



# National Institute Of Secretariat Training & Development

(An ISO 9001;2015 Organisation)

## In-house Training

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD) (Established in 2006) registered Under the Societies Registration Act XXI of 1860, 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.

Capacity Building for better cities is the effort to strengthen and improve the abilities of personnel and organizations to be able to perform their tasks in a more effective, efficient and sustainable manner. It needs to be appreciated that capacity building is a long term and ongoing effort which needs to be institutionalized in the planning and implementation process starting from the ULB to state to the central level programs. Capacity Building needs to be a continuous and ongoing initiative whose aim is to improve and facilitate the skill sets and processes involving human and other perceivable inputs. There is a need to calibrate and benchmark continuously against measurable indicators over a period of time in order to make course corrections to achieve the desired results.

The objective of Capacity Building programme as emphasized are:

- Professionalizing urban management through creation of a municipal cadre, city managers who can manage and govern cities especially in urban planning, E-governance / IT, municipal infrastructure and service delivery.
- Enhancing capacities/supply side/agencies to provide state of the art skills and resources to meet required demands of city managers and associated agencies thereby enhancing their capacities to improve city management, governance reforms, municipal infrastructure and service delivery.
- Institutionalize the use of appropriate tools and processes to enable better planning and implementation of municipal infrastructure, service delivery and governance reforms.

### List of Training Programs:

Code No	Training Topics	Duration	Course Fee + 18% GST Extra
OS 01	"Right to information Act 2005, Case Studies/Court Cases & Improvement of Record Management System & a tool of Transparency & Citizen Charter" In Government Departments Autonomous Bodies & PSUs"	2 Days	2,69,000.0
OS 02	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS " In Government Departments Autonomous Bodies & PSUs"	2 Days	2,69,000.0
OS 03	"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."	2 Days	2,69,000.0
OS 04	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 05	"Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	2,69,000.0
OS 06	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	3 Days	2,69,000.0
OS 07	"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".	3 Days	2,96,000.0

OS 08	“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	2,69,000.0
OS 09	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	2,69,000.0
OS 10	“Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP” In Government Departments Autonomous Bodies & PSUs”.	2 Days	2,69,000.0
OS 11	“Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place” In Government Departments Autonomous Bodies & Psus”.	2 Days	2,69,000.0
OS 12	“Establishment Rules & General Administration Matters” Of Government Departments Autonomous Bodies & PSU”.	2 Days	2,69,000.0
OS 13	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	2,96,000.0
OS 14	Swatch Bharat Mission	3 Days	2,96,000.0
OS 15	“Finance Management in Govt. with Financial & Administrative Powers	2 Days	2,69,000.0
OS 16	CPM as Tool for Construction Management	2 Days	2,69,000.0
OS 17	Project Management for Engineers	2 Days	2,69,000.0
OS 18	Quality Control & Quality Assurance	2 Days	2,69,000.0
OS 19	Project Preparation, DPR Preparation and Core Network	3 Days	2,69,000.0
OS 20	Project Management in Construction Industry	3 Days	2,69,000.0
OS 21	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	2,69,000.0
OS 22	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	2,69,000.0
OS 23	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	2,96,000.0
OS 24	Procurement & Contract Management for Building & Roads Projects	2 Days	2,69,000.0
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	2,69,000.0

In addition to the above programme other customized programs to the choice can be organized

The participants will be issued course material during the courses.

The participants will be issued course material during the course. 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 and answer sessions.

**National Institute of Secretariat Training & Development (NISTD)**, shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Boards/Corporations/ Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- To arrange Boarding, Lodging for faculty & NISTD Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NISTD Staff.
- Arrangement of Venue, lunch and 2 times 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.**

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

**Thanking You,**

**For National Institute of Secretariat Training & Development**