

# Fw: RHT-Executive Development Programme-Call for Nominations

[secy-dop@rajasthan.gov.in](mailto:secy-dop@rajasthan.gov.in)

Fri 06-10-2023 10:15 AM

To: ds-dop@rajasthan.gov.in <ds-dop@rajasthan.gov.in>;

3 attachments (151 KB)

Executive\_Development\_Programme\_Call\_for\_Nominations.pdf; Knowledge\_Co-creation\_Programme\_Call\_for\_Nominations.pdf; Capacity Building Onsite Training programs for Engineers & Admin staff.pdf;

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**From:** chairman@nctsr.in <chairman@nctsr.in>

**Sent:** 06 October 2023 03:45 AM

**To:** secy-dop@rajasthan.gov.in

**Subject:** RHT-Executive Development Programme-Call for Nominations

Ref No NCTSR/M/Sep/26-49-369

New Delhi, Dated,

To,  
The Principal Secretary to Government

By E-Mail

Greeting From National Council For Training & Social Research!

Subject:- Knowledge Co-creation Programme (International Study Tour) & Executive Development Programme-Call for Nominations

Dear Sir/Madam,

I hope this message finds you well. I am writing on behalf of the National Council for Training & Social Research (NCTSR), and we highly value our collaboration with your esteemed organization.

NCTSR is pleased to introduce two significant programs aimed at fostering professional development:

Our Knowledge Co-creation Programme (International Study Tour) is meticulously designed for executives and decision-makers from various sectors.

This program provides invaluable insights into global best practices and innovations, equipping participants to contribute effectively to India's

growth on the international stage. In addition, our Executive Development Programme offers concise yet comprehensive training opportunities,

tailor-made for busy professionals. These programs ensure that participants stay updated with the latest advancements in their respective fields

and enhance their managerial skills effectively.

We have attached detailed information about these programs, and we warmly invite nominations from your organization.

Your participation would greatly

enrich these initiatives.

Should you have any questions or require further information, please do not hesitate to contact us. Your continued support is highly appreciated.

Thanking You

Regards

For National Council for Training & Social Research

SD/-

Akash Choudhary  
Manager (TRG)  
Mob No +91-9212114923

National Council for Training & Social Research  
(Established by Govt. of NCT of Delhi, Labour Department)  
1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad-201012  
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](http://www.nctsr.in)



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

(Established by Department Of Labour Government of National Capital Territory of Delhi)  
1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad-201012  
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, 06 Oct, 2023**

**To,**

**By E-Mail**

**The Principal Secretary to Government**

Department of Personnel Main Building Secretariat Jaipur (Rajasthan) India

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

**Dear Sir/Madam,**

National Council for Training & Social Research (NCTSR) (Established by Govt. of NCT of Delhi, Labour Department). NCTSR serves as a autonomous 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.

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

| <b>Code No</b> | <b>Topic</b>   | <b>Country to be Visited</b>  | <b>Programme Date</b>  | <b>Tour Cost (Rs)<br/>Per Participant+ 18%<br/>GST Extra</b> |
|----------------|--|---|--|--|
| <b>ST 001</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> ,<br><u>Liverpool</u> , <u>Bristol</u><br><br>(United Kingdom) | 09th January,2024<br><br>To<br><br>16th January,2024<br><br>( Last Date 09th<br>December,2023)               | <b>4,96,000.00</b>   |
| <b>ST 002</b>  | Leadership & Managial Skills,<br>Management & Business Admistration  | London, <u>Sheffield</u> ,<br><u>Liverpool</u> , <u>Bristol</u><br><br>(United Kingdom) | 09 <sup>th</sup> January,2024<br><br>To<br><br>16th January,2024<br><br>( Last Date 09th<br>December,2023)   | <b>4,96,000.00</b>   |
| <b>ST 003</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> ,<br><u>Fresno</u> , <u>Orlando</u><br><br>(United State)  | 16 th January,2024<br><br>To<br><br>23 <sup>rd</sup> January,2024<br><br>( Last Date 13th<br>December,2023)  | <b>4,96,000.00</b>   |
| <b>ST 004</b>  | Leadership & Managial Skills,<br>Management & Business Admistration  | New York, <u>Los Angeles</u> ,<br><u>Fresno</u> , <u>Orlando</u><br><br>(United State)  | 16 th January, 2024<br><br>To<br><br>23 <sup>rd</sup> January,2024<br><br>( Last Date 13th<br>December,2023) | <b>4,96,000.00</b>   |
| <b>ST 005</b>  | Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,   | New York, <u>Los Angeles</u> ,<br><u>Fresno</u> , <u>Orlando</u><br><br>(United State)  | 16 th January,2024<br><br>To<br><br>23 <sup>rd</sup> January,2024<br><br>( Last Date 13th<br>December,2023)  | <b>4,96,000.00</b>   |
| <b>ST 006</b>  | Leadership & Managial Skills,<br>Management & Business Admistration  | Paris (France) Zurich (<br>Switzerland)<br><br>(Europe)                                 | 06th Febuary, 2024<br><br>To<br><br>13th February, 2024<br><br>( Last Date 01st January,2024)                | <b>5,96,000.00</b>   |

