



National Institute Of Secretariat Training & Development

Ref No Let/669/2019
To,

New Delhi, Dated 14th January, 2019
By Registered Post

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

Subject:- Executive Development Program--Call For Nominations

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..

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 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	46,690.00
2.	"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	46,690.00
3.	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	46,690.00
4.	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up gradation Under MACP" in Govt. departments, autonomous bodies & PSUs"	22 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	46,690.00
5.	"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	46,690.00
6.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world class expert in waste management and pollution control.	19 th To 21 st April, 2019 (3 Days)	"Hotel Shambhala" Leh-194 101,	30,690.00	46,690.00

(Govt. of NCT of Delhi)

B-11C, Inderprastha, TiilaShahbajpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102
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	in Govt. departments, autonomous bodies & PSUs".		Ladakh (India).		
7.	"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	46,690.00
8.	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	46,690.00
9.	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	21 st June,2019 To 23 rd June, 2019 (3 Days)	Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	46,690.00
10.	Project Management for Engineers	21 st June,2019 To 23 rd June, 2019 (3 Days)	Radisson Hotel Kathmandu, Lazimpat, Nepal (Kathmandu)	30,690.00	46,690.00
11.	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	46,690.00
12.	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	46,690.00
13.	Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs".	23 rd To 25 th August, 2019 (3 Days)	Radisson Blu Resort Goa Cavelossim Beach, Cavelossim Salcete, Goa, India	30,690.00	46,690.00
14.	"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". In Government Department ,Autonomous Bodies & PSUs".	23 rd To 25 th August, 2019 (3 Days)	Radisson Blu Resort Goa Cavelossim Beach, Cavelossim Salcete, Goa, India	30,690.00	46,690.00

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

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.

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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.

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"

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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 an 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"

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Training
AT

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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.

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

Date 23rd To 25th August, 2019, (3 Days) Venue:- Radisson Blu Resort Goa Cavelossim Beach, Cavelossim Salcete, Goa, India

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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:

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 23rd To 25th August, 2019, (3 Days) Venue:- Radisson Blu Resort Goa Cavelossim Beach, Cavelossim Salcete, Goa, India

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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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