

**No.42/01/2026-5Trg.**  
**HARYANA GOVERNMENT**  
**CHIEF SECRETARY OFFICE**  
**TRAINING DEPARTMENT**

Dated, Chandigarh the 3<sup>rd</sup> August, 2026

To

All the Administrative Secretaries to Government, Haryana.

**Subject:- Executive Development Programme- Call for Nominations.**

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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of letter No. NCSTD/EDP/M/93-63-6393 dated 02.07.2026 received from the Director (Trg.), National Council for Secretariat Training & Development, Plot No. 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 for further necessary action. This letter 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,



Deputy Superintendent, Training  
for Chief Secretary to Government, Haryana

Endst. No. 42/01/2026-5Trg.

Dated Chandigarh, the 3<sup>rd</sup> August, 2026

A copy of the above is forwarded to the Director (Trg.), National Council for Secretariat Training & Development, Plot No. 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 w.r.t their letter No. NCSTD/EDP/M/93-63-6393 dated 02.07.2026 for information.

—sd—

Deputy Superintendent, Training  
for Chief Secretary to Government, Haryana



# National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.  
Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654  
E-Mail: -info@ncstd.in, info@ncstd@gmail.com, Website:-www.ncstd.in

Ref No: -NCSTD/EDP/M/93-63-6393

New Delhi, Dated 02<sup>nd</sup> July, 2026

By Registered & Speed Post

CS (Busy)

To,

The Chief Secretary,  
Government of Haryana, 4th Floor  
Haryana Civil Secretariat in Sector-1,  
Chandigarh- Pin Code: 160001

चण्डीगढ़

14 JUL 2026

79811



Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD 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, NCSTD 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 programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

## List of Executive Development Programs

| S. No. | Title of Programme                                                                                                                                                               | Programme Date<br>(Tue. -Fri.) | Venue                        | Course Fee Per Participant<br>+ 18% GST Extra |                                 |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|-----------------------------------------------|---------------------------------|
|        |                                                                                                                                                                                  |                                |                              | Residential<br>(Twin Sharing)                 | Residential<br>(Single Sharing) |
| 1      | Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.                                                        | 04th -07th<br>August, 2026     | Jim Corbett<br>(Uttarakhand) | ₹ 48,600.00                                   | ₹ 56,600.00                     |
| 2      | "Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"                                                                            | 04th -07th<br>August, 2026     | Jim Corbett<br>(Uttarakhand) | ₹ 48,600.00                                   | ₹ 56,600.00                     |
| 3.     | Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.                                                  | 04th -07th<br>August, 2026     | Jim Corbett<br>(Uttarakhand) | ₹ 48,600.00                                   | ₹ 56,600.00                     |
| 4.     | Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi). | 04th -07th<br>August, 2026     | Jim Corbett<br>(Uttarakhand) | ₹ 48,600.00                                   | ₹ 56,600.00                     |
| 5.     | Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments,                                | 04th -07th<br>August, 2026     | Jim Corbett<br>(Uttarakhand) | ₹ 48,600.00                                   | ₹ 56,600.00                     |

Training Branch

CFMS/Diary No. 79811

Dated 15/7/26

|     |                                                                                                                                                               |                           |                            |             |             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------|-------------|-------------|
|     | autonomous bodies & PSUs                                                                                                                                      |                           |                            |             |             |
| 6.  | Local Government, Decentralization & Municipal Administration                                                                                                 | 18th -21st August,2026    | Darjeeling, West Bengal    | ₹ 48,600.00 | ₹ 56,600.00 |
| 7.  | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.      | 18th -21st August,2026    | Darjeeling, West Bengal    | ₹ 48,600.00 | ₹ 56,600.00 |
| 8.  | Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing. | 18th -21st August,2026    | Darjeeling, West Bengal    | ₹ 48,600.00 | ₹ 56,600.00 |
| 9.  | Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.                           | 18th -21st August,2026    | Darjeeling, West Bengal    | ₹ 48,600.00 | ₹ 56,600.00 |
| 10. | Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.                               | 18th -21st August,2026    | Darjeeling, West Bengal    | ₹ 48,600.00 | ₹ 56,600.00 |
| 11. | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.      | 08th -11th September,2026 | Srinagar (Jammu & Kashmir) | ₹ 48,600.00 | ₹ 56,600.00 |
| 12. | Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management                                                                              | 08th -11th September,2026 | Srinagar (Jammu & Kashmir) | ₹ 48,600.00 | ₹ 56,600.00 |
| 13. | Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness                                                                  | 08th -11th September,2026 | Srinagar (Jammu & Kashmir) | ₹ 48,600.00 | ₹ 56,600.00 |
| 14. | Advance Course on RTI Act, 2005 and Modern HR Practices                                                                                                       | 08th -11th September,2026 | Srinagar (Jammu & Kashmir) | ₹ 48,600.00 | ₹ 56,600.00 |
| 15. | Preventive Vigilance, E- Procurement and Key to Good Governance                                                                                               | 08th -11th September,2026 | Srinagar (Jammu & Kashmir) | ₹ 48,600.00 | ₹ 56,600.00 |
| 16. | Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting                                                           | 22nd -25th September,2026 | Manali (Himachal Pradesh)  | ₹ 48,600.00 | ₹ 56,600.00 |
| 17. | Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.                                     | 22nd -25th September,2026 | Manali (Himachal Pradesh)  | ₹ 48,600.00 | ₹ 56,600.00 |
| 18. | Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance                                                  | 22nd -25th September,2026 | Manali (Himachal Pradesh)  | ₹ 48,600.00 | ₹ 56,600.00 |
| 19. | Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing. | 22nd -25th September,2026 | Manali (Himachal Pradesh)  | ₹ 48,600.00 | ₹ 56,600.00 |
| 20. | Systematic Problem Solving, Conflict resolution and change Management                                                                                         | 22nd -25th September,2026 | Manali (Himachal Pradesh)  | ₹ 48,600.00 | ₹ 56,600.00 |
| 21. | Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.                           | 06th -09th October,2026   | Cochin (Kerala)            | ₹ 48,600.00 | ₹ 56,600.00 |
| 22. | Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches   | 06th -09th October,2026   | Cochin (Kerala)            | ₹ 48,600.00 | ₹ 56,600.00 |

