

No.42/08/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 25th September, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Executive Development Program/ International Study Tour.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter No. NCTSR/R/23-47-566 New Delhi dated 9th September, 2023 received from National Council for Training & Social Research (Established by Department of Labour Government of National Capital Territory of Delhi), B-11, Inderprastha, NCR Delhi, Ghaziabad-201102 has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

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

Yours faithfully,

B. S. Rana
25/09/2023

Deputy Superintendent, Training
for the Chief Secretary to Govt., Haryana.

Endst. No. 42/08/2023-3Trg. Dated Chandigarh, the 25th September, 2023.

A copy is forwarded to National Council for Training & Social Research (Established by Department of Labour Government of National Capital Territory of Delhi), B-11, Inderprastha, NCR Delhi, Ghaziabad, Uttar Pradesh-201102 w.r.t his Email letter dated 9.09.2023 for information.

B. S. Rana
25/09/2023

Deputy Superintendent, Training
for the Chief Secretary to Govt., Haryana.

Fwd: ANL-Executive Development Programme-Call for Nominations

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

Diary No. 121307Dated 11/09/2023

11 September 2023 at 11:20

2
11/9/23
3 Trg.

----- Forwarded Message -----

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Saturday, September 9, 2023 6:07:13 AM
Subject: Fwd: ANL-Executive Development Programme-Call for Nominations

Sir/Madam,

Find enclosed the trailing emails for information and necessary action please.

Regards

PS/CS

----- Forwarded Message -----

From: director@nctsr.in
To: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
Sent: Saturday, September 9, 2023 5:55:55 PM
Subject: ANL-Executive Development Programme-Call for Nominations

****The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution****

Greetings From National Council For Training & Social Research!

Dear Sir/Madam,

Please find herewith attached.

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

Thank you.

Regards,

National Council For Training & Social Research

(Established by Department Of Labour Government of National Capital Territory of Delhi)


B-11, Inderprastha, NCR Delhi, Ghaziabad, Uttar Pradesh Pin 201102, India

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

Fax No: +91-120-2682109, WhatsApp No: +91-9212114923

E Mail: info@nctsr.in, infonctsr@gmail.com, www.nctsr.in

2 attachments

 **Executive_Development_Programme_Call_for_Nominations.pdf**
80K

 **Knowledge_Co-creation_Programme_Call_for_Nominations.pdf**
48K



National Council for Training & Social Research

(Established by Department Of Labour Government of National Capital Territory of Delhi)
Plot No B-11, Inderprastha, Tiila Shabajpur, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107, 2682110, 2682111, Fax No: +91-120-2682109, WhatsAppNo+91-9212114923
E Mail:-info@nctsr.in, infonctsr@gmail.com, www.nctsr.in

Ref No NCTSR/R/23-47-566

New Delhi, Dated, 09 Sep, 2023

To,

By E-Mail

The Chief Secretary

Secretariat Chandigarh Haryana 160001

Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) is an organization established By Department of Labour, Government of the National Capital Territory (NCT) of Delhi. It operates as a registered entity under the Societies Registration Act XXI of 1860. NCTSR serves as a representative body for different sectors of the Indian industry. The primary objective of NCTSR 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, NCTSR 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. .

The Executive Development Programs offered by the National Center for Training and Social Research (NCTSR) 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, NCTSR'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:

S No	Topics	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
NCTSR 001	<u>BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.</u>	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 002	<u>INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.</u>	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 003	<u>Digital Workplace : Essentials for non-IT Executives.</u>	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 004	Building Organizational Excellence in Digital Era.	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 005	<u>Organizational Productivity through Digital, Transformation.</u>	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 006	Supply chain management,	29-30 October,2023 (Last Date 20th Oct.,2023)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00

NCTSR 007	Construction Management TQM & Safety in Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 008	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 009	“Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts” Under Capacity Building in Govt. departments, autonomous bodies	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 010	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 011	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 012	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 013	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Sarover Portico, Srinangar (Jammu& Kashmir)	36,690.00	56,390.00
NCTSR 014	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP” Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Lemon Tree Srinanagr(Jammu & Kashmir)	36,690.00	56,390.00

NCTSR 015	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Lemon Tree Srinanagr (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 016	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Lemon Tree Srinanagr (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 017	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Lemon Tree Srinanagr (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 018	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Lemon Tree Srinanagr (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 019	Materials management and purchase policy & procedure, E- procurement & GST Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Lemon Tree Srinanagr (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 020	Project Management for Engineers Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 021	Digitalization of HR Practices in Power Distribution Sector Under Capacity Building program	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
NCTSR 022	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jammu & Kashmir)	36,690.00	56,390.00

