



## National Council for Training & Social Research

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New Delhi, Dated, 26 Aug, 2023

To,  
The Chief Secretary/Principal secretary/Secretary/Chairman/Commissioner/Managing Director/Director/Competent Authority

By E-Mail

### Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) is an organization established under the Department of Labour, Government of the National Capital Territory (NCT) of Delhi. It operates as a registered entity under the Societies Registration Act XXI of 1860. NCTSR serves as a representative body for different sectors of the Indian industry. The primary objective of NCTSR 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, NCTSR 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.

The Executive Development Programs offered by the National Center for Training and Social Research (NCTSR) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NCTSR's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively. These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace.

### List of Executive Development Programs:

S No	Topics	Date & Duration	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
NCTSR 001	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	24-25 September,2023  ( 2 Days)	Hotel Le Maritime Kochi  Kerala- 682 510	36,690.00	56,390.00

NCTSR 002	“Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills”	24-25 September,2023  ( 2 Days)	Keys Select Hotel,Kochi Kochi , Kerala -682013	36,690.00	56,390.00
NCTSR 003	”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression”	24-25 September,2023  ( 2 Days)	HOLIDAY INN COCHIN  Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 004	“Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules	24-25 September,2023  ( 2 Days)	HOLIDAY INN COCHIN  Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 005	“Establishment Rules & General Administration Matters”	24-25 September,2023  ( 2 Days)	Taj Malabar Resort & Spa  Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 006	<u>MS-Power Point</u> , <u>MS-Office Suite</u> , <u>MS-Word</u> , <u>MS-Excel</u>	24-25 September,2023  ( 2 Days)	Taj Malabar Resort & Spa  Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 007	Government e-Market place  (Portal), Procurement from  GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	08-09 October,2023  ( 2 Days)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
NCTSR 008	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	08-09 October,2023  ( 2 Days)	The Grand Dragon Ladakh  Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
NCTSR 009	Project Management in Construction Industry,	08-09 October,2023  ( 2 Days)	Singge Palace Hotel, Leh  Leh, UT Of Ladakh,India	36,690.00	56,390.00
NCTSR 010	Modern Survey Techniques Including GIS/GPS & total Station.and Stress Management. Under Capacity Building program	08-09 October,2023  ( 2 Days)	Singge Palace Hotel, Leh  Leh, UT Of Ladakh,India	36,690.00	56,390.00

NCTSR 011	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	08-09 October,2023  ( 2 Days)	Saboo Resorts  Leh- UT Of Ladakh,India	36,690.00	56,390.00
NCTSR 012	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	08-09 October,2023  ( 2 Days)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
NCTSR 013	<u>INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING &amp; PROCESSING.</u>	08-09 October,2023  ( 2 Days)	Spic N Span HotelLadakh,  Leh,	36,690.00	56,390.00
NCTSR 014	<u>Preventive Vigilance &amp; Strategic Financial Management.</u>	08-09 October,2023  ( 2 Days)	Spic N Span HotelLadakh,  Leh,	36,690.00	56,390.00
NCTSR 015	<u>Work Life Balance and Stress Management.</u>	08-09 October,2023  ( 2 Days)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
NCTSR 016	<u>BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.</u>	29-30 October,2023  ( 2 Days )	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 017	<u>INNOVATION &amp; CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.</u>	29-30 October,2023  ( 2 Days )	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 018	<u>Digital Workplace : Essentials for non-IT Executives.</u>	29-30 October,2023  ( 2 Days )	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00

NCTSR 019	Building Organizational Excellence in Digital Era.	29-30 October,2023  ( 2 Days )	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 020	<u>Organizational Productivity through Digital Transformation.</u>	29-30 October,2023  ( 2 Days )	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 021	Supply chain management,	29-30 October,2023  ( 2 Days )	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 022	Construction Management TQM & Safety in Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinagar  ( Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 023	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 024	“Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts” Under Capacity Building in Govt. departments, autonomous bodies	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 025	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 026	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00

NCTSR 027	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinangar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 028	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Sarover Portico, Srinangar ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 029	"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 & GST Under MACP" Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Lemon Tree Srinanagr( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 030	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Lemon Tree Srinanagr ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 031	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Lemon Tree Srinanagr ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 032	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Lemon Tree Srinanagr ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 033	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Lemon Tree Srinanagr ( Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 034	Materials management and purchase policy & procedure, E- procurement & GST Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Lemon Tree Srinanagr( Jammu & Kashmir)	36,690.00	56,390.00

