

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

Dated, Chandigarh the 30th January, 2024.

To

All the Administrative Secretaries of Haryana State.

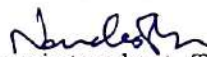
Subject: - Executive Development Program/ Call for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a letter No. KCP/M/23-36-366, dated 19 December, 2023 received from The Director (Training), National Council for Training & Social Research (Established by Department of Labour Government of National Capital Territory of Delhi), 1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad-201012. The aforesaid letter consists of one hundred twenty one Nos. of different Training Programmes, has been uploaded on the website of Chief Secretary Haryana i.e. (<http://csharyana.gov.in>).

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

Yours faithfully,


Superintendent, Training

Endst. No. 42/08/2023-3Trg.

Dated Chandigarh, the 30th January, 2024.

A copy is forwarded to The Director (Training), National Council for Training & Social Research (Established by Department of Labour Government of National Capital Territory of Delhi), 1702, KSN Tower, Plot No 12-14, Sector 3 Vasundhara, Ghaziabad-201012 w.r.t his letter No. KCP/M/23-36-366, dated 19 December, 2023 for information and necessary action.


Superintendent, Training



National Council for Training & Social Research

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

1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad-201012

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 KCP/M/23-36-366

To,

New Delhi, Dated, 19 Dec, 2023

By E-Mail

The Chief Secretary/Principal Secretary/Secretary/Commissioner/Chief Executive Officer/Chairman/Managing Director/Competent Authority

Subject:- Executive Development Programme-Call for Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) (Established by Govt. of NCT of Delhi, Labour Department). NCTSR serves as a autonomous 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)
EDP 001	"Finance Management in Govt. with Financial & Administrative Powers	06-07 January,2024 (Last Date 31st Dec.,2023)	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 002	<u>Leadership & Managerial Skills, Management & Business Administration</u>	06-07 January,2024 (Last Date 31st Dec.,2023)	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 003	Seminar on ISO 9001, ISO 14001 and ISO 45001.	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 04	Leadership Excellence and Effective Decision Making.	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 005	<u>LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.</u>	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 006	Total quality person (TQP), Work life Balance, Emotional Intelligence	06-07 January,2024 (Last Date 31st Dec.,2023)	Hotel Sentinel, Andaman & Nicobar	36,690.00	56,390.00
EDP 007	Quality Control & Quality Assurance, Under Capacity Building program	06-07 January,2024 (Last Date 31st Dec.,2023)	Hotel Sentinel, Andaman & Nicobar	36,690.00	56,390.00
EDP 008	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
EDP 009	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
EDP 010	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
EDP 011	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

EDP 012	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
EDP 013	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
EDP 014	"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
EDP 015	<u>Leadership & Managerial Skills, Management & Business Administration</u>	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 016	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
EDP 017	Office Procedures including Noting and Drafting	06-07 January,2024 (Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 018	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, Andaman & Nicobar	36,690.00	56,390.00
EDP 019	Citizen Centric & Service Delivery Approach & e-Office.	06-07 January,2024 (Last Date 31st Dec., 2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00

-4-

EDP 020	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., 2024)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 021	<u>Leadership & Managerial Skills,</u> <u>Management & Business</u> <u>Administration</u>	20-21 January,2024 (Last Date 12th Jan., 2024)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 022	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 January,2024 (Last Date 12th Jan., 2024)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 023	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., 2024)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 024	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 January,2024 (Last Date 12th Jan., 2024)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 025	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
EDP 026	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21 January,2024 (Last Date 12th Jan., 2024)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 027	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 January,2024 (Last Date 12th Jan., 2024)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00

DP 028	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 January, 2024 (Last Date 12th Jan., 2024)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 029	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties In Relation to Social Equity.	11-12 February, 2024 (Last Date 06th February, 2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 030	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills"	11-12 February, 2024 (Last Date 06th February, 2024)	Keys Select Hotel, Kochi Kochi, Kerala - 682013	36,690.00	56,390.00
EDP 031	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression"	11-12 February, 2024 (Last Date 06th February, 2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 032	<u>Leadership & Managerial Skills, Management & Business Administration</u>	11-12 February, 2024 (Last Date 06th February, 2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 033	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules	11-12 February, 2024 (Last Date 06th February, 2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
	"Establishment Rules & General Administration Matters"	11-12 February, 2024 (Last Date 06th February, 2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 034	<u>MS-Power Point, MS-Office Suite, MS-Word, MS-Excel</u>	11-12 February, 2024 (Last Date 06th February, 2024)	Taj Malabar Resort & Spa Cochin, Kerla, India	36,690.00	56,390.00
EDP 035	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25-26 February, 2024 (Last Date 19th February, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00
EDP 036	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	25-26 February, 2024 (Last Date 19th February, 2024)	The Grand Mamta, Srinagar (Jammu & Kashmir)	36,690.00	56,390.00

