

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(ESTABLISHMENT BRANCH-IV)

9 JAN 2020

Endst. No.: GMCH/EIV/EA3/2019/

1061

Dated, Chandigarh the,

A copy of Ref No. TRG/Let/369/2019 dated 28.12.2019 title **"Study Tour of "Middle East Models of Infrastructures Developed in Dubai, Abu Dhabi (UAE)" date 06-13 March, 2020"** alongwith its enclosures received from the National Institute of Secretariat Training & Development is forwarded to the System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh for information and necessary action, please.

Encls. As above.

Superintendent (Estt.-IV)



National Institute Of Secretariat Training & Development

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.in, Website:-www.nistd.in

Ref No: TRG/Let/369/2019

New Delhi, Dated 28th December, 2019

To,

By Registered Post

The Director Principal
Government Medical College & Hospital
SECTOR 32, Chandigarh, Pin 160030,

1 JAN 2020

252242

Subject: Study Tour of "Middle East Models of Infrastructures Developed in Dubai, Abu Dhabi (UAE)"

Date 06-13 March., 2020

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and representative of the various segments of Indian Industry. The Institute 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.

All the Emirates are connected by a modern highway, which is one of the best cities in the Gulf of Abu Dhabi. In recent years, the United Arab Emirates has invested heavily in the construction of transportation infrastructure, and efforts to build Dubai, Abu Dhabi an air, water and tourism hub. Driven by the huge investment, the United Arab Emirates infrastructure competitiveness ranked third in the world.

While there is no match for experimental learning, one needs to keep abreast of Emerging Technologies and Good Practices to improve one's productivity on the project and overall work, which are generally technical in Nature. It's our Great Pleasure to convey you that NISTD organises Training Programs for professionals on Middle East Models of Infrastructures Developed in UAE.

Study Tour Middle East Models of Infrastructures Developed in UAE. The areas of emphasis would be:

- Highly developed surface transport infrastructure,
- State-of-the-art telecommunications and virtual 'smart' infrastructure ,
- A sophisticated financial and service sector, Industry-leading exhibition and conference venues,
- High-quality office and residential accommodation, Reliable power and water utilities
- First-class hotels, hospitals, schools, shops, parks and recreation facilities, world-leading aviation infrastructure

The Development of Cities would provide better Job Opportunities for the Working Class, better Living Conditions for the family, Better Recreational and Amusement Facilities. In short a better life style for the citizen. With a view to Provide Ideas, Concepts And Exposure to the Decision Makers, NISTD is planning to organize a Study Tour of the proposed city as on Date 06-13 March, 2020(07 days) as their Infrastructure is considered as one among the best in the World. Course Fee is INR 3,69,000.00 (Three lakh Sixty Nine thousand rupees) per Participant + 18 % GST (Detail Enclosed).

Study tour participants :- Bureaucrats, Engineers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on city in transition and the rehabilitation of run-down neighborhoods in Dubai, Abu Dhabi.

The site visits are planned to give firsthand experience of the facilities providing services to the city. We work with you to manage all elements of your travel in an efficient, cost effective and ethical manner. A brief note about the Program is enclosed for your reference. May I request you to Convey your Willingness to participate in this program, and also the nomination of the other Officers from your Organization, who may like to participate to Develop the Nation.

Thanking You,

For National Institute Of Secretariat Training & Development

R. Kumar

Rajesh Kumar, IAS (Retd)
(Director General)

Theme Note

Date 06-13 March., 2020. Venue:- Dubai, Abu Dhabi (UAE)

The United Arab Emirates attaches great importance to infrastructure construction, and regard it as the basis of economic and social development. With the surging power hitherto unknown in the United Arab Emirates prosperous economy infrastructure development. Residential, tourism, industrial and commercial facilities, education and health care, electricity, communications and ports and airports are carrying changes.

Highway Facilities

The site visits are planned to give first hand experience of the facilities providing services to the cities. These would include: Visit to BurjKhalifa., Visit to Mall of the Emirates, Visit to Pentominium is a supertall skyscraper under construction in Dubai, Visit to Ministry of Infrastructure Development, AlNahda Street – opposite to Al Nahda Metro Station, Al Qusai, Visit to Dubai Media City, Visit to Dubai Internet City.

