

No.42/08/2023-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 18th July, 2024

To

All the Administrative Secretaries to Govt. Haryana.


Subject:- Executive Development Programme – Call for nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an letter ref. no. Ref. No.EDP/SAC/Let/33-69-369 dated 26.06.2024 received from Indian Council for Training & Social Research, Plot No. A-62, Golf Forest Paramount, Delhi NCP, Greater Noida, Pin-201306 This e- mail has also been uploaded on the website of Chief Secretary to Government of Haryana i.e (<http://csharyana.gov.in>).

The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.


Yours faithfully,


Superintendent, Training

Endst. No. 42/08/2023-5Trg.

Dated Chandigarh, the 18th July, 2024

A copy of the above is forwarded to Indian Council for Training & Social Research, Plot No. A-62, Golf Forest Paramount, Delhi NCP, Greater Noida, Pin-201306, w.r.t his letter ref. no.EDP/SAC/Let/33-69-369 dated 26.06.2024 and KCP/SAC/Let/63-33-969 dated 26.06.2024 for information.


Superintendent, Training



Indian Council for Training & Social Research

Plot No A-62, Golf Foreste, Paramount, Delhi NCR, Greater Noida Pin 201306

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

New Delhi, India, the Dated 26th June, 2024

To,

By Registered Post

The Hon,ble Chief Secretary
Government of Haryana
Room No. 4, 4th Floor Haryana Civil Secretariat,
Sector-1, Chandigarh - 160019

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	Digital HR Transformation & AI Driven HR Analytics	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	Improving Leadership, Managerial & Administrative Skills	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	Mission LIFE: Lifestyle for Environment and Green Credit	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00 (INR)	76,690.00 (INR)
EDP 004	"Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	14-15 July, 2024 (Last Date 06 th July, 2024)	HOLIDAY INN COCHIN Cochin, Kerala, India	56,390.00 (INR)	76,690.00 (INR)
EDP 005	Digital Workplace: Essentials for non-IT Executives	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	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"	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	"Contract Management / Safeguards in tendering, public procurement"	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	Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	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	"Advanced Course on Right to Information Act and Modern Office Management"	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 Challenges in Digital Transformation & Managerial Leadership & Team Building"	11-12 August, 2024 (Last Date 06 th August, 2024)	Cygnett Hotel Ayodhya Uttarpradesh	56,390.00 (INR)	76,690.00 (INR)
EDP 011	Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications	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	Cyber Security Best Practices for Managers & 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	Reliable Mine & Land Surveying through Advanced Technology - Total Station, DGPS, 3D Laser Scanner, LiDaR, Drones, GIS, Remote Sensing, Demonstration and Hands-on Training on Instruments	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	Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry	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	"Project Management and Financial Management"	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	Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus	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

Addl. Director (Training)