

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

Dated, Chandigarh the 02 September, 2024

To

All the Administrative Secretaries to Govt. Haryana.

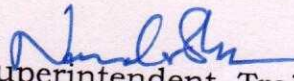
**Subject:- Executive Development Programme – Call for nominations.**  
\*\*\*\*\*

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an letter Ref.No. EDP/SAC/Let/33-69-969 dated 16.08.2024 received from National Institute of Secretariat Training & Development Plot No. B-11C, Inderprastha, NCR New Delhi, Ghaziabad -201012, This e-mail has also been uploaded on the website of Chief Secretary 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 02<sup>nd</sup> Sep, 2024

A copy of the above is forwarded to National Institute of Secretariat Training & Development Plot No. B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201012, w.r.t his Email letter dated 16.07.2024 for information.

— sd —  
Superintendent, Training



Training Branch

Diary No. 107940

29/8/24

हरियाणा सिविल सचिवालय  
चण्डीगढ़

29 AUG 2024



# Indian Council for Training & Social Research

(An ISO 9001:2015 Organisation)

Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 0120-2682110, 0120-2682111, ,

Fax No:-+91-120-2682109, Whatsapp No +91-9811094923

E Mail:- infoictsr@gmail.com, info@ictsr.in, Website www.ictsr.in

Ref No:- EDP/SAC/Let/33-69-969

New Delhi, India, the Dated 16<sup>th</sup> August, 2024

To,

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

By Registered Post



## Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,  
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.

### List of Executive Development Programs:-

S.NO.	Title of Programme	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Shairing) (RS)	Residential (Single Shairing) (RS)
EDP 001	Management Programme, Communication & Presentation Skills, Team Building, Leadership, Skill Development for Managers & Engineers in Mineral Industry, "Project Management and Financial Management"	22 <sup>nd</sup> & 23 <sup>rd</sup> September, 2024 ( Last Date 16th September, 2024)	Hotel Radisson Srinagar, ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
EDP 002	"Security and Defense" 1. National security strategy and intelligence analysis 2. Cyber warfare and cybersecurity threats 3. Military modernization and defense procurement 4. Counterterrorism policies and strategies 5. Border security and international law enforcement cooperation	22 <sup>nd</sup> & 23 <sup>rd</sup> September, 2024 ( Last Date 16th September, 2024)	Hotel Radisson Srinagar, ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
EDP 003	"Trade and Commerce" 1. International trade agreements and trade policy analysis 2. Export promotion strategies and market access facilitation 3. Trade dispute resolution mechanisms 4. Consumer protection laws and regulations 5. E-commerce regulation and digital trade frameworks	22 <sup>nd</sup> & 23 <sup>rd</sup> September, 2024 ( Last Date 16th September, 2024)	Hotel Radisson Srinagar, ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)



EDP 004	Policy prototyping and projects/Scheme design and projects implementation and monitoring and evaluation towards economic growth and developmental impetus	22 <sup>nd</sup> & 23 <sup>rd</sup> September,2024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinangar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
EDP 005	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	22 <sup>nd</sup> & 23 <sup>rd</sup> September,2024 ( Last Date 16th September,2024)	Hotel Sarover Portico, Srinangar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
EDP 006	"Public Health" 1. Epidemiology and disease surveillance systems 2. Healthcare financing and insurance systems 3. Pharmaceutical regulation and drug safety standards 4. Maternal and child health programs 5. Global health governance and pandemic response strategies	22 <sup>nd</sup> & 23 <sup>rd</sup> September,2024 ( Last Date 16th September,2024)	Hotel Lemon Tree Srinagar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
EDP 007	"Transportation and Logistics" 1. Urban mobility solutions and smart transportation systems 2. Ports and maritime logistics management 3. Aviation safety and air traffic management 4. Railway infrastructure development and high-speed rail technology 5. Supply chain resilience and logistics optimization	22 <sup>nd</sup> & 23 <sup>rd</sup> September,2024 ( Last Date 16th September,2024)	Hotel Lemon Tree Srinagar ( Jammu & Kashmir)	56,390.00 (INR)	66,690.00 (INR)
EDP 008	Digital HR Transformation & AI Driven HR Analytics, Improving Leadership, Managerial & Administrative Skills, Mission LIFE: Lifestyle for Environment and Green Credit	13 <sup>th</sup> & 14 <sup>th</sup> October,2024 ( Last date 06th October,2024)	Keys Select Hotel By Lemon Tree ,Kochi Cochin, Kerala - 682013	56,390.00 (INR)	66,690.00 (INR)
EDP 009	"Administration and Management", Strategic management practices in governmental organizations, Leadership development in public administration, Crisis management and response strategies, Public policy analysis and formulation, Change management in the public sector	13 <sup>th</sup> & 14 <sup>th</sup> October,2024 ( Last date 06th October,2024)	Keys Select Hotel,Kochi Kochi , Cochin Kerala -682013	56,390.00 (INR)	66,690.00 (INR)
EDP 010	"Finance and Budgeting" 1. International best practices in budget preparation 2. Financial forecasting and risk management 3. Government accounting standards and compliance 4. Public-private partnership (PPP) financial models 5. Taxation policies and administration	13 <sup>th</sup> & 14 <sup>th</sup> October,2024 ( Last date 06th October,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 011	"Organizational Culture Assessment, Change Management & Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	13 <sup>th</sup> & 14 <sup>th</sup> October,2024 ( Last date 06th October,2024)	Kochi Marriott Hotel, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 012	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting & GST Under Capacity Building	13 <sup>th</sup> & 14 <sup>th</sup> October,2024 ( Last date 06th October,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 013	"Culture and Heritage" 1.Preservation of cultural heritage sites and artifacts 2. Cultural diplomacy and international cultural exchange programs 3. Indigenous rights and cultural diversity policies 4. Arts and cultural education programs 5. Tourism development and sustainable cultural tourism practices	13 <sup>th</sup> & 14 <sup>th</sup> October,2024 ( Last date 06th October,2024)	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)