Railway Facilities

The United Arab Emirates railway to the main cargo. The UAE has launched a total investment of about \$11 billion, about more than 1 thousand and 200 km of the Federal Railway project, scheduled for completion in 2018, the railway will accept the Gulf railway network people a total length of more than 2 thousand and 200 km, will Unicom six GCC countries. In 2013 years, Abu Dhabi launched the city rail project, planning a total length of 131 kilometers, including the subway. Light rail and bus rapid transit.

Air Transport Facilities

The existing international airport 7, helicopter airport 10. Emirates airline passenger over 85 million passengers. The Dubai International Airport passenger volume of 66 million 430 thousand passengers, ranked second in the world. There are many China Abu Dhabi flights to the United Arab Emirates and Dubai and other regions.

Water Transport Facilities

The UAE has a total of 16 modern port, which has 9 port container terminal, warehousing and other advanced facilities. The port berths of more than 200, of which 80% berths in the emirate of Abu Dhabi and the emirate of Dubai port. In 1971 of the founding of the United Arab Emirates port handling capacity of 2 million tons, has increased to 40 million tons right. The main ports along the Gulf of Arabia: the emirate of Abu Dhabi port Khalifa, port Zayed, port Rachid and port Jeb Ali free zone of the emirate of Dubai, the emirate of Sharjah Harold port, port of Ras Al Khaimah emirate Sagar angle.

Communication Facility

At present, the per capita Internet usage ratio is high, ranking first in the country in the Middle East in the United Arab Emirates, 51% of consumers have had online shopping behavior, ranked first in the region. About 8713, 1347 of them have been shielding can browse the Internet mainly by the United Arab Emirates. United Arab Emirates Emirates integrated Telecommunications Company and the two communications company supervision, other companies currently only renting the cable, to provide services.

Power Facility

The United Arab Emirates installed capacity of 27374 MW. Nearly 97% of the electricity production using natural gas as fuel, the remaining 3% is the use of oil, coal and renewable energy grid, completed in 2011 the GCC unified transmission system between members in an emergency when sending electricity power.

Tour are very important in several ways and one of them is that they help trainees to learn through visual experience and can be an interesting way to explore new things for both the learner and the faculty. These tours motivate the learners to have interest in learning. No nation has embraced Total Quality Management, e-commerce and e-government with greater enthusiasm than UAE. Such innovations have given UAE a competitive edge and an accelerated growth rate that few could match. The Complexities and Ever changing Nature of today's Business Environment necessitates constant Evolution and Upgradation of one's Knowledge repository.

Note: ---There can be some changes in the Itinerary due to circumstances beyond our control

Registration Fee

S No.	Description	Charges (INR) Per Head
1.	Registration	74,000.00
2.	Hotel accommodation (Based on the stay period of 6 nights) & AI-1 Air Fare (Economy class) (New Delhi-Dubai- Abu Dhabi -New Delhi).	1,96,000.00
3.	Administrative Charges	99,000.00
4.	Total INR(Three Lakh Sixty nine Thousand + 18% GST Only)	3,69,000.00+ 18 % GST
5.	Add on for Business Class (Optional)	On request 90,000.00, (Extra Charge)

Enclosed herewith demand draft for a Sum of Rs. _____ demand draft No. _____ dated _____ drawn in favor of "National Institute of Secretariat Training & Development" payable at New Delhi.

Please send the payment in advance on before commencement of the Program.

