

DOP/A-1/2871195
20/6/24



Indian Council for Training & Social Research

Piot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No: +91-120-2682109, WhatsAppNo+91-9811094923
E Mail:- info@nctsr.in, infoictsr@gmail.com, www.nctsr.in

Ref No:- EDP/GS/Let/33-69-369

New Delhi, India, the Dated 01st June, 2024

To,

By Registered Post

The Principal Secretary To Chief Minister
Rajasthan, Jaipur And Chairman, Riico,
Jaipur, Rajasthan 302005

3184/PSP/24
19/6/24
Reminder

31568
06/05/24
Reminder

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

The Executive Development Programs offered by the Indian Council for Training & Social Research (ICTSR) 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, ICTSR'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	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	"Finance Management in Govt. with Financial & Administrative Powers	14-15 July, 2024 (Last Date 06 th July, 2024)	Hotel Le Maritime Kochi Kerala- 682 510	56,390.00 (INR)	76,690.00 (INR)
EDP 002	Leadership & Managerial Skills, Management & Business Administration	14-15 July, 2024 (Last Date 06 th July, 2024)	Keys Select Hotel, Kochi Kochi , Kerala -682013	56,390.00 (INR)	76,690.00 (INR)
EDP 003	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 004	Leadership Excellence and Effective Decision Making.	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 005	Leadership & Managerial Skills, Management & Business Administration	28-29 July, 2024 (Last Date 19 th July, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 006	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	28-29 July, 2024 (Last Date 19 th July, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 007	Office Procedures including Noting and Drafting	28-29 July, 2024 (Last Date 19 th July, 2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 008	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	28-29 July, 2024 (Last Date 19 th July, 2024)	Lemon Tree Hotel Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 009	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 August, 2024 (Last Date 06 th August, 2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 010	Leadership & Managerial Skills, Management & Business Administration	11-12 August, 2024 (Last Date 06 th August, 2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)

EDP 011	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 012	Digital Workplace : Essentials for non-IT Executives.	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 013	Leadership & Managerial Skills, Management & Business Administration	08 th September,2024 To 09 th September,024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 014	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	22 nd September,2024 To 23 rd September,024 (Last Date 16 th September,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 015	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	22 nd September,2024 To 23 rd September,024 (Last Date 16 th September,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 016	Leadership & Managerial Skills, Management & Business Administration	22 nd September,2024 To 23 rd September,024 (Last Date 16 th September,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)

Registration Form download :- https://nistd.co/EDP_Registration_form.pdf

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 36,600 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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.

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

Yours Truly,

For Indian Council for Training & Social Research





Indian Council for Training & Social Research

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923
E Mail:- info@nctsr.in, infoictsr@gmail.com, www.nctsr.in

Ref No:- KCP/GS/Let/63-33-969

New Delhi, India, the Dated 01st June, 2024

To,

By Registered Post

The Principal Secretary To Chief Minister
Rajasthan, Jaipur And Chairman, Riico,
Jaipur, Rajasthan 302005

JS (AR)
[Signature]

Subject:- Knowledge Co-creation Programme (International Study Tour)-Call For Nominations
Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) (Established by Govt. of NCT of Delhi). ICTSR serves as a autonomous body for different sectors of the Indian industry. The primary objective of ICTSR 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, ICTSR 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.

ICTSR 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 001	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	09 th October ,2024 To 16 th October ,2024 (Last Date 30 th August,2024)	5,96,000.00 (INR)
ST 002	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	09 th October ,2024 To 16 th October ,2024 (Last Date 30 th ,August,2024)	6,96,000.00 (INR)
ST 003	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	Cologne (Germany) and Barcelona (Spain) Europe	09 th October ,2024 To 16 th October ,2024 (Last Date 03 rd August,2024)	5,96,000.00 (INR)
ST 004	" 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	Tokyo, Hiroshima (Japan)	09 th November ,2024 To 16 th November ,2024 (Last Date 03 rd September,2024)	5,96,000.00 (INR)
ST 005	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima , (Japan)	09 th November ,2024 To 16 th November ,2024 (Last Date 03 rd September,2024)	5,96,000.00 (INR)
ST 006	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	16 th November ,2024 To 23 rd November ,2024 (Last Date 16 th September,2024)	6,96,000.00 (INR)
ST 007	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	23 rd November ,2024 To 30 th November ,2024 (Last Date 16 th September,2024)	5,96,000.00 (INR)
ST 008	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	06 th December,2024 To 13 th December ,2024 (Last Date 03 rd October,2024)	6,36,000.00 (INR)
ST 009	Leadership & Managerial Skills, Management & Business Administration	Indonesia(Ubud, Bali Seminayak)	06 th December,2024 To 13 th December ,2024 (Last Date 03 rd October,2024)	5,36,000.00 (INR)