EDP 014	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	13 <sup>th</sup> & 14 <sup>th</sup>  October,2024 ( Last date 06th October,2024)	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 015	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges. Digital Workplace: Essentials for non-IT Executives	13 <sup>th</sup> & 14 <sup>th</sup>  October,2024 ( Last date 06th October,2024)	Radisson Blu Kochi, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 016	"Agriculture and Food Security" 1. Agribusiness development and rural entrepreneurship 2. Food safety standards and agricultural exports 3. Climate-smart agriculture and resilient farming practices 4. Aquaculture and fisheries management 5. Agricultural biotechnology and innovation in farming techniques	13 <sup>th</sup> & 14 <sup>th</sup>  October,2024 ( Last date 06th October,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 017	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Contract Management / Safeguards in tendering, public procurement", Contract Management E-Tendering and Condition of Contract for EPC/Turnkey projects-FIDIC 99	13 <sup>th</sup> & 14 <sup>th</sup>  October,2024 ( Last date 06th October,2024)	Novotel Kochi Infopark, Cochin, Kerla, India	56,390.00 (INR)	66,690.00 (INR)
EDP 018	"Human Resources" 1. Talent management and retention strategies 2. Diversity and inclusion in the workplace 3. Employee engagement and motivation techniques 4. Performance evaluation and appraisal systems 5. HR analytics and workforce planning	20 <sup>th</sup> & 21 <sup>th</sup>  October,2024 ( Last date 19th October,2024)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 019	"Information Technology" 1. Cybersecurity frameworks and practices 2. Big data analytics for governmental decision-making 3. Cloud computing and its applications in government services 4. Digital transformation strategies in public administration 5. E- governance and citizen-centric IT solutions	20 <sup>th</sup> & 21 <sup>th</sup>  October,2024 ( Last date 19th October,2024)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 020	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Policy making, institutional framework, governance and strategies – Scoping redesign prospects and initiatives, Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity Building	20 <sup>th</sup> & 21 <sup>th</sup>  October,2024 ( Last date 19th October,2024)	Sterling Mount Abu, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 021	"Legal Affairs" 1. Comparative legal systems and international law 2. Legislative drafting and policy implementation 3. Ethics and integrity in public service 4. Judicial administration and court management 5. Intellectual property rights and government policies	20 <sup>th</sup> & 21 <sup>th</sup>  October,2024 ( Last date 19th October,2024)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 022	"Health and Social Services" 1. Healthcare delivery models in different countries 2. Public health emergencies and disaster preparedness 3. Social welfare policies and poverty alleviation programs 4. Mental health services and community-based interventions 5. Aging population and elderly care strategies	20 <sup>th</sup> & 21 <sup>th</sup>  October,2024 ( Last date 19th October,2024)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)



EDP 023	"Advanced Course on Right to Information Act and Modern Office Management", "Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building"	20 <sup>th</sup> & 21 <sup>th</sup> October,2024 ( Last date 19th October,2024)	Sun Hotel and Resort, Abu Road, Mount Abu, (Rajasthan)	56,390.00 (INR)	66,690.00 (INR)
EDP 024	"Education and Training" 1. Educational curriculum development and reform 2. Teacher training and professional development programs 3. Digital learning platforms and educational technology 4. Lifelong learning policies and adult education initiatives 5. International student exchange programs and collaborations	20 <sup>th</sup> & 21 <sup>th</sup> October,2024 ( Last date 19th October,2024)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
EDP 025	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20 <sup>th</sup> & 21 <sup>th</sup> October,2024 ( Last date 19th October,2024)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
EDP 026	"E-Waste Management-Issues, Collection and Disposal Mechanism, IT Enabled Applications in Water Supply and Sewerage Projects. & Solid Waste Management System and Sustainable Sanitation,	20 <sup>th</sup> & 21 <sup>th</sup> October,2024 ( Last date 19th October,2024)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
EDP 027	Modern Office Management, Team building, Leadership & Performance Management, "Stress Management and Strategic Financial Planning for Organizational Excellence"	20 <sup>th</sup> & 21 <sup>th</sup> October,2024 ( Last date 19th October,2024)	Hotel Hillock Abu Cart Road, Mount Abu, Rajasthan	56,390.00 (INR)	66,690.00 (INR)
EDP 028	"Emergency Services and Disaster Management" 1. Disaster risk reduction strategies and preparedness planning 2. Emergency response coordination and crisis communication 3. Humanitarian aid delivery and coordination 4. Post-disaster recovery and reconstruction efforts 5. Technological innovations in disaster management.	10 <sup>th</sup> & 11 <sup>th</sup> November,2024 ( Last date 06th November,2024)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 029	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	10 <sup>th</sup> & 11 <sup>th</sup> November,2024 ( Last date 06th November,2024)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 030	Social Impacts of Mining Projects - Social Impact Assessment, Land Acquisition, Rehabilitation & Resettlement, Pollution Control Measures, Water and Soil Management, Controlled Blasting, Skill Development of Affected" Under Capacity Building	10 <sup>th</sup> & 11 <sup>th</sup> November,2024 ( Last date 06th November,2024)	Country Inn Tarika Riverside Resort, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)