-----The End-----Thanks-----

B-11C, Inderprastha, TiilaShahbajpur, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102

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

Ref No Let/669/2019

To,

New Delhi, Dated 28th December, 2019

By Registered Post

**The Director Principal
Government Medical College & Hospital
SECTOR 32, Chandigarh, Pin 160030,**

Subject:- Executive Development Program---Call For Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and representative of the various segments of Indian Industry. The Institute 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 :-

S No	Topics	Date Duration:- 3Days	Venue	Course Fee (Per Participant) Rs.+ 18% GST Extra	
				Non Residential	Residential
NISTD 01	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	23 - 25 January, 2020	Hotel Sentinel, Phoenix Bay, Portbair, AndamanDist, Portblair, 744101	30,690.00	46,690.00
NISTD02	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs"	23 - 25 January, 2020	Hotel Sentinel, Phoenix Bay, Portbair, AndamanDist, Portblair, 744101	30,690.00	46,690.00
NISTD03	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	21 - 23 February, 2020	Hotel The Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi-110001	30,690.00	46,690.00
NISTD04	Project Management for Engineers	21 - 23 February, 2020	Hotel The Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi-110001	30,690.00	46,690.00
NISTD05	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs.	20 - 22 March, 2020	Hotel Marigold Sarovar Portico, Mashobra Village Sadhora, P. O. BaldeyainMashobra - Naldehra Road, Shimla - 171007, Himachal Pradesh	30,690.00	46,690.00
NISTD06	Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	20 - 22 March, 2020	Hotel Marigold Sarovar Portico, Mashobra Village Sadhora, P. O. BaldeyainMashobra - Naldehra Road, Shimla - 171007, Himachal Pradesh	30,690.00	46,690.00
NISTD07	Construction Management TQM & Safety In Government Departments Autonomous Bodies & PSUs".	23 25 April, 2020	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	46,690.00
NISTD08	"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". In Government Department ,Autonomous Bodies & PSUs".	23 - 25 April, 2020	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	46,690.00
NISTD 09	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	21- 23 May, 2020	Hotel Jaypee Residency Manor, Barlowganj, Mussoorie- 248 122	30,690.00	46,690.00
NISTD 10	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Workplace"	21 - 23 May, 2020	Hotel Jaypee Residency Manor, Barlowganj, Mussoorie- 248 122	30,690.00	46,690.00
NISTD 11	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs"	26-28 June, 2020	Manuallaya -The Resort Spa Himalayas Sunny Side Chadiyari, Manali, H.P. - 175131	30,690.00	46,690.00
NISTD 12	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)'	26-28 June, 2020	Manuallaya -The Resort Spa Himalayas Sunny Side Chadiyari, Manali, H.P. - 175131	30,690.00	46,690.00

NISTD13	Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs"	23-25 July, 2020	Holiday Inn Resort Goa Mobor Beach,, South Goa, Goa, 403731	30,690.00	46,690.00
NISTD 14	"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"	23-25 July, 2020	Holiday Inn Resort Goa Mobor Beach,, South Goa, Goa, 403731	30,690.00	46,690.00
NISTD 15	"Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	20-22 August,2020	Country Inn & Suites By Radisson Opposite Bahu Plaza Extension,Gandhi Nagar, Jammu, 180012	30,690.00	46,690.00
NISTD 16	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world class expert in waste management and pollution control in Govt. departments, autonomous bodies & PSUs"	20-22nd August,2020	Country Inn & Suites By Radisson Opposite Bahu Plaza Extension,Gandhi Nagar, Jammu, 180012	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 .

For National Institute Of Secretariat Training & Development

S K Gupta

S K. Gupta
(Addl. Director)

IMPORTANT INFORMATION :-

Note:- The Institute 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.

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.

-----The End-----Thanks-----

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

Ref No:Let/639/2019

New Delhi, Dated 28th December, 2019

To,

By Registered Post

The Director Principal
Government Medical College & Hospital
SECTOR 32, Chandigarh, Pin 160030,

**Subject: Study Tour: Japan's Model Of Infrastructure Development In Tokyo, Nagoya And Osaka
Date 03rd To 10th April, 2020**

Dear Sir,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous body and representative of the various segments of Indian Industry. The Institute 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.

We work with you to manage all elements of your travel in an efficient, cost effective and ethical manner. World history has witnessed Japan accomplish a high level of modernization within an exceptionally short period of time. Infrastructure, which provides the foundation of Japan's growth, consists of unique creativity rooted in Japanese sensitivity, such as the resilience to accept harsh environmental changes and ideas to make effective use of limited (natural) resources, paired with the technological strength to convert the ideas into tangible forms. And when it comes to exports, Japan (Tokyo, Nagoya and Osaka) constantly focus on offering technology that would cater to local circumstances of the partner country with a spirit of co-creation and long-term commitment, economic efficiency verified from the total life cycle of infrastructure, and economic development so that Japan can contribute to social development of the partner country.