|                |  |   |  |                    |
|----------------|--|---|--|--------------------|
| <b>ST 007</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<br>Russia                                | 03rd February, 2024<br>to<br>09th February, 2024<br>( Last Date 01st January,2024  | <b>4,96,000.00</b> |
| <b>ST 008</b>  | Leadership & Managial Skills, Management & Business Admistration   | Moscow, St Petersburg, Kazan<br>Russia                                | 03rd February, 2024<br>to<br>09th February, 2024<br>( Last Date 01st January,2024  | <b>4,96,000.00</b> |
| <b>ST 009</b>  | "Middle East Models of Infrastructures Developed"Smart and Sustainable Cities" under Capacity Building program Technical Cooperation ProgramwithGovernment Of UAE  | Dubai, Abu Dhabi (UAE)"   | 03rd February, 2024<br>to<br>09th February, 2024<br>( Last Date 01st January,2024  | <b>3,96,000.00</b> |
| <b>ST 0018</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)<br>Europe | 09th February, 2024<br>To<br>16th February, 2024<br>( Last Date 03rd January,2024) | <b>4,96,000.00</b> |
| <b>ST 019</b>  | Leadership & Managial Skills, Management & Business Admistration   | Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain)<br>Europe | 09th February, 2024<br>To<br>16th February, 2024<br>( Last Date 03rd January,2024) | <b>4,96,000.00</b> |
| <b>ST 020</b>  | "Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"   | Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).             | 23rd February, 2024<br>to 02nd March, 2024<br>( Last Date 19th January,2024)       | <b>4,96,000.00</b> |
| <b>ST 021</b>  | Leadership & Managial Skills, Management & Business Admistration   | Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).             | 23rd February, 2024<br>to 02nd March, 2024<br>( Last Date 19th January,2024)       | <b>4,96,000.00</b> |
| <b>ST 022</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<br>Government of Europe | Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).             | 23rd February, 2024<br>to 02nd March, 2024 (1 Day<br>Last Date 19th January,2024   | <b>4,96,000.00</b> |

|               |   |   |   |                    |
|---------------|---|---|---|--------------------|
| <b>ST 023</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<br><br>Russia                                | 09 <sup>th</sup> March ,2024<br><br>To<br><br>16 <sup>th</sup> March ,2024<br><br>( Last Date 03rd February,2024) | <b>5,96,000.00</b> |
| <b>ST 024</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)<br><br>Europe | 09 <sup>th</sup> March ,2024<br><br>To<br><br>16 <sup>th</sup> March ,2024<br><br>( Last Date 03rd February,2024) | <b>4,96,000.00</b> |
| <b>ST 025</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> ,<br><u>Kyoto</u><br><br>(Japan)                  | 09 <sup>th</sup> March ,2024<br><br>To<br><br>16 <sup>th</sup> March ,2024<br><br>( Last Date 03rd February,2024) | <b>4,96,000.00</b> |
| <b>ST 026</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> ,<br><u>Kyoto</u><br><br>(Japan)                  | 09 <sup>th</sup> March ,2024<br><br>To<br><br>16 <sup>th</sup> March ,2024<br><br>( Last Date 03rd February,2024) | <b>4,96,000.00</b> |
| <b>ST 027</b> | Leadership & Managial Skills, Management & Business Admistration  | Tokyo, <u>Hiroshima</u> ,<br><u>Kyoto</u><br><br>(Japan)                  | 09 <sup>th</sup> March ,2024<br><br>To<br><br>16 <sup>th</sup> March ,2024<br><br>( Last Date 03rd February,2024) | <b>4,96,000.00</b> |
| <b>ST 026</b> | Leadership & Managial Skills, Management & Business Admistration  | Paris (France) Zurich ( Switzerland)<br><br>(Europe)                      | 09 <sup>th</sup> March ,2024<br><br>To<br><br>16 <sup>th</sup> March ,2024<br><br>( Last Date 03rd February,2024) | <b>4,96,000.00</b> |
| <b>ST 027</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<br><br>To<br><br>13 <sup>th</sup> April,2024<br><br>( Last Date 03rd March,2024)      | <b>3,36,000.00</b> |

|               |   |  |   |                    |
|---------------|---|--|---|--------------------|
| <b>ST 028</b> | Leadership & Managial Skills,<br>Management & Business Admistration   | “Singapore, Kuala Lumpur & Bangkok”                | 06 <sup>th</sup> April,2024<br>To<br>13 <sup>th</sup> April,2024<br>Last Date 03 <sup>rd</sup> March,2024)        | <b>3,36,000.00</b> |
| <b>ST 029</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<br><br>(Europe) | 16 <sup>th</sup> May,2024<br>To<br>23 <sup>rd</sup> May, 2024<br><br>(Last Date 06 <sup>th</sup> June, 2024)      | <b>4,96,000.00</b> |
| <b>ST 030</b> | Leadership & Managial Skills,<br>Management & Business Admistration   | Belgium, Switzerland & Netherlands<br><br>(Europe) | 16 <sup>th</sup> May,2024<br>To<br>23 <sup>rd</sup> May,2024<br>Last Date 03 <sup>rd</sup> June, 2024             | <b>4,96,000.00</b> |
| <b>ST 031</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<br><br>(Europe) | 16 <sup>th</sup> May,2024<br>To<br>23 <sup>rd</sup> May,2024<br><br>(Last Date 03 <sup>rd</sup> Apri, 2024)       | <b>4,96,000.00</b> |
| <b>ST 032</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<br><br>Russia         | 06 <sup>th</sup> June,2024<br>To<br>13 <sup>th</sup> June,2024<br><br>Last Date 03 <sup>rd</sup> June,2024        | <b>5,96,000.00</b> |
| <b>ST 033</b> | Leadership & Managial Skills,<br>Management & Business Admistration   | Moscow, St Petersburg, Kazan<br><br>Russia         | 06 <sup>th</sup> June,2024<br>To<br>13 <sup>th</sup> June,2024<br><br>( Last Date 06 <sup>th</sup> November,2023) | <b>5,96,000.00</b> |
| <b>ST 034</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)          | 06 <sup>th</sup> July,2024<br>To<br>13 <sup>th</sup> July,2024<br><br>Last Date 03 <sup>rd</sup> June,2024        | <b>4,36,000.00</b> |

|               |   |  |  |                    |
|---------------|---|--|--|--------------------|
| <b>ST 035</b> | Leadership & Manajial Skills,<br>Management & Business Admistration | Sydney, Melbourne,<br>Wollongong (Australia) | 06th July,2024<br><br>To<br><br>13 <sup>th</sup> July,2024<br><br>Last Date 03 <sup>rd</sup> June,2024 | <b>4,36,000.00</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 The participants shall be awarded Certificate of Participation on successful completion of programme.
- 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.

