

411/256/19



National Institute Of Secretariat Training & Development

Ref No Let/699/2019

New Delhi, Dated 14th January, 2019

To,

By Registered Post

DB
KE
1/2/2019

Sh. P R Saji Kumar
Chief Engineer
Engineering Wing
Thiruvananthapuram Kerala

1580
5/2/19

Subject:- On-Site Training Programs

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Govt. of NCT 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	1,36,000.0
2.	Materials Management--Purchase Policy & Procedure, E-procurement in Govt Deptts Autonomous Bodies, PSUs	3 Days	1,56,000.0
3.	"Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs".	3 Days	1,56,000.0
4.	Finance Management in Govt along with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs".	2 Days	1,36,000.0
5.	Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs	2 Days	1,36,000.0
6.	"Stress & Stress Management"---- Development of Staff, Enhancing their Efficiency and Effectiveness by Improving their Behavioral/Soft Skills	2 Days	1,36,000.0
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	1,36,000.0
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	1,36,000.0
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	1,36,000.0
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	1,36,000.0
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	1,56,000.0
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	1,36,000.0
13.	Leadership and Decision Making	2 Days	1,36,000.0
14.	Ethics and Values	2 Days	1,36,000.0

(Govt. of NCT of Delhi)

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

15.	Swatch Bharat Mission	2 Days	1,36,000.0
16.	Managing Stress for Personal Efficacy	2 Days	1,36,000.0
17.	Goods & Service Tax in India (GST)	2 Days	1,36,000.0
18.	Building Construction & Maintenance	2 Days	1,36,000.0
19.	Construction Materials (Road & Building)	2 Days	1,36,000.0
20.	Estimate/Contract Preparation	2 Days	1,36,000.0
21.	CPM as Tool for Construction Management	2 Days	1,36,000.0
22.	Project Management For Engineers	2 Days	1,36,000.0
23.	Quality Control & Quality Assurance	2 Days	1,36,000.0
24.	Project Preparation, DPR Preparation and Core Network	3 Days	1,56,000.0
25.	Project Management In Construction Industry	3 Days	1,56,000.0
26.	Preliminary Buildings & Road Construction Requirement and Survey.	2 Days	1,56,000.0
27.	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	1,56,000.0
28.	Construction and Maintenance of Flexible & Rigid Pavements { Including Use of New Materials & Technologies }	2 Days	1,36,000.0
29.	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	1,56,000.0
30.	Procurement & Contract Management for Building & Roads Projects	2 Days	1,36,000.0
31.	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	1,36,000.0
32.	Feasibility Study & Preparation of Detailed Project Reports (DPR).	3 Days	1,56,000.0
33.	Computer Applications (General)-- Internet, MS Windows , MS Office (Word ,Excel, Power Point), Email, Digital Signature	3 Days	1,56,000.0
34.	Computer Applications (Arch& Drawing) -- MS Windows , AutoCAD , Intro to MS Office (Word ,Excel, Power Point), Email,	3 Days	1,56,000.0
35.	Quality Control and Quality Assurance in Concrete Construction including Extreme-Weather Concreting	2 Days	1,36,000.0
36.	Rigid Pavements---Design, Construction & Quality Control Aspects.	2 Days	1,36,000.0
37.	Design Construction and Maintenance of Flexible Pavements.	2 Days	1,36,000.0
38.	Planning of Electrical Sub Station incl Fire Fighting Arrangements	2 Days	1,36,000.0
39.	Indoor and Outdoor Lighting---Design & Relevant NBC Provisions	2 Days	1,36,000.0
40.	Preparation of DPR and Tender Documents for Sewerage Schemes	2 Days	1,36,000.0
41.	Preparation of DPR and Tender Documents for Solid-Waste Management Projects	3 Days	1,56,000.0
42.	Pavement Evaluation Techniques and their Application for Maintenance and Rehabilitation	3 Days	1,56,000.0
43.	Repair and Rehabilitation of Concrete Structures (Including Water-Proofing Materials and Techniques)	2 Days	1,36,000.0

The participants will be issued course material.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question-answer sessions.

National Institute Of Secretariat Training & Development (NISTD) shall take responsibility of following arrangements:-

- 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 NCT of Delhi)

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