The Development of Cities would provide better Job Opportunities for the Working Class, better Living Conditions for the family, Better Recreational and Amusement Facilities. In short a better life style for the citizen. With a view to Provide Ideas, Concepts And Exposure to the Decision Makers, NISTD is planning to organize a Study Tour of the proposed cities Tokyo-Nagoya-Osaka as on Date 03rd To 10th April, 2020 as their Infrastructure is considered as one among the best in the World. Course Fee is INR 4,39,000.00 (Four lakh Thirty Nine thousand rupees) per Participant + 18 % GST (Detail Enclosed). Study tour participants :- Bureaucrats, Engineers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on city in transition and the rehabilitation of run-down neighborhoods Tokyo.

The site visits are planned to give firsthand experience of the facilities providing services to the city. We work with you to manage all elements of your travel in an efficient, cost effective and ethical manner. A brief note about the Program is enclosed for your reference. May I request you to Convey your Willingness to participate in this program, and also the nomination of the other Officers from your Organization, who may like to participate to Develop the Nation.

Thanking You,

For National Institute Of Secretariat Training & Development

Deepak

Deepak Kumar
(Director)

Theme Note

Date 03rd To 10th April, 2020 Venue:-Tokyo-Nagoya-Osaka

Japan has a very advanced and well-maintained infrastructure, which undergoes regular upgrading and expansion. Both the private and public sectors undertake various infrastructural projects and operate their respective services.

Highway Facilities

National expressways (KōsokuidōshaKokudō) make up the majority of expressways in Japan. This network boasts an uninterrupted link between Aomori Prefecture at the northern part of Honshu and Kagoshima Prefecture at the southern part of Kyushu, linking Shikoku as well. Additional expressways serve travellers in Hokkaido and on Okinawa Island, although those are not connected to the Honshu-Kyushu-Shikoku grid.

Most expressways are 4 lanes with a central reservation (median). Some expressways in close proximity to major urban areas are 6 lanes, while some in rural areas are 2 lanes only with a barrier on the center line. 2-laned sections are built to a standard that allows conversion to 4 lanes in the future.

Speed limits are normally 100 km/h (62.1 mph), and a minimum speed of 50 km/h (31.1 mph) is also enforced. Vehicles unable to reach 50 km/h, such as tractors and mopeds, are forbidden from using the expressways. Speed limits may also be reduced temporarily (due to adverse driving conditions) or permanently (in accident-prone areas) as speed limit signs can be adjusted electronically.

Railway Facilities

The Shinkansen (Japanese: trunk line'), colloquially known in English as the bullet train, is a network of high-speed railway lines in Japan. Initially, it was built to connect distant Japanese regions with Tokyo, the capital, in order to aid economic growth and development. Beyond long-distance travel, some sections around the largest metropolitan areas are used as a commuter rail network. It is operated by five Japan Railways Group companies.

Over the Shinkansen's 50-plus year history, carrying over 5.3 billion passengers, there has been not a single passenger fatality or injury due to train accidents.

Starting with the TōkaidōShinkansen (515.4 km, 320.3 mi) in 1964, the network has expanded to currently consist of 2,764.6 km (1,717.8 mi) of lines with maximum speeds of 240–320 km/h (150–200 mph), 283.5 km (176.2 mi) of Mini-Shinkansen lines with a maximum speed of 130 km/h (80 mph), and 10.3 km (6.4 mi) of spur lines with Shinkansen services. The network presently links most major cities on the islands of Honshu and Kyushu, and Hakodate on northern island of Hokkaido, with an extension to Sapporo under construction and scheduled to commence in March 2031. The maximum operating speed is 320 km/h (200 mph) (on a 387.5 km section of the TōhokuShinkansen). Test runs have reached 443 km/h (275 mph) for conventional rail in 1996, and up to a world record 603 km/h (375 mph) for SCMaglev trains in April 2015.

