



National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute.)

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Ref No OS/M/23-63-669

New Delhi, Dated _____, 2026

Subject: Capacity Building Onsite Training programs for Engineers & Admin staff

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide quality training to officers belonging to the Central and State Government services, as well as officers from other organized and subsidiary services operating within these departments. Our training programs aim to enhance the skills, knowledge, and professional capabilities of participants, thereby enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a vital role in strengthening human resource capacity and improving administrative efficiency across government institutions.

Capacity Building for Better Cities

Capacity building is a structured and sustained effort to strengthen and enhance the abilities of personnel and organizations so they can perform their tasks in a more effective, efficient, and sustainable manner. It is a long-term and ongoing process that needs to be institutionalized at all levels — from Urban Local Bodies (ULBs) to State and Central Government programs.

Our approach emphasizes continuous learning and benchmarking against measurable indicators to ensure consistent improvement and alignment with evolving urban management goals.

Objectives of the Capacity Building Programme:

Professionalizing urban management through the creation of a municipal cadre and city managers capable of managing and governing cities effectively — especially in areas such as urban planning, e-governance/IT, municipal infrastructure, and service delivery.

Enhancing the capacities of agencies and personnel by equipping them with state-of-the-art skills and knowledge to meet the growing demands of urban governance, infrastructure, and service delivery.

Institutionalizing the use of appropriate tools, methodologies, and processes to ensure better planning, implementation, and monitoring of municipal infrastructure, governance reforms, and service delivery.

NISTD would be pleased to organize onsite capacity building programs for engineers and administrative staff tailored to the specific needs of your organization. These programs are designed to strengthen functional competencies, improve efficiency, and contribute to sustainable development at the city and organizational levels.

List of Training Programs:

Code No	Training Topics	Duration	Course Fee
OS 01	“Right to information Act 2005, Case Studies/Court Cases & movement of Record Management System & a tool of Transparency & Citizen Charter” In Government Departments Autonomous Bodies & PSUs”	2 Days	1,98,000.0
OS 02	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS “ In Government Departments Autonomous Bodies & PSUs”	2 Days	1,98,000.0
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	1,98,000.0
OS 04	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills” In Government Departments Autonomous Bodies & PSUs”.	2 Days	1,98,000.0
OS 05	“Book Keeping & Accounting, Accounting Standards &Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs”.	2 Days	1,98,000.0
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	1,98,000.0
OS 09	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	1,98,000.0
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	1,98,000.0
OS 11	“Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place” In Government Departments Autonomous Bodies & Psus”.	2 Days	1,98,000.0
OS 12	“Establishment Rules & General Administration Matters” Of Government Departments Autonomous Bodies & PSU”.	2 Days	1,98,000.0
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	1,98,000.0
OS 16	CPM as Tool for Construction Management	2 Days	1,98,000.0
OS 17	Project Management for Engineers	2 Days	1,98,000.0
OS 18	Quality Control & Quality Assurance	2 Days	1,98,000.0
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	1,98,000.0

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	1,98,000.0
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	1,98,000.0
OS 26	"Advanced Surveying Techniques for Civil Engineering Projects"	2 Days	1,98,000.0
OS 27	"Site Selection for new project: Key Criteria and Processes for Civil Engineers"	2 Days	1,98,000.0
OS 28	"New Methods & Materials in Construction Technology & Building Repairing"	2 Days	1,98,000.0
OS 29	"Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR"	2 Days	1,98,000.0
OS 30	"Advance Course on RTI Act, 2005 and Modern Office Management"	2 Days	1,98,000.0
OS 31	"Project Management and Financial Management"	2 Days	1,98,000.0
OS 32	"Personal & Organisational Cyber Security Essentials"	2 Days	1,98,000.0
OS 33	"Human Rights, Anti-Corruption, and Anti-Bribery: Strengthening Transparent Governance in ESG"	2 Days	1,98,000.0
OS 34	"Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management"	2 Days	1,98,000.0
OS 35	"Evolution of Green Hydrogen – A revolution in Clean Energy Focusing on Conservation"	2 Days	1,98,000.0
OS 36	"Office Management, Team Building, Leadership & Performance Management"	2 Days	1,98,000.0
OS 37	"AI Project Management and Team Collaboration"	2 Days	1,98,000.0

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.

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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/Banks/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

