



National Council for Training & Social Research

(Established by Department Of Labour Government of National Capital Territory of Delhi)
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Ref No NCTSR/Let/23-46-369

To,

The Secretary To Government,
Department Of Personnel (A-1),
Jaipur Rajasthan 302005

New Delhi, Dated, 11th September, 2023
By Registered Post

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) Established by Department Of Labour Government of National Capital Territory 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. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs:

S No	Topics	Date & Duration (2 Days)	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 (Last Date 10th September, 2023)	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 (Last Date 10th September, 2023)	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 (Last Date 10th September, 2023)	HOLIDAY INN COCHIN Cochin, Kerala, 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 (Last Date 10th September, 2023)	HOLIDAY INN COCHIN	36,690.00	56,390.00

			Cochin, Kerla, India		
NCTSR 005	"Establishment Rules & General Administration Matters"	24-25 September,2023 (Last Date 10th September, 2023)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 006	MS-Power Point, MS-Office Suite, MS-Word, MS-Excel	24-25 September,2023 (Last Date 10th September, 2023)	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 (Last Date 30th Sep,2023	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 (Last Date 30th Sep,2023	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 (Last Date 30th Sep,2023	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 (Last Date 30th Sep,2023	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 (Last Date 30th Sep,2023	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 (Last Date 30th Sep,2023	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
NCTSR 013	INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.	08-09 October,2023 (Last Date 30th Sep,2023	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
NCTSR 014	Preventive Vigilance & Strategic Financial Management.	08-09 October,2023 (Last Date 30th Sep,2023	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
NCTSR 015	Work Life Balance and Stress Management.	08-09 October,2023 (Last Date 30th Sep,2023	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
NCTSR 016	BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 017	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 018	Digital Workplace : Essentials for non-IT Executives.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 019	Building Organizational Excellence in Digital Era.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 020	Organizational Productivity through Digital, Transformation.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 021	Supply chain management,	29-30 October,2023 (Last Date 20th Oct.,2023)	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 (Last Date 20th Oct.,2023)	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 (Last Date 20th Oct.,2023)	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 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 025	PRP/ Schedule IV implementation, general requirements in Food Industry.	05-06 November,2023	Hotel Golden Tulip, Manali,	36,690.00	56,390.00

		(Last Date 30th Oct., 23)	Himachal Pradesh, India		
NCTSR 026	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	05-06 November,2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 027	Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2	05-06 November,2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 028	Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals	05-06 November,2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 029	Advanced course on Record Management, Economic Reforms and Development	05-06 November,2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 030	Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes	05-06 November,2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 031	Modern Office Management and Modern Performance Management	05-06 November,2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 032	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	05-06 November,2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 033	Office Procedures including Noting and Drafting	05-06 November,2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 034	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 (Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 035	Advance Course on Secretarial Effectiveness: Capacity Building	05-06 November,2023 (Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 036	Reservation in Services for SC/ST/OBC.Administrative Vigilance:Role of IO/PO., Handling of CAT Cases	05-06 November,2023 (Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 037	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 038	Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 039	Human Resource Management & Liaison Officers (SC/ST).	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 040	Citizen Centric & Service Delivery Approach & e-Office.	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 041	Big Data Analytics in Government (Basic)	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 042	Orientation Training Programme on Preventive Vigilance.	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 043	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

NCTSR 044	Digital Transformation of Organisation	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 45	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 46	Performance Management for Organisational Effectiveness	26-27 November, 2023 (Last Date 20th Nov.,2023)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 47	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 November, 2023 (Last Date 20th Nov.,2023)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 48	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	09-10 December, 2023 (Last Date 01st December,2023)	Taj Corbett Resort & Spa, Ramnagar (Uttarakhand)	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

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 respectively, for the entire duration. These charges should be paid in advance to NCTSR.
- The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- 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.
- 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.
- Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- 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.
- 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.
- 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.
- 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.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- 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 participants shall be awarded Certificate of Participation on successful completion of programme.

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. These topics should naturally fall within the scope of the program's subject matter. Your input will contribute to tailoring the content to better suit the participants' needs and enhance the overall workshop experience.

Inclusions:

- Accommodation in a 4-star hotel, Daily breakfast, lunch, and dinner for each participant
- The training professional fee per participant covers Comprehensive program management expenses, including faculty fees and training infrastructure charges.

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.

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: +91-92114923.

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
(please tick)

Residential

☐

Non-Residential

☐

Date: _____

Signature _____

Place:- _____

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

