



สนพ. สพฐ. รับ
เลขที่รับ 12057
วันที่ 3 ต.ค. 2568
เวลา 15.14 น.

สำนักงานคณะกรรมการการศึกษาขั้นพื้นฐาน ศษ.
เลขที่ 82149
วันที่ 3 ต.ค. 2568
เวลา 10.37 น.

National Institute of Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No 15, 3rd Floor Pratap Nagar, Mayur Vihar phase 1, Delhi, 110091, India
Ph. +91-120- 2682110, +91-120-2682111, Fax No:-+91-120-2682109
Ph. 011- 44767807, +91-9811094923
info@nistd.org, Website www.nistd.org

Ref. No.: EDP/INT/63-36-369/2025
To,

New Delhi, India the Dated: 3rd October, 2025

Competent Authority

Office of the
Basic Education Commission

Subject: Executive Development Programmes- Call For Nominations

Dear Sir/Madam

The **National Institute of Secretariat Training & Development (NISTD)** plays a pivotal role in strengthening administrative capacity and governance. NISTD provides training to officers of the Central and State Governments, as well as officials from public sector undertakings, autonomous organizations, and related services. Its primary objective is to enhance the skills, knowledge, and leadership capabilities of public officials, enabling them to perform their duties more effectively and efficiently. Over the years, NISTD has contributed significantly to the professional development of government officers, supporting the overall improvement of administrative systems in India.

Extending Cooperation to Thailand

In today's rapidly evolving governance landscape, **capacity building and continuous professional development** are essential for governments to remain responsive and effective. While experiential learning is valuable, exposure to **digital governance, transparency mechanisms, and reform strategies** has become equally critical.

With this vision, the **National Institute of Secretariat Training & Development (NISTD)** is pleased to extend its specialized **Executive Development Programme (EDP)** to senior government officials and executives from **Thailand**.

This intensive **5-day programme** is tailored for decision-makers across ministries, public sector enterprises, and statutory agencies, offering opportunities to:

- Build capacity in **E-Governance, Digital Transformation, and Service Delivery**.
- Strengthen skills in **Project & Financial Management** and **Public Procurement & Contract Management**.
- Develop leadership competencies to drive **Change Management and Reform Implementation**.
- Enhance understanding of **Transparency, Accountability, and Environmental Governance**.
- Participate in **knowledge exchange** with peers and experts, drawing from India's administrative experience and international best practices.

India and Thailand share a long-standing partnership rooted in **ASEAN-India cooperation, cultural exchange, and mutual development goals**. NISTD believes that this initiative will not only **strengthen bilateral relations** but also provide Thai officials with **practical tools and global perspectives** to address emerging governance challenges effectively.

S.No.	Title of Programme	Date & Duration (5 Days)	Venue (Location)	Course Fee Residential Per Participant (United States dollar)
1.	Stress Management & Staff Development for Enhancing Efficiency	8 th -12 th December, 2025	Mumbai, Maharastra, India	\$ 3,390.00

2.	Leadership & Managerial Skills, Change Management & Team Building	8th -12th December,2025	Mumbai, Maharashtra, India	\$ 3,360.00
3.	E-Governance & Digital Transformation: Smart Tools for Government	8th -12th December,2025	Mumbai, Maharashtra, India	\$ 3,360.00
4.	Public Procurement, E-Procurement & Contract Management	8th -12th December,2025	Mumbai, Maharashtra, India	\$ 3,360.00
5.	Environmental Governance & Hazardous Waste Management	8th -12th December,2025	Mumbai, Maharashtra, India	\$ 3,390.00
6.	Project & Financial Management in Government Programmes	22nd -26th December,2025	New Delhi, Delhi India	\$ 3,360.00
7.	Right to Information, Transparency & Accountability in Public Administration	22nd -26th December, 2025	New Delhi, Delhi India	\$ 3,360.00
8.	Emotional Intelligence & Work-Life Balance for Senior Leaders	22nd -26th December, 2025	New Delhi, Delhi India	\$ 3,360.00
9.	Systematic Problem Solving & Conflict Resolution in Public Service	22nd -26th December, 2025	New Delhi, Delhi India	\$ 3,360.00

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

General Instructions

- Once confirmation is received from your end, you may proceed with booking the tickets.
- Participants opting for the residential programme are required to check in at the hotel one day before the course starts and check out on the day after the course ends.
- Upon successful completion of the programme, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable; however, substitution of nominees is permissible.
- Accommodation: Participants will be accommodated in 4-star hotels. The package covers stay, daily breakfast, lunch, and dinner.
- Payment: Advance payment via international bank transfer is required before the start of the programme.
- NISTD will provide official invitation letters to facilitate participants in applying for visas and completing travel documentation.

Payment: Advance payment or before the start of the training program via swift code is required. Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

Admission Procedure

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible

Program Experience

Participants will have the opportunity to:

- Visit ongoing development projects.
- Interact with city officials and community leaders.
- Participate in knowledge-sharing sessions and peer learning.
- Observe first-hand examples of urban transformation and modernization.

