



National Council for Training & Social Research

(Established by Govt. of NCT of Delhi, Labour Department)

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Ref No MHK/Let/Sep/63-33-363

New Delhi, Dated, 03rd October, 2023

To,

The Chief Secretary
Secretariat
Jaipur, Rajasthan 302005

मुख्य सचिव कार्यालय
राजस्थान, जयपुर
प्रति संख्या 1736155/110
दिनांक 11/10/23

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Greeting From National Council For Training & Social Research !

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

Code No	Topic	Country to be Visited	Programme Date	Tour Cost (Rs) Per Participant+ 18% GST Extra
ST 0001	"Community Based Disaster Risk Reduction (A)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government of Russia	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	06th December, 2023 To 13th December 2023 (Last Date 06th November, 2023)	5,96,000.00
ST 0002	Leadership & Managial Skills, Management & Business Admistration	Stockholm (Sweden), Cologne (Germany) and Barcelona (Spain) Europe	06th December, 2023 To 13th December 2023 (Last Date 06th November, 2023)	5,96,000.00
ST 0003	"Public heath, Food, Civil Supplies, Lifestyle- Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program with Government Of Sydney, Melbourne, Wollongong	Sydney, Melbourne, Wollongong (Australia)	06th December, 2023 To 13th December 2023 (Last Date 06th November, 2023)	4,36,000.00
ST 0004	Leadership & Managial Skills, Management & Business Admistration	Sydney, Melbourne, Wollongong (Australia)	06th December, 2023 To 13th December 2023	4,36,000.00

			(Last Date 06 th November,2023)	
ST 0005	"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, Sheffield, Liverpool, Bristol (United Kingdom)	09 th January,2024 To 16 th January,2024 (Last Date 09 th December,2023)	4,96,000.00
ST 0006	Leadership & Managial Skills, Management & Business Admistration	London, Sheffield, Liverpool, Bristol (United Kingdom)	09 th January,2024 To 16 th January,2024 (Last Date 09 th December,2023)	4,96,000.00
ST 0007	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, Los Angeles, Fresno, Orlando (United State)	16 th January,2024 To 23 rd January,2024 (Last Date 13 th December,2023)	4,96,000.00
ST 0008	Leadership & Managial Skills, Management & Business Admistration	New York, Los Angeles, Fresno, Orlando (United State)	16 th January,2024 To 23 rd January,2024 (Last Date 13 th December,2023)	4,96,000.00
ST 0009	Child protection system, especially juvenile justice. Protection of Children from Sexual Offences (POCSO) Act, 2012; Juvenile Justice,	New York, Los Angeles, Fresno, Orlando (United State)	16 th January,2024 To 23 rd January,2024 (Last Date 13 th December, 2023)	4,96,000.00

GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 30 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.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 2,96,000.000.

Payment:.

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. via RTGS/NEFT .

Bank Details For RTGS, NEFT &Ecs Payment

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

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9212114923.

Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking You,

For National Council For Training & Social Research



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

Greeting From National Council For Training & Social Research !
Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

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:

Code No	Topics	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	Digital Workplace : Essentials for non-IT Executives.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 002	Construction Management TQM & Safety in Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 003	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	05-06 November,2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 004	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 005	Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 006	Big Data Analytics in Government (Basic)	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 007	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 008	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 008	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 0010	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under	09-10 December, 2023 (Last Date 01st	Taj Corbett Resort & Spa, Ramnagar	36,690.00	56,390.00

	Capacity Building program	December,2023)	(Uttarakhand)		
EDP 0011	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0012	Stress Management for Achieving & Sustaining Performance	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0013	Smart Governance: Public Service Delivery in Digital India	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.

Payment:.

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. via RTGS/NEFT . Your prompt attention to these matters will help facilitate a smooth.

Bank Details For RTGS, NEFT & Ecs Payment

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

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.

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.

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

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

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9212114923.

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

Yours Truly,

For National Council for Training & Social Research



Deepak Kumar
Addl. Director (Training)

Greeting From National Council For Training & Social Research !

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

Dear Sir/Madam,

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.

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
OS 001	"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"	3 Days	1,96,000.00
OS 002	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS " In Government Departments Autonomous Bodies & PSUs"	2 Days	1,69,000.00
OS 003	"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	1,69,000.00
OS 004	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,69,000.00
OS 005	"Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	1,69,000.00
OS 006	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	3 Days	1,96,000.00
OS 007	"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	1,96,000.00
OS 008	"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	1,69,000.00
OS 009	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	3 Days	1,96,000.00
OS 0010	"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	1,69,000.00
OS 0011	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,69,000.00
OS 0012	"Establishment Rules & General Administration Matters" Of Government Departments Autonomous Bodies & PSU".	2 Days	1,69,000.00
OS 0013	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	1,96,000.00

OS 0014	Swatch Bharat Mission	3 Days	1,96,000.00
OS 0015	"Finance Management in Govt. with Financial & Administrative Powers	2 Days	1,69,000.00
OS 0016	CPM as Tool for Construction Management	3 Days	1,96,000.00
OS 0017	Project Management for Engineers	2 Days	1,69,000.00
OS 0018	Quality Control & Quality Assurance	2 Days	1,69,000.00
OS 0019	Project Preparation, DPR Preparation and Core Network	3 Days	1,96,000.00
OS 0020	Project Management in Construction Industry	3 Days	1,96,000.00
OS 0021	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	1,96,000.00
OS 0022	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	1,69,000.00
OS 0023	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	1,96,000.00
OS 0024	Procurement & Contract Management for Building & Roads Projects	2 Days	1,69,000.00
OS 0025	Quality Control and Material Testing Procedures & Laboratory Practice	3 Days	1,96,000.00

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

- To arrange Boarding, Lodging for faculty & NCTSR Staff
- Arrangement of local 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 NEFT/RTGS

Bank Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Council for Training & Social Research
Bank Name	Bank Of Maharashtra
Branch	Greater Noida, Uttarpradesh
Current A/C No	60455558551
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For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9212114923. Kindly do the needful & expecting for confirmation and further response at the earliest.

Yours Truly,
For National Council for Training & Social Research



(S K Gupta)
Deputy Director (Training)