ST 010	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Belgium, Switzerland & Netherlands (Europe)	16 th January, 2025 To 23 rd January, 2025 (Last Date 06 th November, 2024)	5,96,000.00 (INR)
ST 011	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	16 th January, 2025 To 23 rd January, 2025 (Last Date 06 th November, 2024)	6,96,000.00 (INR)
ST 012	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	16 th January, 2025 To 23 rd January, 2025 (Last Date 06 th November, 2024)	6,96,000.00 (INR)

Registration Form download :- https://nistd.co/International_Registratio_Form.pdf

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

GENERAL INSTRUCTIONS

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the Indian Council for Training & Social Research (ICTSR) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 5,69,000 plus 18% GST. Payment should be made in advance to ICTSR.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that ICTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- 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.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. ICTSR is not liable for participants' medical expenses incurred during the program.
- 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.
- 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 5,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form. Your prompt attention to these matters will help facilitate a smooth registration process.

Inclusions

1. **Program Management Charges:** This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** It covers the cost of economy class airfare, luxurious AC coach transfers, 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 (Twine Shaing)** Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- The program is designed for IAS/HCS/PCS Officers 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.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

Thanking You,

For Indian Council for Training & Social Research





Indian Council for Training & Social Research

Plot No A-62, Golf Foreste, Paramount, Delhi NCR, Greater Noida Pin 201306
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923
E Mail:-infoictsr@gmail.com

Ref No:- KCP/SAC/Let/63-33-969

New Delhi, India, the Dated 05th June, 2024

To,

By Registered Post

The Principal Secretary To Chief Minister,
Rajasthan, Jaipur And Chairman, Riico, Jaipur,
Rajasthan 302005

JS (AR)
[Signature]

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

14/6/24

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR) (Established by Govt. of NCT of Delhi). ICTSR serves as a autonomous body for different sectors of the Indian industry. The primary objective of ICTSR 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, ICTSR 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.

ICTSR 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 001	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) Zurich (Switzerland) (Europe)	09 th October ,2024 To 16 th October ,2024 (Last Date 30 th August,2024)	5,96,000.00 (INR)
ST 002	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	09 th October ,2024 To 16 th October ,2024 (Last Date 30 th ,August,2024)	6,96,000.00 (INR)
ST 003	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	Cologne (Germany) and Barcelona (Spain) Europe	09 th October ,2024 To 16 th October ,2024 (Last Date 03 rd August,2024)	5,96,000.00 (INR)
ST 004	"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	Tokyo, Hiroshima (Japan)	09 th November ,2024 To 16 th November ,2024 (Last Date 03 rd September,2024)	5,96,000.00 (INR)
ST 005	Japan's Model Of Infrastructure Development "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Tokyo, Hiroshima , (Japan)	09 th November ,2024 To 16 th November ,2024 (Last Date 03 rd September,2024)	5,96,000.00 (INR)
ST 006	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	16 th November ,2024 To 23 rd November ,2024 (Last Date 16 th September,2024)	6,96,000.00 (INR)
ST 007	Leadership & Managerial Skills, Management & Business Administration	Paris (France) Zurich (Switzerland) (Europe)	23 rd November ,2024 To 30 th November ,2024 (Last Date 16 th September,2024)	5,96,000.00 (INR)
ST 008	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	06 th December,2024 To 13 th December ,2024 (Last Date 03 rd October,2024)	6,36,000.00 (INR)
ST 009	Leadership & Managerial Skills, Management & Business Administration	Indonesia(Ubud, Bali Seminayak)	06 th December,2024 To 13 th December ,2024 (Last Date 03 rd October,2024)	5,36,000.00 (INR)

