



# National Institute Of Secretariat Training & Development

(Established by Govt. of NCT of Delhi)

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

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

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

Ref No KCP/M/63-66-399

To,

By E Mail

**The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer /  
Chairman / Managing Director / Director / Competent Authority**

**Subject:- Knowledge Co-creation Programme (International Study Tour) -Call For Nominations**

**Dear Sir/Madam,**

**National Institute Of Secretariat Training & Development (NISTD)** (Established by Govt. of NCT of Delhi, ). NISTD serves as a 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.

The Capacity Building program, facilitated through Technical Cooperation Programs with various governments and international partners, encompasses a diverse range of thematic areas aimed at enhancing leadership, managerial skills, and business administration. The program addresses critical global challenges while emphasizing the development of "Smart and Sustainable Cities." It offers a comprehensive array of training initiatives, spanning disciplines such as Seismology, Earthquake Engineering, Tsunami Disaster Mitigation, Operation and Maintenance of Urban Water Supply Systems, Public Health, Food Security, Civil Supplies, Disaster Risk Reduction, Infrastructure Development, Gender Mainstreaming Policies, Renewable Energy, and Forestry Management. Through these initiatives, participants gain valuable insights into modern management practices, enabling them to effectively contribute to the growth and sustainability of urban centers. The collaboration with governments from Europe, UAE, Russia, Japan, and Southeast Asian countries underscores the international nature of this endeavor, fostering cross-cultural learning and knowledge exchange to address the complex challenges of our rapidly evolving world.

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

Code No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
ST 001	"Participatory Irrigation Management System for Paddies (A), Development of Agricultural, Horticulture, Animal Husbandry, Fisheries, Cooperatives Improvement of Management Capacity "& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield,  (United Kingdom)	09th August,2024 To 16th August,2024 ( Last Date 09th June,2024)	5,96,000.00 (INR)
ST 002	"Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership"	London, Sheffield,  (United Kingdom)	09th August,204 To 16th August,2024 ( Last Date 09th To 16th August June,2024)	5,96,000.00 (INR)
ST 003	"Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership"	New York, Los Angeles, (United State)	09th August,2024 to 16th August,2024 ( Last Date 30th June,2024)	6,96,000.00 (INR)
ST 004	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	16 th August,2024 To 23rd August,2024 ( Last Date 13th June,2024)	5,96,000.00 (INR)

ST 005	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	16 th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	6,96,000.00 (INR)
ST 006	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	Sydney, Melbourne (Australia)	16 th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	5,96,000.00 (INR)
ST 007	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	16 th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	6,96,000.00 (INR)
ST007 A	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	Paris (France) Zurich (Switzerland) (Europe)	16 th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	5,96,000.00 (INR)
ST 008	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	16 th August,2024 To 23rd August,2024 ( Last Date 13th June,2024	6,96,000.00 (INR)
ST 009	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	Paris (France) Zurich (Switzerland) (Europe)	06th September, 2024 To 13th September, 2024 ( Last Date 01st July,2024	5,96,000.00 (INR)
ST 010	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	03rd September, 2024 to 09th September, 2024 ( Last Date 01st July,2024	5,96,000.00 (INR)
ST 011	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	03rd September 2024 to 09th September 2024 ( Last Date 01st July,2024	6,96,000.00 (INR)
ST 012	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	03rd September, 2024 to 09th September, 2024 ( Last Date 01st July,2024	5,96,000.00 (INR)
ST 013	“Middle East Models of Infrastructures Developed“Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	03rd September 2024 to 09th September, 2024 ( Last Date 01st July,2024	6,96,000.00 (INR)
ST 014	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Vietnam (hanoi,da nang,ho chi minh city	09th September, 2024 To 16th September, 2024 ( Last Date 03rd July,2024)	5,96,000.00 (INR)
ST 015	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	Cologne (Germany) and Barcelona (Spain) Europe	09th September, 2024 To 16th September, 2024 ( Last Date 03rd July,2024)	5,96,000.00 (INR)
ST 015 A	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	London, Sheffield, (United Kingdom)	23rd September 2024 to 30th September, 2024 ( Last Date 09th July,2024)	5,96,000.00 (INR)
ST 016	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	16th September 2024 To 23th September, 2024 ( Last Date 09th July,2024)	5,96,000.00 (INR)
ST 017	“ Development of Urban Road Network (A)”Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) and Barcelona (Spain) Europe	23rd September 2024 to 30th September, 2024 ( Last Date 09th July,2024)	5,96,000.00 (INR)