#### **Details For RTGS, NEFT &Ecs Payment**

|                         |   |
|-------------------------|---|
| <b>Beneficiary Name</b> | National Council for Training & Social Research |
| <b>Bank Name</b>        | <b>Bank Of Maharastra</b>                       |
| <b>Branch</b>           | <b>Greater Noida, Uttarpradesh</b>              |
| <b>Currant A/C No</b>   | <b>60455558551</b>                              |



|                                |                    |
|--------------------------------|--------------------|
| <b>IFSC Code</b>               | <b>MAHB0001294</b> |
| <b>MICR CODE (9 Digit No.)</b> | <b>110014031</b>   |

#### 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)





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

(Established by Department Of Labour Government of National Capital Territory of Delhi)

1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad-201012

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 KCP/M/23-36-366**

**New Delhi, Dated, 06 Oct, 2023**

**To,**

**By E-Mail**

**The Principal Secretary to Government**

Department of Personnel Main Building Secretariat Jaipur (Rajasthan) India

**Subject:- Capacity Building Onsite Training programs for Engineers & Admin staff**

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) (Established by Govt. of NCT of Delhi, Labour Department). NCTSR serves as a autonomous 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. .

Capacity Building for better cities is the effort to strengthen and improve the abilities of personnel and organizations to be able to perform their tasks in a more effective, efficient and sustainable manner. It needs to be appreciated that capacity building is a long term and ongoing effort which needs to be institutionalised in the planning and implementation process starting from the ULB to state to the central level programs. Capacity Building needs to be a continuous and ongoing initiative whose aim is to improve and facilitate the skill sets and processes involving human and other perceivable inputs. There is a need to calibrate and benchmark continuously against measurable indicators over a period of time in order to make course corrections to achieve the desired results . 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. .

The objective of Capacity Building programme as emphasised are:

- Professionalizing urban management through creation of a municipal cadre, city managers who can manage and govern cities especially in urban planning, E-governance / IT, municipal infrastructure and service delivery.
- Enhancing capacities/supply side/agencies to provide state of the art skills and resources to meet required demands of city managers and associated agencies thereby enhancing their capacities to improve city management, governance reforms, municipal infrastructure and service delivery.
- Institutionalise the use of appropriate tools and processes to enable better planning and implementation of municipal infrastructure, service delivery and governance reforms.

### List of Training Programs:

| Code No | Training Topics  | Duration | Course Fee<br>+ 18% GST Extra |
|---------|--|----------|-------------------------------|
| SO 01   | “Right to information Act 2005, Case Studies/Court Cases & Improvement of Record Management System & a tool of Transparency & Citizen Charter” In Government Departments Autonomous Bodies & PSUs”   | 2 Days   | 1,36,000.0                    |
| SO 02   | “Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS “ In Government Departments Autonomous Bodies & PSUs”  | 2 Days   | 1,36,000.0                    |
| SO 03   | “Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department’s Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress.”             | 2 Days   | 1,36,000.0                    |
| SO 04   | “Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills” In Government Departments Autonomous Bodies & PSUs”.  | 2 Days   | 1,36,000.0                    |
| SO 05   | “Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs”.   | 2 Days   | 1,36,000.0                    |
| SO 06   | “Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies”  | 3 Days   | 1,69,000.0                    |
| SO 07   | “Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression” In Government Departments Autonomous Bodies & PSUs”.                                     | 3 Days   | 1,69,000.0                    |
| SO 08   | “Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules” In Government Departments Autonomous Bodies & PSUs”.   | 2 Days   | 1,36,000.0                    |
| SO 09   | “Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,   | 2 Days   | 1,36,000.0                    |
| SO 10   | “Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP” In Government Departments Autonomous Bodies & PSUs”. | 2 Days   | 1,36,000.0                    |
| SO 11   | “Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place” In Government Departments Autonomous Bodies & PSUs”.   | 2 Days   | 1,36,000.0                    |
| SO 12   | “Establishment Rules & General Administration Matters” Of Government Departments Autonomous Bodies & PSU”.   | 2 Days   | 1,36,000.0                    |
| SO 13   | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills   | 3 Days   | 1,69,000.0                    |
| SO 14   | Swachh Bharat Mission  | 3 Days   | 1,69,000.0                    |
| SO 15   | “Finance Management in Govt. with Financial & Administrative Powers  | 2 Days   | 1,36,000.0                    |
| SO 16   | CPM as Tool for Construction Management  | 2 Days   | 1,36,000.0                    |
| SO 17   | Project Management for Engineers   | 2 Days   | 1,36,000.0                    |
| SO 18   | Quality Control & Quality Assurance  | 2 Days   | 1,36,000.0                    |
| SO 19   | Project Preparation, DPR Preparation and Core Network  | 3 Days   | 1,69,000.0                    |

|              |   |               |                   |
|--------------|---|---------------|-------------------|
| <b>SO 20</b> | Project Management in Construction Industry   | <b>3 Days</b> | <b>1,69,000.0</b> |
| <b>SO 21</b> | Modern Survey Techniques Including GIS/GPS & total Station.   | <b>3 Days</b> | <b>1,69,000.0</b> |
| <b>SO 22</b> | Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)   | <b>2 Days</b> | <b>1,36,000.0</b> |
| <b>SO 23</b> | Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects  | <b>3 Days</b> | <b>1,69,000.0</b> |
| <b>SO 24</b> | Procurement & Contract Management for Building & Roads Projects   | <b>2 Days</b> | <b>1,36,000.0</b> |
| <b>SO 25</b> | Quality Control and Material Testing Procedures & Laboratory Practice   | <b>2 Days</b> | <b>1,36,000.0</b> |
| <b>SO 26</b> | Water Harvesting and Conservation   | <b>2 Days</b> | <b>1,36,000.0</b> |
| <b>SO 27</b> | New Methods & materials in Construction Technology & Building Repairing   | <b>2 Days</b> | <b>1,36,000.0</b> |
| <b>SO 28</b> | Planning, Construction and maintenance of Building, high rise structure like chimney and cooling tower, Pile foundation, Safety in Civil Construction & Use of chemical in construction | <b>3 Days</b> | <b>1,69,000.0</b> |
| <b>SO 29</b> | Civil Materials and Quality Assurance and Quality Control<br>in Civil Construction Projects   | <b>2 Days</b> | <b>1,36,000.0</b> |
| <b>SO 30</b> | Repair & Rehabilitation in Buildings & Use of Chemical Admixtures   | <b>2 Days</b> | <b>1,36,000.0</b> |

**In addition to the above programme other customized programs to the choice can be organized**

The participants will be issued course material during the courses.

