



Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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Ref No:- EDP /SAC/63-63-969

New Delhi, Dated 17th March, 2025

To,

The Principal Secretary
Department Of Personnel Secretariat Main Building
Bhagwan Das Rd Jaipur Rajasthan 302005

By Registered Speed Post

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

The Indian Council for Training & Social Research (ICTSR), registered Under the Societies Registration Act XXI of 1860, 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.

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.

Executive Development Programmes

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee INR Per Participant (GST Exempted)	
				Residential (Twine Sharing) (Rs)	Residential (Single Sharing) (Rs)
1.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
3.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
4.	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM) , PFMS & GST " Under Capacity Building program	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
5.	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)

Sh. Ram Prakash
07/04/25

6.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
8.	Government e-Market place (Portal), Procurement from , GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	12th & 13th May, 2025	OOTY (Tamil Naidu), india	66,600.00 (INR)	78,900.00 (INR)
9.	Leadership & Managerial Skills, Management & Business Administration	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
10.	Emotional intelligence for Effective Leadership & Work Life Balance	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
11.	Public Procurement and Contracts management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
12.	Systematic Problem Solving, Conflict resolution and change Management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
13.	Negotiation & Conflict Resolution Strategies	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
14.	Professional Work & Personal Life Balance for High Productivity in Organization	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
15.	Environment, Social and Governance (ESG)- Way to Sustainability	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
16.	Corporate Social Responsibility (CSR)- Business meets Community for Sustainable Development	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 (INR)
17.	Leadership & Managerial Skills, Management & Business Administration	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
18.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
19.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
20.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
21.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
22.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
23.	Government e-Market place (Portal), Procurement from, GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14-15 July,2025	Kathmandu (Nepal)	66,600.00 (INR)	78,900.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)
25.	Emotional intelligence for Effective Leadership & Work Life Balance	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)

26.	Public Procurement and Contracts management	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)
27.	Systematic Problem Solving, Conflict resolution and change Management	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)
28.	Negotiation & Conflict Resolution Strategies	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)
29.	Professional Work & Personal Life Balance for High Productivity in Organization	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)
30.	Environment, Social and Governance (ESG)- Way to Sustainability	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)
31.	Corporate Social Responsibility (CSR)- Business meets Community for Sustainable Development	28-29 July,2025	Manali (Himachal Pradesh), India	66,600.00 (INR)	78,900.00 (INR)

The ICTSR a government-mandated institution dedicated to imparting training to officers of the Central Secretariat Service (CSS) and other organized or subsidiary services. These officers play a critical role in the formulation, execution, monitoring, and review of policies in Central Government Ministries and Departments, forming the backbone of governance.

While it is acknowledged that, under GST regulations, services provided to institutions other than educational institutions are generally taxable, it is imperative to note that ICTSR is not an educational institution but a training institute exclusively catering to government officers and staff.

Basis for GST Exemption

1. Notification Dated 28.06.2017 (Heading 9964 Onwards):
The Ministry of Finance, Department of Revenue, in its notification dated 28.06.2017 (enclosed for reference), stipulates GST exemptions for various services provided to the Government. This principle enables the Government to exempt specific services provided by agencies from the liability of GST payment.
2. Relevance to ICTSR's Functions:
While the specific stipulation under Sl. No. 72 of the notification (Heading 9992) may not explicitly name ICTSR, the institute's role in imparting training to government officers aligns with the spirit and principle of the notification. ICTSR functions as a nonprofit organization, delivering training exclusively for government personnel, and its services merit consideration for exemption from GST liability.

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 36,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- 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.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."

Inclusions:

- Accommodation in 4 star hotel
- Daily breakfast , Lunch & 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

The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Payment

Advance payment or before the start of the training program via RTGS/NEFT is required.
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

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.

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: +91-9811094923.

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.

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. Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For Indian Council for Training & Social Research