ST 018	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	09th October ,2024 To 16th October ,2024 ( Last Date 30th August2024)	5,96,000.00 (INR)
ST 019	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	09th October ,2024 To 16th October ,2024 ( Last Date 30th, August2024)	6,96,000.00 (INR)
ST 020	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) and Barcelona (Spain) Europe	09th October ,2024 To 16th October ,2024 ( Last Date 03rd August,2024)	5,96,000.00 (INR)
ST 021	“ Development of Urban Road Network (A)”Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	09th November ,2024 To 16th November ,2024 ( Last Date 03rd September,2024)	5,96,000.00 (INR)
ST 022	Japan’s Model Of Infrastructure Development“Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima (Japan)	09th November ,2024 To 16th November ,2024 ( Last Date 03rd September,2024)	5,96,000.00 (INR)
ST 023	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	16th November ,2024 To 23rd November ,2024 ( Last Date 16th September,2024)	6,96,000.00 (INR)
ST 024	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	Paris (France) Zurich (Switzerland) (Europe)	23rd November ,2024 To 30th November ,2024 ( Last Date 16th September,2024)	5,96,000.00 (INR)
ST 025	“Sustainable Forestry Management with Community Participation” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	06th December,2024 To, 13th December ,2024 ( Last Date 03rd October,2024)	6,36,000.00 (INR)
ST 026	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	Indonesia (ubud, bali , seminayak)	06th December,2024 To 13th December ,2024 ( Last Date 03rd October,2024)	5,36,000.00 (INR)
ST 027	“Seismology, Earthquake Engineering and Tsunami Disaster Mitigation” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Belgium, Switzerland & Netherlands (Europe)	16th January,2025 To 23rd January,2025 (Last Date 06th November, 2024)	5,96,000.00 (INR)
ST 028	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	16th January,2025 To 23rd January,2025 (Last Date 06th November, 2024)	6,96,000.00 (INR)
ST 029	“Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)”& “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	16th January,2025 To 23rd January,2025 (Last Date 06th November, 2024)	6,96,000.00 (INR)
ST 030	“Community Based Disaster Risk Reduction (A)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney, Melbourne (Australia)	06th February,2025 To 13th February,2025 (Last Date 03rd December, 2024)	5,96,000.00 (INR)
ST 031	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	Sydney, Melbourne (Australia)	06th February,2025 To 13th February,2025 (Last Date 03rd December, 2024)	5,96,000.00 (INR)

<b>ST 032</b>	“Public health, Food, Civil Supplies, Lifestyle- Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London, Sheffield,  (United Kingdom)	06th February,2025 To 13th February,2025 (Last Date 03rd December, 2024)	6,96,000.00 (INR)
<b>ST 033</b>	“Leadership and Business Administration Transformational Leadership in Public Administration, Emotional Intelligence for Effective Leadership”	New York, Los Angeles, (United State)	06th February,2025 To 13th February,2025 (Last Date 03rd December, 2024)	6,36,000.00 (INR)

Registration Form Download:- [https://nisd.co/knowledge\\_co-creation\\_program\\_registration\\_form.pdf](https://nisd.co/knowledge_co-creation_program_registration_form.pdf)