NCTSR 023	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 024	“Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jamu & Kashmir	36,690.00	56,390.00
NCTSR 025	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 026	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST	29-30 October,2023 (Last Date 20th Oct.,2023)	Hotel Radisson Srinagar (Jammu & Kashmir	36,690.00	56,390.00
NCTSR 027	PRP/ Schedule IV implementation, general requirements in Food Industry.	05-06 November,2023z (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 028	<u>Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)</u>	05-06 November,2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 029	<u>Managerial / Supervisory Skills, Strategic Planning, Establishment Rules-1& 2</u>	05-06 November, 2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 030	<u>Handling Parliamentary Matters, Policy Formulation to Legislation, Sustainable Development Goals</u>	05-06 November, 2023 (Last Date 30th Oct., 23)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00

NCTSR 031	Advanced course on Record Management, Economic Reforms and Development	05-06 November, 2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 032	Drafting of Request for Proposal (RFP)., Monitoring & Evaluation of Government Schemes	05-06 November, 2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 033	Modern Office Management and Modern Performance Management	05-06 November, 2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 034	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	05-06 November, 2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 035	Office Procedures including Noting and Drafting	05-06 November, 2023 (Last Date 30th Oct., 23)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 036	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	05-06 November, 2023 (Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 037	Advance Course on Secretarial Effectiveness: Capacity Building	05-06 November, 2023 (Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 038	<u>Reservation in Services for SC/ST/OBC.</u> <u>Administrative Vigilance:Role of IO/PO.,</u> <u>Handling of CAT Cases</u>	05-06 November, 2023 (Last Date 30th Oct., 23)	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00

NCTSR 039	<u>Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).</u>	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 040	<u>Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance</u>	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 041	<u>Human Resource Management & Liaison Officers (SC/ST).</u>	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 042	<u>Citizen Centric & Service Delivery Approach & e-Office.</u>	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 043	<u>Big Data Analytics in Government (Basic)</u>	26-27 November, 2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 044	<u>Orientation Training Programme on Preventive Vigilance.</u>	26-27 November,2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 045	<u>Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters</u>	26-27 November,2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

NCTSR 046	Digital Transformation of Organisation	26-27 November,2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 047	Centrifugal Pumps- how to efficiently operate & maintain them	26-27 November,2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 048	Performance Management for Organisational Effectiveness	26-27 November,2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 049	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 November,2023 (Last Date 20th Nov.,23)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
NCTSR 050	Gender Sensitisation	03-04 December,2023 (Last Date 27th Nov.,2023)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 051	Hands-on training on energy efficiency in electrical utilities	03-04 December,2023 (Last Date 27th Nov.,2023)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 052	Advance course on RTI Act, 2005 and Modern Management Practices	03-04 December,2023 (Last Date 27th Nov.,2023)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 053	Advance course on modern office and productivity management	03-04 December,2023 (Last Date 27th Nov.,2023)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 054	Developing Managerial Leadership Skills	03-04 December,2023 (Last Date 27th Nov.,2023)	Sterling Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 055	Productivity improvement and modern office management	03-04 December,2023 (Last Date 27th Nov.,2023)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00

NCTSR 056	Effective spare parts management	03-04 December,2023 (Last Date 27th Nov.,2023)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 057	Public procurement and contract management/arbitrations	03-04 December,2023 (Last Date 27th Nov.,2023)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 058	Business Excellence for Organisational Performance	03-04 December,2023 (Last Date 27th Nov.,2023)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 059	Preliminary Enquiry , Preventive, Administrative, Punitive , Pre ponderance of Probabilty Vigelence	03-04 December,2023 (Last Date 27th Nov.,2023)	Hotel Hillock, Mount Abu, Rajeshthan, India	36,690.00	56,390.00
NCTSR 060	“Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace” & GST Under Capacity Building program	09-10 December, 2023 (Last Date 01st December,2023)	Taj Corbett Resort & Spa, Ramnagar (Uttarakhand)	36,690.00	56,390.00
NCTSR 061	Advance Course On Secretarial Effectiveness : Capacity Building	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 062	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 063	Transformational Leadership & Managing Change	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 064	Performance Management through Talent Management	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 065	Stress Management for Achieving & Sustaining Performance	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00

NCTSR 066	Smart Governance: Public Service Delivery in Digital India	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 067	Digitalization of HR Practices in Power Distribution Sector “Stress & Stress Management “	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 068	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 069	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs”	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 070	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation , Under MACP”	17-18 December,2023 (Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
NCTSR 071	“Finance Management in Govt. with Financial & Administrative Powers	06-07 January,2024 (Last Date 31st Dec.,2023)	Lemon Tree Hotel, Port Blair,Andeman & Nicobar	36,690.00	56,390.00
NCTSR 072	Seminar on ISO 9001, ISO 14001 and ISO 45001.	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 073	Leadership Excellence and Effective Decision Making.	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 074	<u>LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.</u>	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 075	Total quality person (TQP), Work life Balance, Emotional Intelligence	06-07 January,2024 (Last Date 31st Dec.,2023)	Hotel Sentinel, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 076	Quality Control & Quality Assurance, Under Capacity Building program	06-07 January,2024 (Last Date 31st Dec.,2023)	Hotel Sentinel, Andeman & Nicobar	36,690.00	56,390.00