NCTSR 035	Project Management for Engineers Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 036	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 037	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 038	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 039	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jamu & Kashmir	36,690.00	56,390.00
NCTSR 040	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 041	Government e-Market place (Portal), Procurement from GeM , e- tendering, e-Governance & GST	29-30 October,2023  ( 2 Days )	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 042	PRP/ Schedule IV implementation, general requirements in Food Industry.	05-06 November,2023  ( 2 Days)	Hotel Golden Tulip, Manali,  Himachal Pradesh, India	36,690.00	56,390.00

NCTSR 043	<u>Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)</u>	05-06 November,2023  ( 2 Days)	Hotel Golden Tulip, Manali,  Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 044	<u>Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1&amp; 2</u>	05-06 November, 2023  ( 2 Days)	Hotel Golden Tulip, Manali,  Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 045	<u>Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals</u>	05-06 November, 2023  ( 2 Days)	Hotel Golden Tulip, Manali,  Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 046	Advanced course on Record Management, Economic Reforms and Development	05-06 November, 2023  ( 2 Days)	Snow Valley Resorts & Spa  Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 047	Drafting of Request for Proposal (RFP), Monitoring & Evaluation of Government Schemes	05-06 November, 2023  ( 2 Days)	Snow Valley Resorts & Spa  Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 048	Modern Office Management and Modern Performance Management	05-06 November, 2023  ( 2 Days)	Snow Valley Resorts & Spa  Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 049	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	05-06 November, 2023  ( 2 Days)	Snow Valley Resorts & Spa  Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 050	Office Procedures including Noting and Drafting	05-06 November, 2023  ( 2 Days)	Snow Valley Resorts & Spa  Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 051	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	05-06 November, 2023  ( 2 Days)	Regenta Place Green Leaf Manali  Himachal Pradesh, India	36,690.00	56,390.00

NCTSR 052	<u>Advance Course on Secretarial Effectiveness: Capacity Building</u>	05-06 November, 2023 ( 2 Days)	Regenta Place Green Leaf Manali  Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 053	<u>Reservation in Services for SC/ST/OBC. Administrative Vigilance:Role of IO/PO., Handling of CAT Cases</u>	05-06 November, 2023 ( 2 Days)	Regenta Place Green Leaf Manali  Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 054	<u>Workshop on Noting &amp; Drafting, Effective Cabinet Notes (Basic) &amp; (Advanced).</u>	26-27 November, 2023 ( 2 Days)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 055	<u>Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance</u>	26-27 November, 2023 ( 2 Days)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 056	<u>Human Resource Management &amp; Liaison Officers (SC/ST).</u>	26-27 November, 2023 ( 2 Days)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 057	<u>Citizen Centric &amp; Service Delivery Approach &amp; e-Office.</u>	26-27 November, 2023 ( 2 Days)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 058	<u>Big Data Analytics in Government (Basic)</u>	26-27 November, 2023 ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 059	<u>Orientation Training Programme on Preventive Vigilance.</u>	26-27 November,2023 ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00



NCTSR 060	<u>Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters</u>	26-27 November,2023  ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 061	Digital Transformation of Organisation	26-27 November,2023  ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 062	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 November,2023  ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 063	Performance Management for Organisational Effectiveness	26-27 November,2023  ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 064	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 November,2023  ( 2 Days)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 065	Gender Sensitisation	03-04 December,2023  ( 2 Days)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 066	Hands-on training on energy efficiency in electrical utilities	03-04 December,2023  ( 2 Days)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 067	Advance course on RTI Act, 2005 and Modern Management Practices	03-04 December,2023  ( 2 Days)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 068	Advance course on modern office and productivity management	03-04 December,2023  ( 2 Days)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 069	Developing Managerial Leadership Skills	03-04 December,2023  ( 2 Days)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00

NCTSR 070	Productivity improvement and modern office management	03-04 December,2023  ( 2 Days)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 071	Effective spare parts management	03-04 December,2023  ( 2 Days)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 072	Public procurement and contract management/arbitrations	03-04 December,2023  ( 2 Days)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 073	Business Excellence for Organisational Performance	03-04 December,2023  ( 2 Days)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 074	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderance of Probability Vigilance	03-04 December,2023  ( 2 Days)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 075	Advance Course On Secretarial Effectiveness : Capacity Building	17-18 December,2023  ( 2 Days)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 076	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	17-18 December,2023  ( 2 Days)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 077	Transformational Leadership & Managing Change	17-18 December,2023  ( 2 Days)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 078	Performance Management through Talent Management	17-18 December,2023  ( 2 Days)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 079	Stress Management for Achieving & Sustaining Performance	17-18 December,2023  ( 2 Days)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 080	Smart Governance: Public Service Delivery in Digital India	17-18 December,2023  ( 2 Days)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	36,690.00	56,390.00