EDP 037	Project Management in Construction Industry,	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 038	Modern Survey Techniques Including GIS/GPS & total Station. and Stress Management. Under Capacity Building program	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 039	Leadership & Managerial Skills, Management & Business Administration	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 040	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 041	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management,	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 042	<u>INSIGHTS OF PATENT and TRADEMARK APPLICATIONS FILING & PROCESSING.</u>	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 043	<u>Preventive Vigilance & Strategic Financial Management.</u>	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 044	<u>Work Life Balance and Stress Management.</u>	25-26 February, 2024 (Last Date 19 th February,2024)	Hotel Sarover Portico, Srinagar (Jammu& Kashmir)	36,690.00	56,390.00
EDP 045	<u>BUSINESS EXCELLENCE FOR ORGANIZATIONAL PERFORMANCE.</u>	10-11 March,2024 Last Date 06 th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 045 A	<u>INNOVATION & CHANGE MANAGEMENT FOR ORGANIZATIONAL EXCELLENCE.</u>	10-11 March,2024 Last Date 06 th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 046	<u>Digital Workplace : Essentials for non-IT Executives.</u>	10-11 March,2024 Last Date 06 th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00

EDP 047	<u>Leadership & Managerial Skills, Management & Business Administration</u>	10-11 March, 2024 Last Date 06 th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 048	Building Organizational Excellence In Digital Era.	10-11 March, 2024 Last Date 06 th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 049	<u>Organizational Productivity through Digital, Transformation.</u>	10-11 March, 2024 Last Date 06 th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 050	Supply chain management,	10-11 March, 2024 Last Date 06 th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
	Construction Management TQM & Safety in Under Capacity Building program	10-11 March, 2024 Last Date 06 th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 051	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	10-11 March, 2024 Last Date 06 th March, 2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 052	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March, 2023] Last Date 16 th March 2024	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 053	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	24-25 March, 2023] Last Date 16 th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 054	<u>Leadership & Managerial Skills, Management & Business Administration</u>	24-25 March, 2023] Last Date 16 th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 055	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM), PFMS & GST " Under Capacity Building program	24-25 March, 2023] Last Date 16 th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 056	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	24-25 March, 2023] Last Date 16 th March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00

EDP 057	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	24-25 March, 2023] Last Date 16 th March 2024	Hotel Sentinel, Andaman & Nicobar	36,690.00	56,390.00
EDP 058	"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	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 059	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 060	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 060 A	<u>Leadership & Managerial Skills, Management & Business Administration</u>	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 061	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 062	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time management Under Capacity Building	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 063	Materials management and purchase policy & procedure, E-procurement & GST Under Capacity Building program	14-15 April, 2024 Last Date 06 th April, 2024	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00

EDP 064	Project Management for Engineers Under Capacity Building	28-29 April,2024 Last Date 19 th April,2024	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 065	Digitalization of HR Practices In Power Distribution Sector Under Capacity Building program	28-29 April,2024 Last Date 19 th April,2024	The Grand Dragon Ladakh Old Road, Shaynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 066	Leadership & Managerial Skills, Management & Business Administration	28-29 April,2024 Last Date 19 th April,2024	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 067	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules & GST Under Capacity Building	28-29 April,2024 Last Date 19 th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 067 A	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication. Under Capacity program Building	28-29 April,2024 Last Date 19 th April,2024	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 068	"Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record Management System, Citizen Charter& GST Under Capacity Building	28-29 April,2024 Last Date 19 th April,2024	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 069	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management	28-29 April,2024 Last Date 19 th April,2024	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 070	Government e-Market place (Portal), Procurement from GeM , e- tendering, e- Governance & GST	28-29 April,2024 Last Date 19 th April,2024	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 071	PRP/ Schedule IV implementation, general requirements In Food Industry.	11-12 May,2024 Last Date 06 th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 072	Preparation of Expenditure Finance Committee / Standing Finance Committee, Big Data Analytics in Government (Advance)	11-12 May,2024 Last Date 06 th May,2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00