The participants will be issued course material during the course. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

**National Council for Training & Social Research (NCTSR)**, shall take responsibility of all arrangement as appended below:

- < Bear travel expenses & honorarium to the faculty.
- < Preparation of course contents, computer CD's & course kit for participants.
- < Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board / Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- < To arrange Boarding, Lodging for faculty & NCTSR Staff
- < Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NCTSR Staff.
- < Arrangement of Venue, lunch and 2 times tea for participants, faculty & NCTSR Staff.

**Payment: In advance or before commencement of training program through bank draft in favor of "National Council for Training & Social Research" payable at New Delhi.**

**Bank Details For RTGS, NEFT & Ecs Payment**

|                                |  |
|--------------------------------|--|
| <b>Beneficiary Name</b>        | <b>National Council for Training &amp; Social Research</b> |
| <b>Bank Name</b>               | <b>Bank Of Maharashtra</b>                                 |
| <b>Branch</b>                  | <b>Greater Noida, Uttarpradesh</b>                         |
| <b>Current A/C No</b>          | 60455558551  |
| <b>IFSC Code</b>               | MAHB0001294  |
| <b>MICR CODE (9 Digit No.)</b> | <b>110014031</b>   |

Kindly do the needful & expecting for confirmation and further response at the earliest.

**Thanking You,**

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



**(S K Gupta)**

**Deputy Director (Training)**





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

(Established by Department Of Labour Government of National Capital Territory of Delhi)  
1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad-201012  
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 KCP/M/23-36-366**

**New Delhi, Dated, 06 Oct, 2023**

**To,**

**By E-Mail**

**The Principal Secretary to Government**

Department of Personnel Main Building Secretariat Jaipur (Rajasthan) India

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

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) (Established by Govt. of NCT of Delhi, Labour Department). NCTSR serves as a autonomous 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<br>&<br>Duration<br>( 2 Days)                 | Venue  | Course Fee INR Per Participant<br>+ 18% GST Extra |  |
|---------|--|--|--|---|--|
|         |  |  |  | Non Residential<br>(RS)                           | Residential<br>(Twine Sharing)<br>(Rs) |
| EDP 001 | PRP/ Schedule IV implementation, general requirements in Food Industry.  | 05-06 November,2023z<br>( Last Date 30th Oct., 23) | Hotel Golden Tulip, Manali,<br>Himachal Pradesh, India         | 36,690.00   | 56,390.00                              |
| EDP 002 | <u>Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)</u> | 05-06 November,2023<br>( Last Date 30th Oct., 23)  | Hotel Golden Tulip, Manali,<br>Himachal Pradesh, India         | 36,690.00   | 56,390.00                              |
| EDP 003 | <u>Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1&amp; 2</u>                                     | 05-06 November, 2023<br>( Last Date 30th Oct., 23) | Hotel Golden Tulip, Manali,<br>Himachal Pradesh, India         | 36,690.00   | 56,390.00                              |
| EDP 04  | <u>Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals</u>                      | 05-06 November, 2023<br>( Last Date 30th Oct., 23) | Hotel Golden Tulip, Manali,<br>Himachal Pradesh, India         | 36,690.00   | 56,390.00                              |
| EDP 005 | Advanced course on Record Management, Economic Reforms and Development   | 05-06 November, 2023<br>( Last Date 30th Oct., 23) | Snow Valley Resorts & Spa<br>Manali, de imachal Pradesh, India | 36,690.00   | 56,390.00                              |
| EDP 006 | Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes                                       | 05-06 November, 2023<br>( Last Date 30th Oct., 23) | Snow Valley Resorts & Spa<br>Manali, de imachal Pradesh, India | 36,690.00   | 56,390.00                              |
| EDP 007 | Modern Office Management and Modern Performance Management   | 05-06 November, 2023<br>( Last Date 30th Oct., 23) | Snow Valley Resorts & Spa<br>Manali, de imachal Pradesh, India | 36,690.00   | 56,390.00                              |
| EDP 008 | Rights of Persons with Disabilities (PWDs). Patent Agent Examination   | 05-06 November, 2023<br>( Last Date 30th Oct., 23) | Snow Valley Resorts & Spa<br>Manali, de imachal Pradesh, India | 36,690.00   | 56,390.00                              |

