



## **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

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**Ref No KCP/M/23-36-366**

**New Delhi, Dated, 12 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 + 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 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)  
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**Ref No KCP/M/23-36-366**

**New Delhi, Dated, 12 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 & Duration ( 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	PRP/ Schedule IV implementation, general requirements in Food Industry.	05-06 November,2023z ( Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, 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 ( Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, 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 ( Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, 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 ( Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 005	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
EDP 006	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
EDP 007	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
EDP 008	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

EDP 009	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
EDP 010	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
EDP 011	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
EDP 012	<u>Reservation in Services for SC/ST/OBC.</u> <u>Administrative Vigilance:Role of IO/PO.,</u> <u>Handling of CAT Cases</u>	05-06 November, 2023 ( Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali  Himachal Pradesh, India	36,690.00	56,390.00
EDP 013	<u>Workshop on Noting &amp; Drafting, Effective</u> <u>Cabinet Notes (Basic) &amp; (Advanced).</u>	26-27 November, 2023 ( Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 014	<u>Basic Management Services, Advanced</u> <u>Management Services, Knowledge</u> <u>Management, Good Governance</u>	26-27 November, 2023 ( Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 015	<u>Human Resource Management &amp; Liaison</u> <u>Officers (SC/ST).</u>	26-27 November, 2023 ( Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 016	<u>Citizen Centric &amp; Service Delivery</u> <u>Approach &amp; e-Office.</u>	26-27 November, 2023 ( Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

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



EDP 027	Advance course on modern office and productivity management	03-04 December,2023 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ponderance of Probabilty Vigelence	03-04 December,2023 ( 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 December, 2023 (Last Date 01st December,2023)	Taj Corbett Resort & Spa,  Ramnagar (Uttarakhand)	36,690.00	56,390.00
EDP 035	Advance Course On Secretarial Effectiveness : Capacity Building	17-18 December,2023 ( 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 ( 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 ( 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 ( Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00

EDP 039	Stress Management for Achieving & Sustaining Performance	17-18 December,2023 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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 ( 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  Enhancing Efficiency and  Behavioral Skills In Government  Departments Autonomous  Bodies & PSUs.	06-07 January,2024 ( Last Date 31st Dec.,2023)	Lemon Tree Hotel, Port Blair,Andeman & Nicobar	36,690.00	56,390.00
EDP 056	Roster Writing and Reservation  in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment  Rules In Government  Departments Autonomous  Bodies & PSUs.	06-07 January,2024 ( 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  program	06-07 January,2024 ( 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 January,2024 ( 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 January,2024 ( 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.,  Handling of CAT Cases	06-07 January,2024 ( Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
EDP 061	Citizen Centric & Service Delivery  Approach & e-Office.	06-07 January,2024 ( Last Date 31st Dec., 2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00

EDP 062	Government e-Market place (Portal), Procurement from  GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	20-21  January,2024  ( Last Date 12TH Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 063	Book Keeping & Accounting,  Accounting Standards &  Strategy to Implement AccrualSystem of Accounting in Government Departments  Autonomous Bodies & PSUs.	20-21  January,2024  ( Last Date 12th Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 064	Finance Management in Govt.  with Financial & Administrative  Powers in Government  Departments Autonomous  Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21  January,2024  ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 065	Quality Control and Quality  Assurance in Concrete  Construction including Extreme  weather Concreting	20-21  January,2024  ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 066	Right to Information Act for  CPIO and Appellate Authorities	20-21  January,2024  ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 067	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21  January,2024  ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 068	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21  January,2024  ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 069	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21  January,2024  ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 070	“Office Systems & Office Procedures, E- Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department’s Duties in Relation to Social Equity.	11-12 Febuary,2024   ( Last Date 06 <sup>th</sup> February,2024)	Hotel Le Maritime Kochi  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  ( Last Date 06 <sup>th</sup> February, 2024)	Keys Select Hotel, Kochi 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  ( Last Date 06 <sup>th</sup> February, 2024)	HOLIDAY INN COCHIN  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  ( Last Date 06 <sup>th</sup> February, 2024)	HOLIDAY INN COCHIN  Cochin, Kerla, India	36,690.00	56,390.00
EDP 074	“Establishment Rules & General Administration Matters”	11-12 February, 2024  ( Last Date 06 <sup>th</sup> February, 2024)	Taj Malabar Resort & Spa  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  ( Last Date 06 <sup>th</sup> February, 2024)	Taj Malabar Resort & Spa  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  ( 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  ( 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  ( Last Date 19 <sup>th</sup> February, 2024)	Hotel Sarover Portico, Srinagar  ( 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  ( 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  ( 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  ( 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  ( 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  ( 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  ( 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  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  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  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  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  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  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  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  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]  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]  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]  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]  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]  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  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  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  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  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  Last Date 06 <sup>th</sup> March, 2024	Hotel Lemon Tree Premier Corbett, Uttrakhand, 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  Last Date 06 <sup>th</sup> March, 2024	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 0104	Project Management for Engineers Under Capacity Building	28-29 April,2024  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  Last Date 19 <sup>th</sup> April,2024	The Grand Dragon Ladakh  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  Last Date 19 <sup>th</sup> April,2024	Singge Palace Hotel, Leh  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  Last Date 19 <sup>th</sup> April,2024	Singge Palace Hotel, Leh  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  Last Date 19 <sup>th</sup> April,2024	Saboo Resorts  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  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  Last Date 19 <sup>th</sup> April,2024	Spic N Span Hotel Ladakh,  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.)