#### Study Tour Brochures

1. [https://nisd.co/Child\\_protection\\_system\\_especially\\_juvenile\\_justice\\_Protection\\_of\\_Children\\_from\\_Sexual\\_Offen\\_Europe\\_1.pdf](https://nisd.co/Child_protection_system_especially_juvenile_justice_Protection_of_Children_from_Sexual_Offen_Europe_1.pdf)
2. [https://nisd.co/Development\\_of\\_Urban\\_Road\\_Network\\_Operation\\_and\\_Maintenance\\_of\\_Urban\\_Water\\_Supply\\_System\\_Europe\\_1.pdf](https://nisd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Europe_1.pdf)
3. [https://nisd.co/Development\\_of\\_Urban\\_Road\\_Network\\_Operation\\_and\\_Maintenance\\_of\\_Urban\\_Water\\_Supply\\_System\\_Japan\\_1.pdf](https://nisd.co/Development_of_Urban_Road_Network_Operation_and_Maintenance_of_Urban_Water_Supply_System_Japan_1.pdf)
4. [https://nisd.co/Earthquake\\_Brussels\\_Zurich\\_Amsterdam\\_1.pdf](https://nisd.co/Earthquake_Brussels_Zurich_Amsterdam_1.pdf)
5. [https://nisd.co/Forestry\\_Management\\_Singapore\\_Malaysia\\_Thailand\\_1.pdf](https://nisd.co/Forestry_Management_Singapore_Malaysia_Thailand_1.pdf)
6. [https://nisd.co/Gender\\_Mainstreaming\\_Policies\\_for\\_Government\\_Officers\\_\(A\)\\_&\\_Smart\\_and\\_Sustainable\\_Citie\\_Europe\\_1.pdf](https://nisd.co/Gender_Mainstreaming_Policies_for_Government_Officers_(A)_&_Smart_and_Sustainable_Citie_Europe_1.pdf)
7. [https://nisd.co/Integrated\\_Lake\\_River\\_and\\_Coastal\\_Basin\\_Management\\_Europe\\_1.pdf](https://nisd.co/Integrated_Lake_River_and_Coastal_Basin_Management_Europe_1.pdf)
8. [https://nisd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City\\_Power\\_Health\\_Infrastructure\\_Building\\_Russia\\_1.pdf](https://nisd.co/International_Capacity_Building_Program_on_Smart_City_Power_Health_Infrastructure_Building_Russia_1.pdf)
9. [https://nisd.co/International\\_Capacity\\_Building\\_Program\\_on\\_Smart\\_City-Power\\_Health\\_Infrastructure\\_Building\\_Europe\\_1.pdf](https://nisd.co/International_Capacity_Building_Program_on_Smart_City-Power_Health_Infrastructure_Building_Europe_1.pdf)
10. [https://nisd.co/Leadership\\_Australia\\_1.pdf](https://nisd.co/Leadership_Australia_1.pdf)
11. [https://nisd.co/Leadership\\_Brussels\\_Zurich\\_Amsterdam\\_1.pdf](https://nisd.co/Leadership_Brussels_Zurich_Amsterdam_1.pdf)
12. [https://nisd.co/Leadership\\_Paris\\_Zurich\\_1.pdf](https://nisd.co/Leadership_Paris_Zurich_1.pdf)
13. [https://nisd.co/Leadership\\_Russia\\_1.pdf](https://nisd.co/Leadership_Russia_1.pdf)
14. [https://nisd.co/Leadership\\_Singapore\\_Malaysia\\_Thailand\\_1.pdf](https://nisd.co/Leadership_Singapore_Malaysia_Thailand_1.pdf)
15. [https://nisd.co/Leadership\\_Spain\\_Germany\\_Stockholm\\_1.pdf](https://nisd.co/Leadership_Spain_Germany_Stockholm_1.pdf)
16. [https://nisd.co/Leadership\\_Tokoyo\\_1.pdf](https://nisd.co/Leadership_Tokoyo_1.pdf)
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18. [https://nisd.co/Leadership\\_USA\\_1.pdf](https://nisd.co/Leadership_USA_1.pdf)
19. [https://nisd.co/Middle\\_East\\_Models\\_of\\_Infrastructures\\_Dubai\\_1.pdf](https://nisd.co/Middle_East_Models_of_Infrastructures_Dubai_1.pdf)
20. [https://nisd.co/Participatory\\_Irrigation\\_Management\\_System\\_UK\\_1.pdf](https://nisd.co/Participatory_Irrigation_Management_System_UK_1.pdf)
21. [https://nisd.co/Public\\_health\\_Food\\_Civil\\_Supplies\\_Lifestyle\\_Related\\_Diseases\\_Prevention\\_&\\_Smart\\_and\\_Sust\\_Australia\\_1.pdf](https://nisd.co/Public_health_Food_Civil_Supplies_Lifestyle_Related_Diseases_Prevention_&_Smart_and_Sust_Australia_1.pdf)
22. [https://nisd.co/Smart\\_Metering\\_E-Charging\\_Renewable\\_Energy\\_Resources\\_&\\_Battery\\_Energy\\_Storage\\_System\\_Russia\\_1.pdf](https://nisd.co/Smart_Metering_E-Charging_Renewable_Energy_Resources_&_Battery_Energy_Storage_System_Russia_1.pdf)
23. [https://nisd.co/Urban\\_Water\\_Brussels\\_Zurich\\_Amsterdam\\_1.pdf](https://nisd.co/Urban_Water_Brussels_Zurich_Amsterdam_1.pdf)
24. [https://nisd.co/Community\\_Based\\_Disaster\\_Risk\\_Reduction\\_&\\_Smart\\_and\\_Sustainable\\_Cities\\_under\\_Capacity\\_Buil\\_Australia1\\_\(1\).pdf](https://nisd.co/Community_Based_Disaster_Risk_Reduction_&_Smart_and_Sustainable_Cities_under_Capacity_Buil_Australia1_(1).pdf)
25. [https://nisd.co/Japan's\\_Model\\_Of\\_Infrastructure\\_Development\\_Smart\\_and\\_Sustainable\\_Cities\\_under\\_Capacity-Building\\_Japan1\\_\(1\).pdf](https://nisd.co/Japan's_Model_Of_Infrastructure_Development_Smart_and_Sustainable_Cities_under_Capacity-Building_Japan1_(1).pdf)