The original TōkaidōShinkansen, connecting Tokyo, Nagoya and Osaka, three of Japan's largest cities, is one of the world's busiest high-speed rail lines. In the one-year period preceding March 2017, it carried 159 million passengers, and since its opening more than five decades ago, it has transported more than 5.6 billion total passengers. The service on the line operates much larger trains and at higher frequency than most other high speed lines in the world. At peak times, the line carries up to thirteen trains per hour in each direction with sixteen cars each (1,323-seat capacity and occasionally additional standing passengers) with a minimum headway of three minutes between trains.

Air Transport Facilities

The government has set the new target of foreign visitors which is 30million in 2020 and 40million in 2030. Japan is seeking to become a major travel destination for further economic growth. Major hub airports and regional airports have already launched new international flights, especially short haul flights such as to South Korea and Taiwan. Japan is liberalizing airports and air travel to boost tourism. Since Japan has been gradually privatizing 27 state owned airports from 2016, privatized airports will aim to make profit by terminal expansion, flight launches, shops and technology/security implementation.

Tokyo Metropolitan area airport slots have increased over the last 5 years. Local municipalities agreed in 2015 for aircrafts to fly over central Tokyo by 2020, and this allows an increase of 39,000 slots/year in Haneda. Haneda and Narita are considering to construct an additional runway after 2020. Haneda will shift gradually towards being a full service carriers' hub to major international destinations while Narita will be specialized as a low cost carriers hub to Asian destinations as well as full service carriers to leisure destination.

Water Transport Facilities

Since Japan is an island nation, transport by boat has always been important. The country's rivers, however, are short and fast flowing, so an extensive inland waterway network has never been developed. Nevertheless, a limited river transport capacity was developed near the coastal regions where rivers were somewhat wider and quieter, particularly around Edo, Osaka, Kyoto, and Lake Biwa, the largest inland lake in the country.

Osaka was a seaport with extensive moats and waterways around the trade and warehousing section of the city to the extent that it has frequently been referred to as the 'Venice of the Orient.' The Yodo River connecting Osaka and Kyoto was also heavily used for river traffic, both goods and passengers, during the Edo period.

Power Facility

Coal-fired plants provided 32.3 percent of the country's total electricity in fiscal 2016, whereas reliance of natural gas stood at 42.2 percent and nuclear power at 1.7 percent. Japan has around 90 coal power plants and companies were planning to build 30 more with a total capacity of 16,730 megawatts (MW) as of March.

Under the current plan, the government is aiming to rely on nuclear power for 20 to 22 percent of Japan's electricity, and coal for 26 percent by fiscal 2030. The Ministry of Economy, Trade and Industry considers coal "an important baseload source" due to its cheapness and stable supply compared with renewables.

Tour are very important in several ways and one of them is that they help trainees to learn through visual experience and can be an interesting way to explore new things for both the learner and the faculty. These tours motivate the learners to have interest in learning. No nation has embraced Total Quality Management, e-commerce and e-government with greater enthusiasm than Japan. Such innovations have given Japan a competitive edge and an accelerated growth rate that few could match. The complexities and Ever changing Nature of today's Business Environment necessitates constant Evolution and Upgradation of one's Knowledge repository.

While there is no match for experimental learning, one needs to keep abreast of Emerging Technologies and Good Practices to improve one's productivity on the project and overall work, which are generally technical in Nature. It's our Great Pleasure to convey you that NISTD organises Training Programs for professionals on Japan's Model of Infrastructures Development.

The areas of emphasis would be:

- Highly developed surface transport infrastructure, State-of-the-art telecommunications and virtual 'smart' infrastructure, A sophisticated financial and service sector, Industry-leading exhibition and conference venues, High-quality office and residential accommodation, Reliable power and water utilities
- First-class hotels, hospitals, schools, shops, parks and recreation facilities, world-leading aviation infrastructure

The site visits are planned to give first-hand experience of the facilities providing services to the cities. These would include:

- Visit to Metropolitan Expressway Public Corporation., Visit to the Hanshin Expressway Public Corporation., Visit to Narita International Airport Corporation.
- Visit to Tokyo Electric Power Company., Visit to Mount Fuji, Visit to The Island Shrine of Itsukushima.