NCTSR 081	Digitalization of HR Practices in Power Distribution Sector “Stress & Stress Management “	17-18 December,2023  ( 2 Days)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 082	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	17-18 December,2023  ( 2 Days)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 083	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	17-18 December,2023  ( 2 Days)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 084	“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”	17-18 December,2023  ( 2 Days)	Hotel Lemon Tree Premier Corbett, Utrakhand, India	36,690.00	56,390.00
NCTSR 085	“Finance Management in Govt. with Financial & Administrative Powers	06-07 January,2024  ( 2 Days)	Lemon Tree Hotel, Port Blair,Andeman & Nicobar	36,690.00	56,390.00
NCTSR 086	Seminar on ISO 9001, ISO 14001 and ISO 45001.	06-07 January,2024  ( 2 Days)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 087	Leadership Excellence and Effective Decision Making.	06-07 January,2024  ( 2 Days)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 088	<u>LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.</u>	06-07 January,2024  ( 2 Days)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 089	Total quality person (TQP), Work life Balance, Emotional Intelligence	06-07 January,2024  ( 2 Days)	Hotel Sentinel, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 090	Quality Control & Quality Assurance, Under Capacity Building program	06-07 January,2024  ( 2 Days)	Hotel Sentinel, Andeman & Nicobar	36,690.00	56,390.00

NCTSR 091	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	06-07 January,2024  ( 2 Days)	Sea Princess Beach Resort, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 092	Project Management in Construction Industry, Under Capacity Building program	06-07 January,2024  ( 2 Days)	Sea Princess Beach Resort, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 093	Modern Survey Techniques Including GIS/GPS & total Station.	06-07 January,2024  ( 2 Days)	Sea Princess Beach Resort, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 094	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	06-07 January,2024  ( 2 Days)	Sea Princess Beach Resort, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 095	Stress & Stress Management & Staff Development in Improving  Enhancing Efficiency and  Behavioral Skills In Government  Departments Autonomous  Bodies & PSUs.	06-07 January,2024  ( 2 Days)	Lemon Tree Hotel, Port Blair,Andeman & Nicobar	36,690.00	56,390.00
NCTSR 096	Roster Writing and Reservation  in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment  Rules In Government  Departments Autonomous  Bodies & PSUs.	06-07 January,2024  ( 2 Days)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 097	Government e-Market place  (Portal), Procurement from  GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	20-21  January,2024  ( 2 Days)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00

NCTSR 098	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 January,2024 ( 2 Days)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
NCTSR 099	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 January,2024 ( 2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 100	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 January,2024 ( 2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 101	Right to Information Act for CPIO and Appellate Authorities	20-21 January,2024 ( 2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 102	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21 January,2024 ( 2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 103	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 January,2024 ( 2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 104	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 January,2024 ( 2 Days)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00

**In addition to the above programme other customized Executive Development Programs to the**

## **destinations of choice can be organized.**

### **GENERAL INSTRUCTIONS**

- Ø Once you receive confirmation from your end, you can proceed with booking the tickets.
- Ø If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 16,600 and INR 9,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NCTSR.
- Ø The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Ø Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- Ø The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Ø Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- Ø The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Ø NCTSR will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Ø Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NCTSR will not hold responsibility for any medical costs incurred by participants during the program.
- Ø NCTSR will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
- Ø Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
- Ø Upon successful completion of the program, participants will receive a Certificate of Participation.
- Ø Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.

The Council strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.

#### **Inclusions:**

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant

The training professional fee per participant covers the following:

- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

### **PARTICIPANTS' PROFILE**

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non-Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

## **OUR FACULTY**

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

## **METHODOLOGY**

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

Substituting nominees is allowable.

Schedule of Breaks during the Training Session

MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM

LUNCHTIME: 01:00 PM to 02:00 PM

AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

## **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.

## **PROGRAMME DURATION & SCHEDULE**

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

## **REPORTING TIME**

Participants are required to arrive for registration at the venue by 9:00 AM.

## PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

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.

### Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9212114923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

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

**Yours Truly,**

**For National Council for Training & Social Research**



**Deepak Kumar**

**Director (Training)**





# Registration Application Form

## Executive Development Program

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(please tick)

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

Signature \_\_\_\_\_

Place:- \_\_\_\_\_

(Photocopies of the form can be utilized for additional delegates.)