|         |   |  |  |           |           |
|---------|---|--|--|-----------|-----------|
| EDP 009 | Office Procedures including Noting and Drafting   | 05-06 November,<br>2023<br>( Last Date 30th Oct.,<br>23)   | Snow Valley Resorts<br>& Spa<br><br>Manali, de imachal<br>Pradesh, India | 36,690.00 | 56,390.00 |
| EDP 010 | Advance Course on RTI Act, 2005<br>(Problems, Issues and Challenges in RTI<br>Act , 2005 implementation and CIC/SIC<br>Judgments) and Modern Office<br>Management | 05-06 November,<br>2023<br>( Last Date 30th Oct.,<br>23)   | Regenta Place<br>Green Leaf Manali<br><br>Himachal Pradesh,<br>India     | 36,690.00 | 56,390.00 |
| EDP 011 | Advance Course on Secretarial<br>Effectiveness: Capacity Building   | 05-06 November,<br>2023<br>( Last Date 30th Oct.,<br>23)   | Regenta Place<br>Green Leaf Manali<br><br>Himachal Pradesh,<br>India     | 36,690.00 | 56,390.00 |
| EDP 012 | <u>Reservation in Services for SC/ST/OBC.<br/>Administrative Vigilance:Role of IO/PO.,<br/>Handling of CAT Cases</u>  | 05-06 November,<br>2023<br>( Last Date 30th Oct.,<br>23)   | Regenta Place<br>Green Leaf Manali<br><br>Himachal Pradesh,<br>India     | 36,690.00 | 56,390.00 |
| EDP 013 | <u>Workshop on Noting &amp; Drafting, Effective<br/>Cabinet Notes (Basic) &amp; (Advanced).</u>   | 26-27<br>November,<br>2023<br>( Last Date 20th<br>Nov.,23) | Hotel Sterling Ooty<br>Fern Hill, Ooty,<br>Tamil Nadu, India             | 36,690.00 | 56,390.00 |
| EDP 014 | <u>Basic Management Services, Advanced<br/>Management Services, Knowledge<br/>Management, Good Governance</u>   | 26-27<br>November,<br>2023<br>( Last Date 20th<br>Nov.,23) | Hotel Sterling Ooty<br>Fern Hill, Ooty,<br>Tamil Nadu, India             | 36,690.00 | 56,390.00 |
| EDP 015 | <u>Human Resource Management &amp; Liaison<br/>Officers (SC/ST).</u>  | 26-27<br>November,<br>2023<br>( Last Date 20th<br>Nov.,23) | Hotel Sterling Ooty<br>Fern Hill, Ooty,<br>Tamil Nadu, India             | 36,690.00 | 56,390.00 |
| EDP 016 | <u>Citizen Centric &amp; Service Delivery<br/>Approach &amp; e-Office.</u>  | 26-27<br>November,<br>2023<br>( Last Date 20th<br>Nov.,23) | Hotel Sterling Ooty<br>Fern Hill, Ooty,<br>Tamil Nadu, India             | 36,690.00 | 56,390.00 |

|         |   |  |   |           |           |
|---------|---|--|---|-----------|-----------|
| EDP 017 | <u>Big Data Analytics in Government (Basic)</u>   | 26-27<br>November,<br>2023<br>( Last Date 20th<br>Nov.,23) | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 018 | <u>Orientation Training Programme on Preventive Vigilance.</u>                            | 26-27<br>November,2023<br>( Last Date 20th<br>Nov.,23)     | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 019 | <u>Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters</u> | 26-27<br>November,2023<br>( Last Date 20th<br>Nov.,23)     | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 020 | Digital Transformation of Organisation  | 26-27<br>November,2023<br>( Last Date 20th<br>Nov.,23)     | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 021 | Centrifugal Pumps- how to efficiently operate & maintain them                             | 26-27<br>November,2023<br>( Last Date 20th<br>Nov.,23)     | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 022 | Performance Management for Organisational Effectiveness                                   | 26-27<br>November,2023<br>( Last Date 20th<br>Nov.,23)     | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 023 | ADMINISTRATIVE EFFECTIVENESS,<br>FOCUS: RTI, PREVENTIVE VIGILANCE &<br>e-PROCUREMENT      | 26-27<br>November,2023<br>( Last Date 20th<br>Nov.,23)     | Hotel Sterling Ooty<br>ELK Hill, Ooty,<br>Tamil Nadu, India | 36,690.00 | 56,390.00 |
| EDP 024 | Gender Sensitisation  | 03-04 December,2023<br>( Last Date 27th<br>Nov.,2023)      | Sterling Mount<br>Abu, Rajeshthan,<br>India                 | 36,690.00 | 56,390.00 |
| EDP 025 | Hands-on training on energy efficiency in electrical utilities                            | 03-04 December,2023<br>( Last Date 27th<br>Nov.,2023)      | Sterling Mount<br>Abu, Rajeshthan,<br>India                 | 36,690.00 | 56,390.00 |
| EDP 026 | Advance course on RTI Act, 2005 and Modern Management Practices                           | 03-04 December,2023<br>( Last Date 27th<br>Nov.,2023)      | Sterling Mount<br>Abu, Rajeshthan,<br>India                 | 36,690.00 | 56,390.00 |

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|---------|--|---|---|-----------|-----------|
| EDP 027 | Advance course on modern office and productivity management  | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Sterling Mount Abu, Rajeshthan, India                                     | 36,690.00 | 56,390.00 |
| EDP 028 | Developing Managerial Leadership Skills  | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Sterling Mount Abu, Rajeshthan, India                                     | 36,690.00 | 56,390.00 |
| EDP 029 | Productivity improvement and modern office management  | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Hotel Hillock, Mount Abu, Rajeshthan, India                               | 36,690.00 | 56,390.00 |
| EDP 030 | Effective spare parts management   | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Hotel Hillock, Mount Abu, Rajeshthan, India                               | 36,690.00 | 56,390.00 |
| EDP 031 | Public procurement and contract management/arbitrations  | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Hotel Hillock, Mount Abu, Rajeshthan, India                               | 36,690.00 | 56,390.00 |
| EDP 032 | Business Excellence for Organisational Performance   | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Hotel Hillock, Mount Abu, Rajeshthan, India                               | 36,690.00 | 56,390.00 |
| EDP 033 | Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderence of Probabilty Vigelence                              | 03-04 December,2023<br>( Last Date 27th Nov.,2023)        | Hotel Hillock, Mount Abu, Rajeshthan, India                               | 36,690.00 | 56,390.00 |
| EDP 034 | “Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program | 09-10<br>December, 2023<br>(Last Date 01st December,2023) | Taj Corbett Resort & Spa,<br><br>Ramnagar (Uttarakhand)                   | 36,690.00 | 56,390.00 |
| EDP 035 | Advance Course On Secretarial Effectiveness : Capacity Building  | 17-18 December,2023<br>( Last Date 10th Dec.,2023)        | Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 036 | Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement   | 17-18 December,2023<br>( Last Date 10th Dec.,2023)        | Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 037 | Transformational Leadership & Managing Change  | 17-18 December,2023<br>( Last Date 10th Dec.,2023)        | Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 038 | Performance Management through Talent Management   | 17-18 December,2023<br>( Last Date 10th Dec.,2023)        | Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |