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 National Institute Of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 5,69,000 plus 18% GST. Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 5,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

The Institute strongly encourages potential participants and their respective management teams to proactively communicate in advance. You can specify any specific issues or areas of concern that you would like to see covered in the course materials or addressed during the study tour. These suggestions should naturally align with the scope and focus of the program's subject matter. Your input will greatly contribute to tailoring the content to your needs and ensuring a more effective and relevant learning experience.

#### Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form . Your prompt attention to these matters will help facilitate a smooth registration process.

#### 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, are provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. **Site Visits:** Participants will have the opportunity to engage in insightful site visits.

Rest assured, the study tour professional fee covers these extensive services to ensure a comprehensive and enriching experience for each participant.

**Study tour participant:-** The program is designed for IAS/HCS/PCS Officers a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

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.

The site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas. This hands-on experience aims to offer participants valuable insights into the operational aspects and challenges of these facilities, contributing to a deeper understanding of urban development dynamics.

#### Change of Schedule

The mentioned program is scheduled to proceed as planned and will not be subject to alterations, postponements, or cancellations, unless unforeseen circumstances arise that are beyond our control.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.

We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis.

Your 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.

Thanking You,

For National Institute of Secretariat Training & Development



**K.P. Singh, IAS** (Retd)  
(Addl Director General)



**Application Form**  
**Knowledge Co-Creation Program**

Date \_\_\_\_\_ To \_\_\_\_\_,

Topic \_\_\_\_\_.

Venue \_\_\_\_\_.

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Office Address : \_\_\_\_\_

City :- \_\_\_\_\_ Pin \_\_\_\_\_ State \_\_\_\_\_

Telephone : (Off) \_\_\_\_\_ (Res) \_\_\_\_\_

Fax : \_\_\_\_\_ Mob No.: \_\_\_\_\_ E-mail : \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

(Photocopies of the form may be used for more delegates)