NCTSR 077	Project Preparation, DPR Preparation and Core Network, Under Capacity Building program	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Princess Beach Resort, Andaman & Nicobar	36,690.00	56,390.00
NCTSR 078	Project Management in Construction Industry, Under Capacity Building program	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Princess Beach Resort, Andaman & Nicobar	36,690.00	56,390.00
NCTSR 079	Modern Survey Techniques Including GIS/GPS & total Station.	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Princess Beach Resort, Andaman & Nicobar	36,690.00	56,390.00
NCTSR 080	Total quality person (TQP), Work life Balance, Emotional Intelligence Quality Control & Quality Assurance,	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Princess Beach Resort, Andaman & Nicobar	36,690.00	56,390.00
NCTSR 081	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs.	06-07 January,2024 (Last Date 31st Dec.,2023)	Lemon Tree Hotel, Port Blair,Andaman & Nicobar	36,690.00	56,390.00
NCTSR 082	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs.	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
NCTSR 083	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST “ Under Capacity Building program	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
NCTSR 084	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00

NCTSR 085	Office Procedures including Noting and Drafting	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 086	Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO., Handling of CAT Cases	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 087	Citizen Centric & Service Delivery Approach & e-Office.	06-07 January,2024 (Last Date 31st Dec., 2023)	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
NCTSR 088	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	20-21 January,2024 (Last Date 12TH Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
NCTSR 089	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 January,2024 (Last Date 12th Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
NCTSR 090	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 091	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00

NCTSR 092	Right to Information Act for CPIO and Appellate Authorities	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 093	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 094	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 095	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 January,2024 (Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
NCTSR 096	“Office Systems & Office Procedures, E- Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department’s Duties in Relation to Social Equity.	10-11 Febusry,2024 (Last Date 03 rd February,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
NCTSR 097	“Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills”	10-11 Febusry,2024 (Last Date 03 rd February,2024)	Keys Select Hotel,Kochi Kochi , Kerala - 682013	36,690.00	56,390.00
NCTSR 098	”Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression”	10-11 Febusry,2024 (Last Date 03 rd February,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 099	“Implementation VII Central Pay Commission with Focus onPay Fixation and New Pension Rules	10-11 Febusry,2024 (Last Date 03 rd February,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00

NCTSR 100	“Establishment Rules & General Administration Matters”	10-11 Febusry,2024 (Last Date 03 rd February,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 101	<u>MS-Power Point</u> , <u>MS-Office Suite</u> , <u>MS-Word</u> , <u>MS-Excel</u>	10-11 Febusry,2024 (Last Date 03 rd February,2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
NCTSR 102	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	24-25 Februar,2024 (Last Date 19 th February,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 103	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	24-25 Februar,2024 (Last Date 19 th February,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 105	Project Management in Construction Industry,	24-25 Februar,2024 (Last Date 19 th February,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 106	Modern Survey Techniques Including GIS/GPS & total Station.and Stress Management. Under Capacity Building program	24-25 Februar,2024 (Last Date 19 th February,2024)	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
NCTSR 107	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	24-25 Februar,2024 (Last Date 19 th February,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 108	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	24-25 Februar,2024 (Last Date 19 th February,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00

NCTSR 109	<u>INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.</u>	24-25 Februar,2024 (Last Date 19 th February,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 110	<u>Preventive Vigilance & Strategic Financial Management.</u>	24-25 Februar,2024 (Last Date 19 th February,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
NCTSR 111	<u>Work Life Balance and Stress Management.</u>	24-25 Februar,2024 (Last Date 19 th February,2024)	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00

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

GENERAL INSTRUCTIONS

- Ø Once you receive confirmation from your end, you can proceed with booking the tickets.
- Ø If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 16,600 and INR 9,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NCTSR.
- Ø The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Ø Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- Ø The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Ø Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- Ø 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.
- Ø NCTSR will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Ø Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NCTSR will not hold responsibility for any medical costs incurred by participants during the program.
- Ø NCTSR will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.

- Ø Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
- Ø Upon successful completion of the program, participants will receive a Certificate of Participation.
- Ø 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 second day of the course.

The Council strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.

Inclusions:

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and 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

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non-Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

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

Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Council for Training & Social Research
Bank Name	Bank Of India
Branch	Ram Vihar Delhi-110092
Currant A/C No	607920110000171
IFSC Code	BKID0006079
MICR CODE (9 Digit No.)	110013110

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

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

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.

PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

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.

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: +91-9212114923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

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

Yours Truly,

For National Council for Training & Social Research



Deepak Kumar

Director (Training)



Registration Application Form

Executive Development Program

Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status

☐

Residential

☐

Non-Residential(please tick)

Date: _____

Signature _____

Place:- _____

(Photocopies of the form can be utilized for additional delegates.)

