



# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

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New Delhi, Dated 18th April,2025

To,

By Registered Speed Post

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

JS(AI)  
2/5/25

## 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.	Leadership & Managerial Skills, Management & Business Administration	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 ( INR)
2.	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)
3.	Public Procurement and Contracts management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 ( INR)
4.	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)
5.	Negotiation & Conflict Resolution Strategies	08th & 09th June, 2025	Leh- UT Of Ladakh,India	66,600.00 (INR)	78,900.00 ( INR)
6.	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)
7.	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)
8.	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)
9.	Leadership & Managerial Skills, Management & Business Administration	14-15 July,2025	Kathmandu ( Nepal )	66,600.00 (INR)	78,900.00 ( INR)

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10.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14-15 July,2025	Kathmandu ( Nepal )	66,600.00 (INR)	78,900.00 ( INR)
11.	"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)
12.	"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)
13.	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)
14.	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)
15.	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)
16.	Leadership & Managerial Skils, Management & Business Administration	28-29 July,2025	Manali ( Himachal Pradesh ), India	66,600.00 (INR)	78,900.00 ( INR)
17.	Emotional intelligence for Effective Leadership & Work Life Balance	28-29 July,2025	Manali ( Himachal Pradesh ), India	66,600.00 (INR)	78,900.00 ( INR)
18.	Public Procurement and Contracts management	28-29 July,2025	Manali ( Himachal Pradesh ), India	66,600.00 (INR)	78,900.00 ( INR)
19.	Systematic Problem Solving, Conflict resolution and change Management	28-29 July,2025	Manali ( Himachal Pradesh ), India	66,600.00 (INR)	78,900.00 ( INR)
20.	Negotiation & Conflict Resolution Strategies	28-29 July,2025	Manali ( Himachal Pradesh ), India	66,600.00 (INR)	78,900.00 ( INR)
21.	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)

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 our end, you can proceed with booking the tickets.
- 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

#### Payment

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

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.

#### 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.

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

**Deepak Kumar**  
Addl Director (TRG )