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|---------|---|--|---|-----------|-----------|
| EDP 039 | Stress Management for Achieving & Sustaining Performance  | 17-18 December,2023<br>( Last Date 10th Dec.,2023) | Hotel Lemon Tree Premier Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 040 | Smart Governance: Public Service Delivery in Digital India  | 17-18 December,2023<br>( Last Date 10th Dec.,2023) | Hotel Lemon Tree Premier Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 041 | Digitalization of HR Practices in Power Distribution Sector “Stress & Stress Management “   | 17-18 December,2023<br>( Last Date 10th Dec.,2023) | Hotel Lemon Tree Premier Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 042 | Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,   | 17-18 December,2023<br>( Last Date 10th Dec.,2023) | Hotel Lemon Tree Premier Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 043 | Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”  | 17-18 December,2023<br>( Last Date 10th Dec.,2023) | Hotel Lemon Tree Premier Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 044 | “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<br>( Last Date 10th Dec.,2023) | Hotel Lemon Tree Premier Corbett, Uttrakhand, India | 36,690.00 | 56,390.00 |
| EDP 045 | “Finance Management in Govt. with Financial & Administrative Powers   | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Lemon Tree Hotel, Port Blair,Andeman & Nicobar      | 36,690.00 | 56,390.00 |
| EDP 046 | Seminar on ISO 9001, ISO 14001 and ISO 45001.   | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar             | 36,690.00 | 56,390.00 |
| EDP 047 | Leadership Excellence and Effective Decision Making.  | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar             | 36,690.00 | 56,390.00 |
| EDP 048 | <u>LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.</u>   | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar             | 36,690.00 | 56,390.00 |
| EDP 049 | Total quality person (TQP), Work life Balance, Emotional Intelligence   | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Hotel Sentinel, Andeman & Nicobar                   | 36,690.00 | 56,390.00 |
| EDP 050 | Quality Control & Quality Assurance, Under Capacity Building program  | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Hotel Sentinel, Andeman & Nicobar                   | 36,690.00 | 56,390.00 |
| EDP 051 | Project Preparation, DPR Preparation and Core Network, Under Capacity Building program  | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Sea Princess Beach Resort, Andeman & Nicobar        | 36,690.00 | 56,390.00 |
| EDP 052 | Project Management in Construction Industry, Under Capacity Building program  | 06-07 January,2024<br>( Last Date 31st Dec.,2023)  | Sea Princess Beach Resort, Andeman & Nicobar        | 36,690.00 | 56,390.00 |

|         |   |   |   |           |           |
|---------|---|---|---|-----------|-----------|
| EDP 053 | Modern Survey Techniques Including GIS/GPS & total Station.   | 06-07 January,2024<br>( Last Date 31st Dec.,2023)     | Sea Princess Beach Resort, Andeman & Nicobar    | 36,690.00 | 56,390.00 |
| EDP 054 | Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,  | 06-07 January,2024<br>( Last Date 31st Dec.,2023)     | Sea Princess Beach Resort, Andeman & Nicobar    | 36,690.00 | 56,390.00 |
| EDP 055 | Stress & Stress Management & Staff Development in Improving<br><br>Enhancing Efficiency and<br><br>Behavioral Skills In Government<br><br>Departments Autonomous<br><br>Bodies & PSUs.                    | 06-07 January,2024<br>( Last Date 31st Dec.,2023)     | Lemon Tree Hotel, Port Blair, Andeman & Nicobar | 36,690.00 | 56,390.00 |
| EDP 056 | Roster Writing and Reservation<br><br>in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment<br><br>Rules In Government<br><br>Departments Autonomous<br><br>Bodies & PSUs. | 06-07 January,2024<br>( Last Date 31st Dec.,2023)     | Sea Shell Coral Cove, Andeman & Nicobar         | 36,690.00 | 56,390.00 |
| EDP 057 | “Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building<br><br>program  | 06-07<br>January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar         | 36,690.00 | 56,390.00 |
| EDP 058 | Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST   | 06-07<br>January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar         | 36,690.00 | 56,390.00 |
| EDP 059 | Office Procedures including Noting and Drafting   | 06-07<br>January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar         | 36,690.00 | 56,390.00 |
| EDP 060 | Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO.,<br><br>Handling of CAT Cases   | 06-07<br>January,2024<br>( Last Date 31st Dec.,2023)  | Sea Shell Coral Cove, Andeman & Nicobar         | 36,690.00 | 56,390.00 |
| EDP 061 | Citizen Centric & Service Delivery<br><br>Approach & e-Office.  | 06-07<br>January,2024<br>( Last Date 31st Dec., 2023) | Sea Shell Coral Cove, Andeman & Nicobar         | 36,690.00 | 56,390.00 |