## **National Council for Training & Social Research**

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

Ph. +91-120-2682107, 2682110, 2682111, Fax No:--+91-120-2682109, WhatsAppNo+91-9212114923

E Mail:-info@nctsr.in, infonctsr@gmail.com, www.nctsr.in

**Ref No NCTSR/R/23-47-566**

**New Delhi, Dated, 26 Aug, 2023**

**To,**

**By E-Mail**

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

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

**Dear Sir/Madam,**

National Council for Training & Social Research (NCTSR) is an organization that was established under the Department of Labour, Government of the National Capital Territory (NCT) of Delhi. It operates as a registered entity under the Societies Registration Act XXI of 1860. NCTSR serves as a representative body for different sectors of the Indian industry. The primary objective of NCTSR 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, NCTSR 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.

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.

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

<b>Sl. No</b>	<b>Topic</b>	<b>Country to be Visited</b>	<b>Programme Date</b>	<b>Tour Cost (Rs) Per Participant+18% GST Extra</b>
<b>NCTSR-0001</b>	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands	Belgium, Switzerland & Netherlands  (Europe)	16 <sup>th</sup> November,2023  To  23 <sup>rd</sup> November,2023  (1 Day in New Delhi+ 6 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0002</b>	Leadership & Managial Skills, Management & Business Admistration	Belgium, Switzerland & Netherlands  (Europe)	16 <sup>th</sup> November,2023  To  23 <sup>rd</sup> November,2023  (1 Day in New Delhi+ 6 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0003</b>	"Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)"& "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government of Belgium, Switzerland & Netherlands	Belgium, Switzerland & Netherlands  (Europe)	16 <sup>th</sup> November,2023  To  23 <sup>rd</sup> November,2023  (1 Day in New Delhi+ 6 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0004</b>	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Russia	Moscow, St Petersburg, Kazan  Russia	06th December,2023  To  13 <sup>th</sup> December 2023  (1 Day in New Delhi+ 06 Days International)	<b>3,96,000.00</b>

<b>NCTSR-0005</b>	Leadership & Managial Skills, Management & Business Admistration	Moscow, St Petersburg, Kazan  Russia	06th December,2023  To  13 <sup>th</sup> December 2023  (1 Day in New Delhi+ 06 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0006</b>	"Public heath, Food, Civil Supplies, Lifestyle- Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Sydney, Melbourne, Wollongong	Sydney, Melbourne, Wollongong (Australia)	06th December,2023  To  13 <sup>th</sup> December 2023  (1 Day in New Delhi+ 07 Days International)	<b>3,36,000.00</b>
<b>NCTSR-0007</b>	Leadership & Managial Skills, Management & Business Admistration	Sydney, Melbourne, Wollongong (Australia)	06th December,2023  To  13 <sup>th</sup> December 2023  (1 Day in New Delhi+ 07 Days International)	<b>3,36,000.00</b>
<b>NCTSR-0008</b>	"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 Government of Sydney, Melbourne, Wollongong	London, <u>Sheffield</u> , <u>Liverpool</u> , <u>Bristol</u>  (United Kingdom)	09th January,2024  To  16th January,2024  (1 Day in New Delhi+ 07 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0009</b>	Leadership & Managial Skills, Management & Business Admistration	London, <u>Sheffield</u> , <u>Liverpool</u> , <u>Bristol</u>  (United Kingdom)	09 <sup>th</sup> January,2024  To  16th January,2024  (1 Day in New Delhi+ 07 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0010</b>	Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources under Capacity Building program Technical Cooperation Program Government of Sydney, Melbourne, Wollongong	New York, <u>Los Angeles</u> , <u>Fresno</u> , <u>Orlando</u>  (United State)	16 th January,2024  To  23 <sup>rd</sup> January,2024  (1 Day in New Delhi+ 07 Days International)	<b>3,96,000.00</b>

<b>NCTSR-0011</b>	Leadership & Managial Skills, Management & Business Admistration	New York, <u>Los Angeles</u> , <u>Fresno, Orlando</u>  (United State)	16 th January, 2024  To  23 <sup>rd</sup> January,2024  (1 Day in New Delhi+ 07 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0012</b>	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	New York, <u>Los Angeles</u> , <u>Fresno, Orlando</u>  (United State)	16 th January,2024  To  23 <sup>rd</sup> January,2024  (1 Day in New Delhi+ 07 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0013</b>	Leadership & Managial Skills, Management & Business Admistration	Paris (France) Zurich ( Switzerland)  (Europe)	06th Febuary, 2024  To  13th Febuary, 2024  (1 Day in New Delhi+ 06 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0014</b>	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 <sup>rd</sup> Febuary, 2024 to 30 <sup>th</sup> Febuary, 2024  (1 Day in New Delhi+ 06 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0015</b>	Leadership & Managial Skills, Management & Business Admistration	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 <sup>rd</sup> Febuary, 2024  to 30 <sup>th</sup> Febuary, 2024  (1 Day in New Delhi+ 06 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0016</b>	" 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  Government of Europe	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23 <sup>rd</sup> Febuary, 2024  30 <sup>th</sup> to Febuary, 2024  (1 Day in New Delhi+ 06 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0017</b>	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 Government Of UAE	Moscow, St Petersburg, Kazan  Russia	03rd Febuary, 2024  to  09 <sup>th</sup> Febuary, 2024  (1 Day in New Delhi+ 6 Days International)	<b>3,96,000.00</b>