Registration Fee

S No.	Description	Charges (INR)Per Head
1.	Registration	74,000.00
2.	Hotel accommodation (Based on the stay period of 7 nights) & AI-1 Air Fare (Economy class) (New Delhi-Tokyo-Nagoya-Osaka-New Delhi).03rd To 10th April, 2020	2,66,000.00
3.	Administrative Charges	99,000.00
4.	Total INR(Four Lakh Thirty Nine Thousand Only)	4,39,000.00+ 18 % GST
5.	Add on for Business Class (Optional)	On request 90,000.00, (Extra Charge)

Enclosed herewith demand draft for a Sum of Rs. _____ demand draft No. _____ dated _____ drawn in favor of

"National Institute of Secretariat Training & Development" payable at New Delhi.

Please send the payment in advance on before commencement of the Program.

-----The End-----Thanks-----

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Ref No Let/639/2019

New Delhi, Dated 28th December, 2019

To,

By Registered Post

The Director Principal
Government Medical College & Hospital
SECTOR 32, Chandigarh, Pin 160030,

Subject:- Study Tour of Smart and Sustainable Cities Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Date: 03rd To 11th May, 2020

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), Established by Govt. of National Capital Territory of Delhi, serves as the autonomous 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.,

It gives me great pleasure to inform you that we have conducted many training programs for construction professionals, which are generally technical in nature. We are now planning to conduct a specialized program on "Smart and sustainable cities (Stockholm, Cologne and Barcelona)". This program has been specially designed for the executives & decision makers who are serving in local, State & Central Govt and the corporate sector. As you are aware that India is fast becoming a focal point for the world as a business & sports destination and there is need for providing international level facilities not only in Tier-I cities but also other cities which have great potential to develop into international business centers.

The development of Smart cities would provide better job opportunities for the working class, better living conditions for the family, better recreational and amusement facilities. In short a better life style for the citizen. With a view to provide ideas, concepts and exposure to the decision makers, NISTD is planning to organize a Study Tour of the proposed cities Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) as their infrastructure is considered as one among the best in the world. Date: 03rd To 11th May, 2020 (09 days). Course Fee per Participant INR 4,58,000/- (Four lakh Fifty Eight thousand rupees) + GST 18 %, (Detail Enclosed).

Study tour participants :- Bureaucrats, Engineers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on cities in transition and the rehabilitation of run-down neighborhoods in Stockholm, Cologne and Barcelona. The site visits are planned to give firsthand experience of the facilities providing services to the cities. A brief note about the Program is enclosed for your reference. May I request you to Convey your Willingness to participate in this program, and also the nomination of the other Officers from your Organization, who may like to participate to Develop the Nation.

Thanking You,

For National Institute Of Secretariat Training & Development

R. Kumar

Rajesh Kumar, IAS(Retd)
(Director General)

Registration Fee

S No.	Description	Charges (INR)Per Head
1.	Registration	96,000.00
2.	Hotel accommodation (Based on the stay period of 9 nights) & AI-1 Air Fare (Economy class) (New Delhi- Stockholm (Sweden), Cologne(Germany) and Barcelona (Spain) -New Delhi). Date: 03 rd To 11 th May, 2020	2,96,000.00
3.	Administrative Charges	66,000.00
4.	Total INR (Four Lakh Fifty Eight Thousand Rupees Only)+ GST	4,58,000.00+ GST 18%
5.	Add On for Business Class Air Fare	On request 1,30,000.00, (Extra Charge)

Itinerary

"Study Tour of Smart and Sustainable Cities Stockholm(Sweden), Cologne(Germany) and Barcelona (Spain), Date: 03rd To 11th May, 2020