|         |  |  |   |           |           |
|---------|--|--|---|-----------|-----------|
| EDP 062 | Government e-Market place<br>(Portal), Procurement from<br><br>GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs                     | 20-21<br><br>January,2024<br><br>( Last Date 12TH Jan., 2023)                | Udaan Dekeling<br>Resort Darjeeling,<br>Darjeeling, West<br>Bengal, India India                 | 36,690.00 | 56,390.00 |
| EDP 063 | Book Keeping & Accounting,<br><br>Accounting Standards &<br><br>Strategy to Implement AccrualSystem of Accounting in Government Departments<br><br>Autonomous Bodies & PSUs.                             | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Udaan Dekeling<br>Resort Darjeeling,<br>Darjeeling, West<br>Bengal, India India                 | 36,690.00 | 56,390.00 |
| EDP 064 | Finance Management in Govt.<br><br>with Financial & Administrative<br><br>Powers in Government<br><br>Departments Autonomous<br><br>Bodies & PSUs. In Government<br>Departments Autonomous Bodies & PSUs | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Hotel Summit Swiss<br>Heritage Resort &<br>Spa Darjeeling,<br>Darjeeling, West<br>Bengal, India | 36,690.00 | 56,390.00 |
| EDP 065 | Quality Control and Quality<br><br>Assurance in Concrete<br><br>Construction including Extreme<br><br>weather Concreting   | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Hotel Summit Swiss<br>Heritage Resort &<br>Spa Darjeeling,<br>Darjeeling, West<br>Bengal, India | 36,690.00 | 56,390.00 |
| EDP 066 | Right to Information Act for<br><br>CPIO and Appellate Authorities   | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Hotel Summit Swiss<br>Heritage Resort &<br>Spa Darjeeling, West<br>Bengal, India                | 36,690.00 | 56,390.00 |
| EDP 067 | Construction and Maintenance of Flexible<br>& Rigid Pavements(Including Use of New<br>Materials & Technologies),   | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Hotel Summit Swiss<br>Heritage Resort &<br>Spa Darjeeling,<br>Darjeeling, West<br>Bengal, India | 36,690.00 | 56,390.00 |
| EDP 068 | Preparation of DPRs (Incl Cost Estimation)<br>for Building & Roads Projects,   | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Hotel Summit Swiss<br>Heritage Resort &<br>Spa Darjeeling,<br>Darjeeling, West<br>Bengal, India | 36,690.00 | 56,390.00 |
| EDP 069 | Procurement & Contract Management for<br>Building & Roads Projects, Quality Control<br>and Material Testing Procedures &<br>Laboratory Practice  | 20-21<br><br>January,2024<br><br>( Last Date 12th Jan., 2023)                | Hotel Summit Swiss<br>Heritage Resort &<br>Spa Darjeeling,<br>Darjeeling, West<br>Bengal, India | 36,690.00 | 56,390.00 |
| EDP 070 | “Office Systems & Office Procedures, E-<br>Governance, Noting & Drafting, Records<br>Management, Office Automation,<br>Personnel Department’s Duties in Relation<br>to Social Equity.                    | 11-12 Febuary,2024<br><br><br>( Last Date 06 <sup>th</sup><br>February,2024) | Hotel Le Maritime<br>Kochi<br><br>Kerala- 682 510   | 36,690.00 | 56,390.00 |

|         |  |  |   |           |           |
|---------|--|--|---|-----------|-----------|
| EDP 071 | “Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills”   | 11-12 February, 2024<br><br>( Last Date 06 <sup>th</sup> February, 2024) | Keys Select Hotel, Kochi<br>Kochi , Kerala - 682013       | 36,690.00 | 56,390.00 |
| EDP 072 | ”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression”                  | 11-12 February, 2024<br><br>( Last Date 06 <sup>th</sup> February, 2024) | HOLIDAY INN COCHIN<br><br>Cochin, Kerla, India            | 36,690.00 | 56,390.00 |
| EDP 073 | “Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules  | 11-12 February, 2024<br><br>( Last Date 06 <sup>th</sup> February, 2024) | HOLIDAY INN COCHIN<br><br>Cochin, Kerla, India            | 36,690.00 | 56,390.00 |
| EDP 074 | “Establishment Rules & General Administration Matters”   | 11-12 February, 2024<br><br>( Last Date 06 <sup>th</sup> February, 2024) | Taj Malabar Resort & Spa<br><br>Cochin, Kerla, India      | 36,690.00 | 56,390.00 |
| EDP 075 | <u>MS-Power Point, MS-Office Suite, MS-Word, MS-Excel</u>  | 11-12 February, 2024<br><br>( Last Date 06 <sup>th</sup> February, 2024) | Taj Malabar Resort & Spa<br><br>Cochin, Kerla, India      | 36,690.00 | 56,390.00 |
| EDP 076 | Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February, 2024) | The Grand Mamta, Srinagar ( Jammu & Kashmir)              | 36,690.00 | 56,390.00 |
| EDP 077 | Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program   | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February, 2024) | The Grand Mamta, Srinagar ( Jammu & Kashmir)              | 36,690.00 | 56,390.00 |
| EDP 078 | Project Management in Construction Industry,   | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February, 2024) | Hotel Sarover Portico, Srinagar<br><br>( Jammu & Kashmir) | 36,690.00 | 56,390.00 |
| EDP 079 | Modern Survey Techniques Including GIS/GPS & total Station and Stress Management. Under Capacity Building program  | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February, 2024) | Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)        | 36,690.00 | 56,390.00 |
| EDP 080 | Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,   | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February, 2024) | Hotel Sarover Portico, Srinagar ( Jammu & Kashmir)        | 36,690.00 | 56,390.00 |



|         |   |   |   |           |           |
|---------|---|---|---|-----------|-----------|
| EDP 081 | Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,                              | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February,2024) | Hotel Sarover Portico, Srinangar ( Jammu& Kashmir)                                  | 36,690.00 | 56,390.00 |
| EDP 082 | <u>INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING &amp; PROCESSING.</u>   | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February,2024) | Hotel Sarover Portico, Srinangar ( Jammu& Kashmir)                                  | 36,690.00 | 56,390.00 |
| EDP 083 | <u>Preventive Vigilance &amp; Strategic Financial Management.</u>   | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February,2024) | Hotel Sarover Portico, Srinangar ( Jammu& Kashmir)                                  | 36,690.00 | 56,390.00 |
| EDP 084 | <u>Work Life Balance and Stress Management.</u>   | 25-26 February, 2024<br><br>( Last Date 19 <sup>th</sup> February,2024) | Hotel Sarover Portico, Srinangar ( Jammu& Kashmir)                                  | 36,690.00 | 56,390.00 |
| EDP 085 | <u>BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.</u>  | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India              | 36,690.00 | 56,390.00 |
| EDP 086 | <u>INNOVATION &amp; CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.</u>  | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India              | 36,690.00 | 56,390.00 |
| EDP 087 | <u>Digital Workplace : Essentials for non-IT Executives.</u>  | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India | 36,690.00 | 56,390.00 |
| EDP 088 | <u>Building Organizational Excellence in Digital Era.</u>   | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India | 36,690.00 | 56,390.00 |
| EDP 089 | <u>Organizational Productivity through Digital, Transformation.</u>   | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India             | 36,690.00 | 56,390.00 |
| EDP 090 | Supply chain management,  | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India | 36,690.00 | 56,390.00 |
| EDP 091 | Construction Management TQM & Safety in Under Capacity Building program   | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India | 36,690.00 | 56,390.00 |
| EDP 092 | Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building | 10-11 March,2024<br><br>Last Date 06 <sup>th</sup> March,2024           | Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India | 36,690.00 | 56,390.00 |