<b>NCTSR-0018</b>	Leadership & Managial Skils, Management & Business Admistration	Moscow, St Petersburg, Kazan  Russia	03rd Febuary, 2024  to  09 <sup>th</sup> February, 2024  (1 Day in New Delhi+ 6 Days International)	<b>3,96,000.00</b>
<b>NCTSR-0019</b>	"Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of UAE	Dubai, Abu Dhabi (UAE)"	03rd February, 2024  to  09 <sup>th</sup> February, 2024  (1 Day in New Delhi+ 6 Days International)	<b>2,96,000.00</b>
<b>NCTSR-0020</b>	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Sweden, Germany & Spain	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain)  Europe	09 <sup>th</sup> February, 2024  To  16 <sup>th</sup> February, 2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>
<b>NCTSR-0021</b>	Leadership & Managial Skils, Management & Business Admistration	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain)  Europe	09 <sup>th</sup> February, 2024  To  16 <sup>th</sup> February, 2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>
<b>NCTSR-0022</b>	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of <b>Russia</b>	Moscow, St Petersburg, Kazan  Russia	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>
<b>NCTSR-0023</b>	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 Government of Sweden, Germany & Spain	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain)  Europe	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>

<b>NCTSR-0024</b>	" 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 Government of <b>Japan</b>	Tokyo, <u>Hiroshima</u> , <u>Kyoto</u>  (Japan)	09th March ,2024  To  16 <sup>th</sup> March ,2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>
<b>NCTSR-0025</b>	Japan's Model Of Infrastructure Development"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program Government Of Japan	Tokyo, <u>Hiroshima</u> , <u>Kyoto</u>  (Japan)	09th March ,2024  To  16 <sup>th</sup> March ,2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>
<b>NCTSR-0026</b>	Leadership & Managial Skils, Management & Business Admistration	Tokyo, <u>Hiroshima</u> , <u>Kyoto</u>  (Japan)	09th March ,2024  To  16 <sup>th</sup> March ,2024  (01 Day in New Delhi+ 06 Days international)	<b>3,96,000.00</b>
<b>NCTSR-0027</b>	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program of Governmentof Singapore, Malaysia & Thailand	"Singapore, Kuala Lumpur & Bangkok"	06 <sup>th</sup> April,2024  To  13th April,2024  (1 Day in New Delhi+ 7 Days International)	<b>3,36,000.00</b>
<b>NCTSR-0028</b>	Leadership & Managial Skils, Management & Business Admistration	"Singapore, Kuala Lumpur & Bangkok"	06 <sup>th</sup> April,2024  To  13th April,2024  (1 Day in New Delhi+ 7 Days International)	<b>3,36,000.00</b>
<b>NCTSR-0029</b>	Leadership & Managial Skils, Management & Business Admistration	Paris (France) Zurich ( Switzerland)  (Europe)	03 <sup>rd</sup> April,2024  To  09 <sup>th</sup> April,2024  01 Day in New Delhi+ 06 Days Paris ( France)	<b>3,96,000.00</b>

**In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.**

**GENERAL INSTRUCTIONS .**

- Ø Please ensure that candidate names and passport photocopies are submitted at least 45 days in advance. This allows the National Council for Training & Social Research (NCTSR) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- Ø For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 3,69,000 plus 18% GST. Payment should be made in advance to NCTSR.
- Ø Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Ø Please be aware that NCTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- Ø The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Ø 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.
- Ø Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Ø Participants are responsible for their health and safety during the study tour. NCTSR is not liable for participants' medical expenses incurred during the program.
- Ø 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.
- Ø Successful participants will receive a Certificate of Participation upon program completion.
- Ø An optional Business Class airfare add-on is available upon request for an extra charge of INR 1,96,000.000.

The Council 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, lunch, and dinner 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 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 +91-9212114923.

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 Council For Training & Social Research**



**K.P. Singh, IAS** (Retd)

(Addl Director General)

**Registration 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)