Impact At Glance

- 20+ International Study Programs conducted in last 5 years

- **15+ Countries** covered across Europe, Asia, UNITED STATES OF AMERICA, and Australia
 - **100+ Government Officials Trained** through global exposure
 - Delegations led by **Hon'ble Ministers, IAS, IPS & IFS officers**
-

Notable Participants

- **Hon'ble Minister** of Urban Development, Govt. of Sikkim
 - **Secretaries & Directors** from State and Central Government Departments
 - Senior IAS, IPS, and IFS Officers
 - Engineers, Doctors, and Specialists from **Public Sector Enterprises**
-

Themes Covered

- **Governance & Public Policy** – Leadership, Public Administration, Policy Exchange
 - **Urban Development & Smart Cities** – Infrastructure, Housing, Mobility
 - **Health & Hospital Management** – Public Health Systems, NHS, Medical Institutions
 - **Energy & Sustainability** – Renewable Energy, Climate Change, Water Management
 - **Capacity Building & Leadership** – Change Management, Digital Governance, Skill Development
-

Global Footprint

- **Europe** – UK, Spain, Germany, France, Switzerland, Sweden, Belgium, Netherlands, Italy
- **Asia** – Singapore, Japan, Malaysia, Thailand, UAE
- **Americas** – United States of America, Canada
- **Oceania** – Australia, New Zealand

We kindly request the Embassy of Thailand and the Ministry of Interior (Bangkok) to circulate this proposal to the relevant ministries, departments, and agencies.

Your support in nominating senior officials from Thailand for participation in this programme will be greatly appreciated.

For National Institute Of Secretariat Training & Development



Anil Aggarwal (Director)
Phone: +91-120-2682107, 2682110, 2682111
Fax: +91-120-2682109
WhatsApp: +91-9818201923
Email: info@nistd.in | infonistd@gmail.com
Website: www.nistd.in



National Institute Of Secretariat Training & Development
Application Form for Registration
Executive Development Programme

Date _____ To _____

Topic _____

Venue _____

Name : _____

Designation: _____ Organization/Department: _____

Office Address: _____

City: _____ Pin: _____ State: _____

Telephone: (Off) _____ (Res) _____

Fax: _____ Mob No.: _____ E-mail: _____

Nomination Status: Residential ☐ Non-Residential ☐

Date: _____ Signature: _____

Place: _____

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

4.2.1 Bangladesh Government Contact List

Bangladesh Government Contact List

Ministry	Department	National or Provincial/State Authority	City / Town	Street / Physical Address	Name	Title	Email
The Ministry of Food and Disaster Management Mission	n/a	National	Dhaka	Disaster Management And Relief Bhaban (6th Floor) 92-93 Mohakhali C/A Dhaka-1212	n/a	n/a	info@dmic.cdmp.org.bd, dmd@bttb.net.bd
Disaster Management Bureau (DMB)	n/a	National	Dhaka	Disaster Management & Relief Bhaban (4th Floor) 92-93 Mohakhali C/A, Dhaka-1212	KH Masud Saddiqui Mohammed Abu Sadeque	Director General Director	dmb@bttb.net.bd
Department of Relief and Rehabilitation	n/a	National	Dhaka	Disaster Management & Relief Bhaban 92-93 Mohakhali C/A Dhaka-1212	Md. Khalitir Rahman Siddiqui	Director General (Joint Secretary)	dr@bttb.net.bd
Directorate of Food	n/a	National	Dhaka	16, Abdul Gani Road, Dhaka-1000.	Mr. Pius Costa Mr. Abdul Kuddus Howlader	Director General Personal Secretary to DG	info@dgfood.gov.bd dg@dgfood.gov.bd
Bangladesh Standards & Testing Institution	n/a	National	Dhaka	Maan Bhaban 116/A, Tejgaon Industrial Area, Dhaka-1208	n/a	Director General	info@bsti.gov.bd
The Bangladesh Council of Scientific and Industrial Research (BCSIR) Laboratories	n/a	National	Dhaka	Quadrat-E-Khuda Road, Dhanmondi 2 Dhaka, Bangladesh	A. Kazi	Chief Scientific Officer, BCSIR Laboratories	http://www.betv-sam.org/contac
National Board of Revenue	n/a	n/a	Dhaka	Rajassha Bhaban, Sehgun Bagicha, Dhaka	n/a	n/a	n/a
Dhaka Custom House	Customs Authorities	n/a	n/a	Dhaka Custom House kurmitola, Dhaka.	n/a	n/a	n/a

Chittagong Custom House	Customs Authorities	n/a	n/a	Chittagong Custom House Chittagong.	n/a	n/a	n/a
Mongla Custom House	Customs Authorities	n/a	n/a	Mongla Custom House Khalishpur, Khulna.	n/a	n/a	n/a
Benapole Custom House	Customs Authorities	n/a	n/a	Benapole Custom House Benapole, Jessore.	n/a	n/a	n/a
Bangladesh Road Transport Authority	n/a	n/a	n/a	n/a	Mr. Shapan Kumar Sarkar	Secretary	n/a
Road and Highway Department	n/a	n/a	n/a	n/a	Md. Niher Miah	Chief Engineer	n/a