## **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, 12 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) Per Participant+ 18% 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> , <u>Liverpool</u> , <u>Bristol</u>  (United Kingdom)	09th January,2024  To  16th January,2024  ( Last Date 09th December,2023)	<b>4,96,000.00</b>
<b>ST 002</b>	Leadership & Managial Skills, Management & Business Admistration	London, <u>Sheffield</u> , <u>Liverpool</u> , <u>Bristol</u>  (United Kingdom)	09 <sup>th</sup> January,2024  To  16th January,2024  ( Last Date 09th 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> , <u>Fresno</u> , <u>Orlando</u>  (United State)	16 th January,2024  To  23 <sup>rd</sup> January,2024  ( Last Date 13th December,2023)	<b>4,96,000.00</b>
<b>ST 004</b>	Leadership & Managial Skills, Management & Business Admistration	New York, <u>Los Angeles</u> , <u>Fresno</u> , <u>Orlando</u>  (United State)	16 th January, 2024  To  23 <sup>rd</sup> January,2024  ( Last Date 13th 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> , <u>Fresno</u> , <u>Orlando</u>  (United State)	16 th January,2024  To  23 <sup>rd</sup> January,2024  ( Last Date 13th December,2023)	<b>4,96,000.00</b>
<b>ST 006</b>	Leadership & Managial Skills, Management & Business Admistration	Paris (France) Zurich ( Switzerland)  (Europe)	06th Febuary, 2024  To  13th February, 2024  ( 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 Russia	03rd February, 2024 to 09th February, 2024 ( 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 Russia	03rd February, 2024 to 09th February, 2024 ( 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 to 09th February, 2024 ( 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) Europe	09th February, 2024 To 16th February, 2024 ( 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) Europe	09th February, 2024 To 16th February, 2024 ( 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 to 02nd March, 2024 ( 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 to 02nd March, 2024 ( 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 Government of Europe	Stockholm (Sweden), Cologne (Germany), Barcelona (Spain).	23rd February, 2024 to 02nd March, 2024 (1 Day 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  Russia	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  ( 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)  Europe	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  ( 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> , <u>Kyoto</u>  (Japan)	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  ( 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> , <u>Kyoto</u>  (Japan)	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  ( 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> , <u>Kyoto</u>  (Japan)	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  ( 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)  (Europe)	09 <sup>th</sup> March ,2024  To  16 <sup>th</sup> March ,2024  ( 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  To  13 <sup>th</sup> April,2024  ( Last Date 03rd March,2024)	<b>3,36,000.00</b>



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

ST 035	Leadership & Manajial Skills, Management & Business Admistration	Sydney, Melbourne, Wollongong (Australia)	06th July,2024  To  13 <sup>th</sup> July,2024  Last Date 03 <sup>rd</sup> June,2024	4,36,000.00
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**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)