S.No.	Day	Activity
1	Day 1	Meet up at airport and take flight from Delhi to Stockholm(Sweden)
2	Day 2	Arrival at Stockholm(Sweden)and take rest
3	Day 3	Visit Municipal councilStockholm(Sweden)
4	Day 4	Visit Swedish International Development Coop Agency (SIDA)
6	Day 5	Departure in night from Stockholm and arrive in Germany
7	Day 6	Visit Hohenzollernbrücke Bridge
8	Day 7	Visit Germany "Trade and Invest" GmbH
9	Day 7	Departure in night from Germany for Spain.
10	Day 8	Arrival in Spain and Visit Barcelona innovation district
11	Day 8	Visit to Ajuntament de Badalona, Badalona city council.
12	Day 8	Departure in night from Spain for India
13	Day 9	Arrival in Delhi , and dispersal

Note :---There can be some changes in the Itinerary due to circumstances beyond our control Program Theme Note

Study Tour of Smart and Sustainable Cities (Stockholm, Cologne and Barcelona)

The Indian government has undertaken concrete steps for making smart cities a reality with the recent announcement of 98 aspirants. These smart cities will compete with one another to come up with holistic plans for becoming model cities. The government has incorporated sustainability as one of the key components of smart cities. With the increasing frequency of natural disasters, abnormal weather patterns and the looming threat of global warming, the concept of a smart city must be merged with sustainability for the welfare of people and our planet as a whole. The marriage of innovation with technology will go a long way in optimising the management of infrastructure and resources and, at the same time, focusing on inclusiveness and a greener environment. Smart sustainable cities will lay the foundations for a better future—a future where cities care for people, the earth, air, water and the environment.

Cities are indispensable to nations—they are hubs of economic growth and innovation and are cultural melting pots. They usually have unique characteristics and a cultural identity, as well as present a multitude of options for business, employment, leisure, entertainment, healthcare and education. Given these attributes, cities attract people from rural regions seeking opportunities for employment, education and a better lifestyle. Hence, cities have been witnessing the mega trends of population explosion, a growing middle-class population and urbanisation. By the year 2050, approximately 70% of the global population is projected to live in cities. India, too, is experiencing these trends, with an exponential growth in urban population owing to the promise of more employment and entrepreneurial opportunities and good quality of life.

Apart from advantages, urbanisation also brings with it certain challenges. Many Indian cities are plagued with various environmental, social and economic issues such as resource scarcity, congestion, pollution, poverty, lack of affordable housing, proliferation of informal dwelling, as well as sewerage and sanitation problems.

In fact, urbanisation is placing an environmental load on natural resources as cities account for 60–80% of energy consumption across the globe and for more than 70% of worldwide carbon dioxide emissions. In order to provide better living conditions for existing and future generations, cities need to be improved by adopting the smart route and at the same time focusing on the sustainability aspect.

Sustainable cities (SC) can be understood as resilient cities that can more readily adapt to, mitigate, and promote economic, social, and environmental change. Sustainable development encompasses all aspects of a city's healthy development and should be done with a triple objective in mind - addressing economic/financial, social, and environmental issues.

Study tour focusses on the following

Institutional infrastructure

- E-governance and citizen services, Physical infrastructure, Smart energy management, Smart water management, Smart waste management
- Urban mobility, Smart communications, Smart environment, Smart spaces, Smart surveillance, Social infrastructure, Smart health care
- Smart education, Recreation: arts, sports, entertainment

Economic infrastructure

- Incubators, skill development centres, specialised business parks, hubs, etc, Economic progress, Competitive economy, Employment growth and opportunity, Affordable housing, Governance

Environmental stewardship

- Climate change mitigation and adaptation, Water, waste and energy management, Green buildings
- Sustainable transport, Water quality and air quality, Natural resource management, including biodiversity and green cover

Social development

- Social inclusion, stakeholder engagement and participation, Human rights, Sanitation, public health and safety

Study tour participants :-- Bureaucrats, Engineers, Executives, Finance officers, Decision makers, Urban planners, architects and landscape architects, representatives of cultural organizations, and elected officials. These professionals will visit a range of projects and gain insight through meetings with city officials, site visits to ongoing projects, and meetings with community leaders. Tour focuses on cities in transition and the rehabilitation of run-down neighborhoods in Stockholm, Cologne and Barcelona.

The site visits are planned to give firsthand experience of the facilities providing services to the cities.

-----The End-----Thanks-----

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