|          |  |  |   |           |           |
|----------|--|--|---|-----------|-----------|
| EDP 093  | <b>“Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts” Under Capacity Building in Govt. departments, autonomous bodies</b>   | 24-25 March,2023]<br><br>Last Date 16 <sup>th</sup> March 2024 | <b>Lemon Tree Hotel, Port Blair,Andeman &amp; Nicobar</b>                       | 36,690.00 | 56,390.00 |
| EDP 094  | <b>“Gender Sensitivity &amp; Prevention and Redressal of Sexual Harassment of Women at Workplace” &amp; GST Under Capacity Building program</b>  | 24-25 March,2023]<br><br>Last Date 16 <sup>th</sup> March 2024 | <b>Sea Shell Coral Cove, Andeman &amp; Nicobar</b>                              | 36,690.00 | 56,390.00 |
| EDP 095  | <b>“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS &amp; GST “ Under Capacity Building program</b>   | 24-25 March,2023]<br><br>Last Date 16 <sup>th</sup> March 2024 | <b>Sea Shell Coral Cove, Andeman &amp; Nicobar</b>                              | 36,690.00 | 56,390.00 |
| EDP 096  | <b>"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program</b>   | 24-25 March,2023]<br><br>Last Date 16 <sup>th</sup> March 2024 | <b>Sea Shell Coral Cove, Andeman &amp; Nicobar</b>                              | 36,690.00 | 56,390.00 |
| EDP 097  | <b>Renewable Energy, Policies &amp; Regulations and Electrical Vehicle Charging Under Capacity Building program</b>  | 24-25 March,2023]<br><br>Last Date 16 <sup>th</sup> March 2024 | <b>Hotel Sentinel, Andeman &amp; Nicobar</b>                                    | 36,690.00 | 56,390.00 |
| EDP 098  | <b>“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report &amp; Grant of Financial Up-gradation &amp; GST Under MACP” Under Capacity Building</b> | 14-15 April,2024<br><br>Last Date 06 <sup>th</sup> March, 2024 | <b>Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India</b> | 36,690.00 | 56,390.00 |
| EDP 099  | <b>e-governance &amp; Advance IT TooJs: Transforming Government Sector" &amp; GST Under Capacity Building</b>  | 14-15 April,2024<br><br>Last Date 06 <sup>th</sup> March, 2024 | <b>Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India</b> | 36,690.00 | 56,390.00 |
| EDP 0100 | <b>Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building</b>   | 14-15 April,2024<br><br>Last Date 06 <sup>th</sup> March, 2024 | <b>Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India</b> | 36,690.00 | 56,390.00 |
| EDP 0101 | <b>“Book Keeping &amp; Accounting, Accounting Standards &amp; Strategy To Implement Accrual System of Accounting &amp; GST Under Capacity Building</b>   | 14-15 April,2024<br><br>Last Date 06 <sup>th</sup> March, 2024 | <b>Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Utrakhand, India</b> | 36,690.00 | 56,390.00 |

|          |   |  |   |           |           |
|----------|---|--|---|-----------|-----------|
| EDP 0102 | Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building   | 14-15 April,2024<br><br>Last Date 06 <sup>th</sup> March, 2024 | Hotel Lemon Tree Premier Corbett, Utrakhand, India                        | 36,690.00 | 56,390.00 |
| EDP 0103 | Materials management and purchase policy & procedure, E- procurement & GST Under Capacity Building program  | 14-15 April,2024<br><br>Last Date 06 <sup>th</sup> March, 2024 | Hotel Lemon Tree Premier Corbett, Utrakhand, India                        | 36,690.00 | 56,390.00 |
| EDP 0104 | Project Management for Engineers Under Capacity Building  | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | Hotel Shangri-la Leh UT Of Ladakh,India                                   | 36,690.00 | 56,390.00 |
| EDP 0105 | Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program   | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | The Grand Dragon Ladakh<br><br>Old Road, Sheynam, Leh- UT Of Ladakh,India | 36,690.00 | 56,390.00 |
| EDP 0106 | Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | Singge Palace Hotel, Leh<br><br>Leh, UT Of Ladakh,India                   | 36,690.00 | 56,390.00 |
| EDP 0107 | Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building                              | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | Singge Palace Hotel, Leh<br><br>Leh, UT Of Ladakh,India                   | 36,690.00 | 56,390.00 |
| EDP 0108 | “Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building         | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | Saboo Resorts<br><br>Leh- UT Of Ladakh,India                              | 36,690.00 | 56,390.00 |
| EDP 0109 | Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management   | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | Hotel Northern Singge Leh Leh, Ladakh,India                               | 36,690.00 | 56,390.00 |
| EDP 0110 | Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST  | 28-29 April,2024<br><br>Last Date 19 <sup>th</sup> April,2024  | Spic N Span Hotel Ladakh,<br><br>Leh,                                     | 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 26,600 and INR 19,600 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.

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.

### **Details For RTGS, NEFT & Ecs Payment**

|                                |   |
|--------------------------------|---|
| <b>Beneficiary Name</b>        | National Council for Training & Social Research |
| <b>Bank Name</b>               | <b>Bank Of Maharashtra</b>                      |
| <b>Branch</b>                  | <b>Greater Noida, Uttarpradesh</b>              |
| <b>Currant A/C No</b>          | <b>60455558551</b>                              |
| <b>IFSC Code</b>               | <b>MAHB0001294</b>                              |
| <b>MICR CODE (9 Digit No.)</b> | <b>110014031</b>                                |

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.)