EDP 031	"Infrastructure and Development" 1. Sustainable urban planning and development 2. Transportation infrastructure and logistics management 3. Energy policies and renewable energy technologies 4. Water resource management and conservation strategies 5. Rural development and agricultural modernization	24 <sup>th</sup> & 25 <sup>th</sup> November,2024 ( Last date 16th November,2024)	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 032	"Leadership Challenges in Digital Transformation & Managerial Leadership & Team Building", "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace", Digital HR Transformation & AI Driven HR Analytics	24 <sup>th</sup> & 25 <sup>th</sup> November,2024 ( Last date 16th November,2024)	Lemon Tree Hotel, Jim Corbett, Ramnagar, (Uttarakhand)	56,390.00 (INR)	66,690.00 (INR)
EDP 033	"International Relations and Diplomacy" 1. International negotiation and diplomatic protocol 2. Multilateral diplomacy and global governance 3. Conflict resolution and peacebuilding initiatives 4. Foreign aid management and humanitarian assistance 5. Cultural diplomacy and soft power strategies	24 <sup>th</sup> & 25 <sup>th</sup> November,2024 ( Last date 16th November,2024)	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	56,390.00 (INR)	66,690.00 (INR)
EDP 034	"Environment and Natural Resources" 1. Climate change adaptation and mitigation strategies 2. Biodiversity conservation and ecosystem management 3. Environmental impact assessment and sustainable development goals 4. Waste management and pollution control measures 5. Forest management and sustainable forestry practices	24 <sup>th</sup> & 25 <sup>th</sup> November,2024 ( Last date 16th November,2024)	Sterling Holiday Resorts Jim Cobett, Almora Uttarakhand, India	56,390.00 (INR)	66,690.00 (INR)
EDP 035	Planning, Design & Installation of Community Micro Irrigation System & Assessment of Irrigation Demand and Irrigation Scheduling using Latest Software Applications	08 <sup>th</sup> & 09 <sup>th</sup> December,2024 ( Last date 03rd December,2024)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 036	Cyber Security Best Practices for Managers & Executives & IT Tools & Techniques for Office Administration"	08 <sup>th</sup> & 09 <sup>th</sup> December,2024 ( Last date 03rd December,2024)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 037	"Energy and Utilities" 1. Renewable energy integration into national grids 2. Energy efficiency and conservation initiatives 3. Nuclear energy policies and safety regulations 4. Water and sanitation infrastructure management 5. Sustainable development of natural resources	08 <sup>th</sup> & 09 <sup>th</sup> December,2024 ( Last date 03rd December,2024)	Sterling Kodai Valley, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 038	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 <sup>th</sup> & 09 <sup>th</sup> December,2024 ( Last date 03rd December,2024)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 039	Recent Advances in Planning, Design, Construction & Maintenance of High Rise Buildings & Bridges, Mission LIFE: Lifestyle for Environment and Green Credit, "Organizational Culture Assessment, Change Management& Strategic Leadership"(Developing a Positive Culture where People and Performance Thrive)"	08 <sup>th</sup> & 09 <sup>th</sup> December,2024 ( Last date 03rd December,2024)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)



EDP 040	"Research and Development" 1. Innovation ecosystems and technology transfer policies 2. Research funding mechanisms and grants management 3. Scientific collaboration and international partnerships 4. Data-driven policy research and evidence-based decision-making 5. Emerging technologies and their implications for public policy	08 <sup>th</sup> & 09 <sup>th</sup> December, 2024 (Last date 03rd December, 2024)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)
EDP 041	"Public Relations and Communications" 1. Crisis communication strategies and media relations 2. Brand management and public perception in government 3. Social media engagement and digital outreach campaigns 4. Public speaking and effective presentation skills 5. Stakeholder engagement and community relations	08 <sup>th</sup> & 09 <sup>th</sup> December, 2024 (Last date 03rd December, 2024)	Sterling Kodai Lake, Kodaikanal, Tamil Naidu, India	56,390.00 (INR)	66,690.00 (INR)

Registration Form download :- [https://ictsr.in/EDP\\_Registration\\_form.pdf](https://ictsr.in/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 46,690 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

Deepak Gupta, PCS  
(Deputy Director)

