 July,2024 ( Last Date 19th July,2024)	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
EDP 045	Government e-Market place (Portal), Procurement from GeM, e-tendering, e- Governance & GST	28-29 July,2024 ( Last Date 19th July,2024)	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
EDP 046	Office Procedures including Noting and Drafting	28-29 July,2024 ( Last Date 19th July,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
EDP 047	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 August,2024 ( Last Date 06th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 048	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	11-12 August,2024 ( Last Date 06th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	36,690.00	56,390.00
EDP 049	Leadership & Managerial Skills, Management & Business Administration	11-12 August,2024 ( Last Date 06th August,2024)	Park Inn By Radisson Ayodhya	36,690.00	56,390.00

Registration Form download :- [https://nistd.co/EDP\\_Registration\\_form.pdf](https://nistd.co/EDP_Registration_form.pdf)

#### GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme



Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

#### OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

#### METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

#### ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

#### PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

#### REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

Transportation: Participants are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours Truly,

For National Institute Of Secretariat Training & Development

  
Deepak Kumar

Addl. Director (Training)



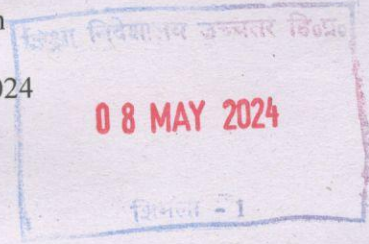


No. EDN-HE (21) B (15) 47/2024-All Type Training-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1  
Telephone No. 0177-2653120, 2653575, Extn. 234 Fax: 2812882  
E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in) & [genbr@rediffmail.com](mailto:genbr@rediffmail.com)

Dated: Shimla-171001, the May, 2024

To

All the Dy. Directors of Higher Education,  
in Himachal Pradesh,




Subject: - 1 Knowledge Co-creation Programme (International Study Tour)-Call for Nominations.  
2 Executive Development Programme-Call for Nominations.

Sir,

Please find enclosed herewith a copy of reference No. KCP/SAC/Let/63-33-363-  
dated: 02<sup>nd</sup> April 2024 received from the Director, National Institute of Secretariat Training &  
Development, Plot No. B-11 C, Inderprastha, NCR, New Delhi, Ghaziabad on the subject cited  
above.

In this connection, you are directed to make wide publicity amongst the field  
functionaries for the above said training programmes. The willing candidates may apply for the  
same on their own cost. For any queries related to the Study Tour, you can contact on Central Line  
at 9811094923.

  
(Dr. Amarjeet K Sharma)  
Director of Higher Education,  
Himachal Pradesh.  
May, 2024

Endst. No. Even Dated: Shimla-171001 the  
Copy for information to;

1. The Director, National Institute of Secretariat Training & Development, Plot NO. B-11C,  
Inderprastha, NCR, New Delhi.
2. Guard File.

  
Director of Higher Education  
Himachal Pradesh.