|     |                                                                                                                |                         |                 |             |             |
|-----|----------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|-------------|-------------|
|     | (Mission Karmayogi).                                                                                           |                         |                 |             |             |
| 23. | "Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST" Under Capacity Building program | 06th -09th October,2026 | Cochin (Kerala) | ₹ 48,600.00 | ₹ 56,600.00 |

check-out on Friday Forenoon.

## 1. Programme Overview & Key Features

### 1.1 Programme Coverage & Target Officials

- **Comprehensive Curriculum:** All training modules are rigorously designed to blend theoretical frameworks with practical industry insights, ensuring a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is tailored to cross-functional domains, making these programmes highly valuable and suitable for officials across all organizational hierarchies (Junior, Middle, and Senior Management).

### 1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Beyond the scheduled open-enrolment calendar, organizations can request bespoke Executive Development Programs.
- **Destinations of Choice:** These specialized corporate cohorts can be mapped and executed at specific domestic or international destinations preferred by the nominating client, subject to mutual feasibility.

## 2. Nomination Submission & Group Incentives

### 2.1 Timeline Compliance

- **Cut-Off Date:** Formal nomination forms must be duly filled, authorized, and submitted at least **one (1) week** prior to the scheduled start date of the chosen programme.
- **Late Submissions:** Nominations received after the cut-off date will be subject to seat availability and absolute discretionary approval by the administration.

### 2.2 Corporate Volume Discount (Group Concession)

- **Eligibility Threshold:** A 5% volume concession on the base participation fee is extended to any single organization nominating **more than 10 participants** for a single, specific programme block.
- **Application of Discount:** The discount is applied collectively to the organization's consolidated invoice and cannot be carried forward or split across multiple separate programmes.
- **Officials from:** Central/State/Union Territory governments, Public Sector Undertakings (PSUs), Autonomous bodies, boards, corporations, and various departments

## 3. Attendance Standards & Certification

### 3.1 Attendance Mandatory Checkpoints

- **100% Attendance Rule:** Full and active attendance across all scheduled technical sessions, workshops, and case studies is strictly mandatory.
- **Tracking:** Manual attendance sign-ins will be executed.

### 3.2 Certificate Issuance

- **Certificate of Participation:** A formal, accredited certificate will be awarded to participants upon successful completion of the curriculum.
- **Disqualification:** Participants who fail to maintain full attendance due to unauthorized absences or early departures will be disqualified from receiving the certification, and their nominating organizations will be notified.

## 4. Residential & Non-Residential Fee Logistics

### 4.1 Non-Residential Participation Framework

*For local participants or those arranging their own lodging:*

- **Fee Structure:** ₹36,600 + 18% GST per individual participant.
- **Inclusions:** This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

### 4.2 Residential Participation Framework

*For participants opting for full boarding and lodging arrangements:*

- **Hotel Tier:** All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- **Duration of Stay:** Standard accommodation is strictly capped at **3 Nights. / 4 Days**
- **Pre-Programme Check-in:** Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.

- **Post-Programme Check-out:** Participants must check out one (1) day after the formal conclusion of the program.
- **Package Boarding Inclusions:** The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- **Incidental Charges:** Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

## 5. Financial Terms & Payment Flow

### 5.1 Mode of Remittance

- **Electronic Transfer Requirement:** All advance payments must be processed securely via electronic bank transfer (RTGS or NEFT); cash or post-dated checks (PDC) will not be accepted.
- **Pre-Requisite for Admission:** Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- **Accommodation Hold:** Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

### 5.2 GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

## 6. Admission Process & Seat Allocation

### 6.1 FIFO Mechanism

- **First-Come, First-Served:** Because class sizes are strictly capped to ensure high-quality interactive learning, seats are allocated based on the chronological order of payment receipt.

### 6.2 Communication of Acceptance

- **Official Confirmation:** Upon successful verification of the nomination credentials and payment confirmation, an official Nomination Confirmation Notice and program brief will be emailed to both the coordinator and the participant.

## 7. Transport, Logistics, & Arrival Protocol

### 7.1 Travel Responsibility

- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

### 7.2 Arrival Protocol for Residential Guests

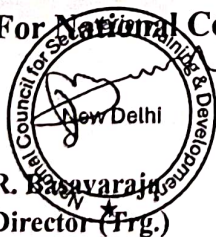
- **Direct Check-in:** Residential participants are advised to skip the training venue on arrival day and proceed directly to the front desk of the designated 4-star hotel.
- **Identification:** Please carry a valid corporate ID and a government-issued photo identity card (Aadhaar, Passport, or Driving License) to ensure a seamless check-in experience.

### ⚠ ACTION REQUIRED

Sponsoring entities are requested to complete the formal approval loop internally and share their finalized nominations and payment confirmations at the absolute earliest to safeguard seat allocation.

Yours Truly,

For National Council for Secretariat Training & Development

  
R. Basavaraj  
Director (Trg.)

Ex-Director (Projects), MoRD