



# National Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682110,+91-120-2682111,Fax No:-+91-120-2682109

E-Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in

Ref No:-KCP/M/63-33-6999

New Delhi, Dated \_\_\_\_/\_\_\_\_, 2026

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

Dear Sir/Madam,

**The National Institute Of Secretariat Training & Development (NISTD)**, (Established by Government of NCT of Delhi) serve as an 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.

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

S.NO.	Title of Programme	Country to be Visited	Programme Date	Tour Cost Per Participant
1.	Leadership & Managerial Skills, Management & Business Administration	London & Sheffield, (United Kingdom)	19 <sup>th</sup> April, 2026 To 26 <sup>th</sup> April, 2026	5,96,000.00 (INR)
2.	Social Sectors & Public Services	Paris (France) & Zurich (Switzerland) (Europe)	19 <sup>th</sup> April, 2026 To 26 <sup>th</sup> April, 2026	5,96,000.00 (INR)
3.	Health Systems Management and Hospital Administration	Cologne (Germany) & Barcelona(Spain) (Europe)	19 <sup>th</sup> April,2026 To 26 <sup>th</sup> April,2026	5,96,000.00 (INR)
4.	Education and Capacity Development in the Public Sector	London & Manchester (UnitedKingdom)	19 <sup>th</sup> April ,2026 To 26 <sup>th</sup> April,2026	4,96,000.00 (INR)
5.	Human Resource Development (HRD) and Capacity Building	Sydney & Melbourne (Australia)	19 <sup>th</sup> April, 2026 To 26 <sup>th</sup> April, 2026	6,96,000.00 (INR)
6.	Leadership, Management & Institutional Capacity	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> May, 2026 To 23 <sup>rd</sup> May, 2026	5,96,000.00 (INR)
7.	Leadership and Change Management in Government	Paris (France) & Zurich (Switzerland) (Europe)	16 <sup>th</sup> May, 2026 To 23 <sup>rd</sup> May, 2026	5,96,000.00 (INR)
8.	Public Sector Leadership and Decision-Making	New York & Los Angeles, (United States)	16 <sup>th</sup> May, 2026 To 23 <sup>rd</sup> May, 2026	6,96,000.00 (INR)

9.	Capacity Building for Public Officials	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> May, 2026 To 23 <sup>rd</sup> May, 2026	5,96,000.00 (INR)
10.	Institutional Strengthening and Organisational Development	Sydney & Melbourne (Australia)	19 <sup>th</sup> June,2026 To 26 <sup>th</sup> June,2026	6,96,000.00 (INR)
11.	International & Comparative Exposure Programmes	London & Manchester (United Kingdom)	19 <sup>th</sup> June,2026 To 26 <sup>th</sup> June,2026	5,96,000.00 (INR)
12.	Comparative Governance and Public Administration	Paris (France) & Zurich (Switzerland) (Europe)	19 <sup>th</sup> June,2026 To 26 <sup>th</sup> June,2026	5,96,000.00 (INR)
13.	International Study Tours on Governance and Public Management	Paris (France) & Zurich (Switzerland) (Europe)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	5,96,000.00 (INR)
14.	Short-Term International Training for Government Officials	New York & Los Angeles, (United States)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	6,96,000.00 (INR)
15.	International Exposure Programmes for Elected Representatives	Paris (France) & Zurich (Switzerland) (Europe)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	5,96,000.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> August,2026 To 23 <sup>rd</sup> August,2026	5,96,000.00 (INR)
17.	Public Policy & Governance Themes	Sydney & Melbourne (Australia)	16 <sup>th</sup> August,2026 To 23 <sup>rd</sup> August,2026	5,96,000.00 (INR)
18.	Urban Governance and City Management	New York & Los Angeles, (United States)	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	6,96,000.00 (INR)
19.	Rural Development and Local Governance	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	5,96,000.00 (INR)
20.	Public Administration and Administrative Reforms	Tokyo & Hiroshima (Japan)	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	6,96,000.00 (INR)
21.	Public Sector Reforms and Performance Management	Sydney & Melbourne (Australia)	19 <sup>th</sup> September, 2026 To 26 <sup>th</sup> September, 2026	6,96,000.00 (INR)
22.	Infrastructure, Planning & Finance	London & Manchester (United Kingdom)	19 <sup>th</sup> September, 2026 To 26 <sup>th</sup> September, 2026	5,96,000.00 (INR)
23.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	5,96,000.00 (INR)
24.	Infrastructure Planning and Financing	Paris (France) & Zurich (Switzerland) (Europe)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	5,96,000.00 (INR)
25.	Government Finance and Fiscal Management	New York & Los Angeles, (United States)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	6,96,000.00 (INR)
26.	Public-Private Partnerships (PPP)	New York & Los Angeles, (United States)	09 <sup>th</sup> October,2026 To 16 <sup>th</sup> October,2026	6,96,000.00 (INR)
27.	Procurement and Contract Management	Paris (France) & Zurich (Switzerland) (Europe)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	5,96,000.00 (INR)
28.	Project Planning, Monitoring, and Evaluation	London & Manchester (United Kingdom)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	5,96,000.00 (INR)

29.	Risk Management in Public Projects	Switzerland & Netherlands (Europe)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	5,96,000.00 (INR)
30.	Strategic Planning in the Public Sector	Sydney & Melbourne (Australia)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	6,96,000.00 (INR)
31.	Urban Development & Spatial Planning	New York & Los Angeles, (United States)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	6,96,000.00 (INR)
32.	Urban Planning and Land Use Management	Cologne (Germany) & Barcelona(Spain) (Europe)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
33.	Leadership & Managerial Skills, Management & Business Administration	London & Manchester (UnitedKingdom)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
34.	Affordable Housing and Inclusive Urban Development	Sydney & Melbourne (Australia)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
35.	Urban Infrastructure and Service Delivery	Cologne (Germany) & Barcelona (Spain) Europe	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
36.	Urban–Rural Linkages and Regional Development	Paris (France) & Zurich (Switzerland) (Europe)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
37.	Environment, Agriculture & Sustainability	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
38.	Environmental Governance and Sustainability	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
39.	Climate and Environmental Management	Sydney & Melbourne (Australia)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
40.	Agriculture Policy and Rural Livelihoods	London & Manchester (United Kingdom)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
41.	Sustainable Development Practices	Paris (France) & Zurich (Switzerland) (Europe)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
42.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
43.	Good Governance and Institutional Effectiveness	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
44.	Parliamentary Practice and Legislative Procedures	Paris (France) & Zurich (Switzerland) (Europe)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
45.	Local Government Systems and Decentralisation	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)

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 (NISTD) to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.

- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.00. Per Participant.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

### Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance.

### 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 provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- Senior Government Officials from Central/State/Union Territory, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards & Corporations & Govt Departments. .

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.

our 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.

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