ST 010	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Belgium, Switzerland & Netherlands (Europe)	16 th January, 2025 To 23 rd January, 2025 (Last Date 06 th November, 2024)	5,96,000.00 (INR)
ST 011	Leadership & Managerial Skills, Management & Business Administration	New York, Los Angeles, (United State)	16 th January, 2025 To 23 rd January, 2025 (Last Date 06 th November, 2024)	6,96,000.00 (INR)
ST 012	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London, Sheffield, (United Kingdom)	16 th January, 2025 To 23 rd January, 2025 (Last Date 06 th November, 2024)	6,96,000.00 (INR)

Registration Form download :- https://nistd.co/International_Registration_Form.pdf

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

GENERAL INSTRUCTIONS

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the Indian Council for Training & Social Research (ICTSR) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 5,69,000 plus 18% GST. Payment should be made in advance to ICTSR.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that ICTSR will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- 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.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. ICTSR is not liable for participants' medical expenses incurred during the program.
- 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.
- 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 5,96,000.000.
- The participants shall be awarded Certificate of Participation on successful completion of programme. Top of Form

Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form. Your prompt attention to these matters will help facilitate a smooth registration process.

Inclusions

1. **Program Management Charges:** This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** It covers the cost of economy class airfare, luxurious AC coach transfers, 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 (Twine Shaing)** Participants will be accommodated in a comfortable in 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- The program is designed for IAS/HCS/PCS Officers 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.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

Thanking You.

For Indian Council for Training & Social Research





Indian Council for Training & Social Research

PLOT No A-62, Golf Foreste, Paramount, Delhi NCR, Greater Noida Pin 201306
Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923
E Mail:-infoictsr@gmail.com

Ref No:- EDP/SAC/Let/33-69-369

New Delhi, India, the Dated 05th June, 2024

To,

By Registered Post

The Principal Secretary To Chief Minister,
Rajasthan, Jaipur And Chairman, Riico,
Jaipur, Rajasthan 302005

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

The Executive Development Programs offered by the Indian Council for Training & Social Research (ICTSR) 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, ICTSR'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	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	"Finance Management in Govt. with Financial & Administrative Powers	14-15 July,2024 (Last Date 06 th July,2024)	Hotel Le Maritime Kochi Kerala- 682 510	56,390.00 (INR)	76,690.00 (INR)
EDP 002	Leadership & Managerial Skills, Management & Business Administration	14-15 July,2024 (Last Date 06 th July,2024)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	56,390.00 (INR)	76,690.00 (INR)
EDP 003	Seminar on ISO 9001, ISO 14001 and ISO 45001.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 004	Leadership Excellence and Effective Decision Making.	14-15 July,2024 (Last Date 06 th July,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	76,690.00 (INR)
EDP 005	Leadership & Managerial Skills, Management & Business Administration	28-29 July,2024 (Last Date 19 th July,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 006	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	28-29 July,2024 (Last Date 19 th July,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 007	Office Procedures including Noting and Drafting	28-29 July,2024 (Last Date 19 th July,2024)	Hotel Sarover Portico, Srinagar(Jammu&Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 008	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	28-29 July,2024 (Last Date 19 th July,2024)	Lemon Tree Hotel Srinagar(Jammu& Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 009	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 010	Leadership & Managerial Skills, Management & Business Administration	11-12 August,2024 (Last Date 06 th August,2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)

EDP 011	INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.	08 th September,2024 To 09 th September,2024 (Last Date 03 rd September,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 012	Digital Workplace : Essentials for non-IT Executives.	08 th September,2024 To 09 th September,2024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 013	Leadership & Managerial Skills, Management & Business Administration	08 th September,2024 To 09 th September,2024 (Last Date 03 rd September,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	56,390.00 (INR)	76,690.00 (INR)
EDP 014	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	22 nd September,2024 To 23 rd September,2024 (Last Date 16 th September,2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 015	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	22 nd September,2024 To 23 rd September,2024 (Last Date 16 th September,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)
EDP 016	Leadership & Managerial Skills, Management & Business Administration	22 nd September,2024 To 23 rd September,2024 (Last Date 16 th September,2024)	Hotel Sarover Portico, Srinagar (Jammu & Kashmir)	56,390.00 (INR)	76,690.00 (INR)

Registration Form download :- https://nistd.co/EDP_Registration_form.pdf

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 36,600 and INR 36,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the Third day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

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.

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

Yours Truly,

For Indian Council for Training & Social Research