-10-

EDP 073	<u>Leadership & Managerial Skills,</u> <u>Management & Business</u> <u>Administration</u>	11-12 May, 2024 Last Date 06 th May, 2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 074	<u>Managerial / Supervisory Skills,</u> <u>Strategic Planning, Establishment</u> <u>Rules-1& 2</u>	11-12 May, 2024 Last Date 06 th May, 2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 075	<u>Handling Parliamentary Matters,</u> <u>Policy Formulation to Legislation,</u> <u>Sustainable Development Goals</u>	11-12 May, 2024 Last Date 06 th May, 2024	Hotel Golden Tulip, Manali, Himachal Pradesh, India	36,690.00	56,390.00
EDP 075 A	Advanced course on Record Management, Economic Reforms and Development	11-12 May, 2024 Last Date 06 th May, 2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 076	Drafting of Request for Proposal (RFP), Monitoring & Evaluation of Government Schemes	11-12 May, 2024 Last Date 06 th May, 2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 077	Modern Office Management and Modern Performance Management	11-12 May, 2024 Last Date 06 th May, 2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 078	Rights of Persons with Disabilities (PWDs). Patent Agent Examination	11-12 May, 2024 Last Date 06 th May, 2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 079	Office Procedures including Noting and Drafting	11-12 May, 2024 Last Date 06 th May, 2024	Snow Valley Resorts & Spa Manali, de imachal Pradesh, India	36,690.00	56,390.00
EDP 080	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 Implementation and CIC/SIC Judgments) and Modern Office Management	11-12 May, 2024 Last Date 06 th May, 2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 081	Advance Course on Secretarial Effectiveness: Capacity Building	11-12 May, 2024 Last Date 06 th May, 2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00

-11-

EDP 082	<u>Reservation in Services for SC/ST/OBC. Administrative Vigilance: Role of IO/PO., Handling of CAT Cases</u>	11-12 May, 2024 Last Date 06 th May, 2024	Regenta Place Green Leaf Manali Himachal Pradesh, India	36,690.00	56,390.00
EDP 083	<u>Workshop on Noting & Drafting, Effective Cabinet Notes (Basic) & (Advanced).</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 084	<u>Basic Management Services, Advanced Management Services, Knowledge Management, Good Governance</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 085	<u>Human Resource Management & Liaison Officers (SC/ST).</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 086	<u>Leadership & Managerial Skills, Management & Business Administration</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 087	<u>Citizen Centric & Service Delivery Approach & e-Office.</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty Fern Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 088	<u>Big Data Analytics In Government (Basic)</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 088 A	<u>Orientation Training Programme on Preventive Vigilance.</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 089	<u>Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 090	<u>Digital Transformation of Organisation</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 091	<u>Centrifugal Pumps- how to efficiently operate & maintain them</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 092	<u>Performance Management for Organisational Effectiveness</u>	26-27 May, 2024 (Last date 19 th May, 2024)	Hotel Sterling Ooty ELK Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00

EDP 093	ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e-PROCUREMENT	26-27 May,2024 (Last date 19 th May,2024)	Hotel Sterling Ooty EL.K Hill, Ooty, Tamil Nadu, India	36,690.00	56,390.00
EDP 093 A	Gender Sensitization	09-10 June,2024 (Last Date 06 th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 094	Hands-on training on energy efficiency in electrical utilities	09-10 June,2024 (Last Date 06 th June,2024)	The Grand Dragon Ladakh Old Road, Sheynam, Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 095	Advance course on RTI Act, 2005 and Modern Management Practices	09-10 June,2024 (Last Date 06 th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 096	Advance course on modern office and productivity management	09-10 June,2024 (Last Date 06 th June,2024)	Singge Palace Hotel, Leh Leh, UT Of Ladakh,India	36,690.00	56,390.00
EDP 097	Developing Managerial Leadership Skills	09-10 June,2024 (Last Date 06 th June,2024)	Saboo Resorts Leh- UT Of Ladakh,India	36,690.00	56,390.00
EDP 098	Productivity improvement and modern office management	09-10 June,2024 (Last Date 06 th June,2024)	Hotel Northern Singge Leh Leh, Ladakh,India	36,690.00	56,390.00
EDP 099	Effective spare parts management	09-10 June,2024 (Last Date 06 th June,2024)	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 0100	Public procurement and contract management/arbitrations	09-10 June,2024 (Last Date 06 th June,2024)	Spic N Span HotelLadakh, Leh,	36,690.00	56,390.00
EDP 0100 A	Business Excellence for Organisational Performance	09-10 June,2024 (Last Date 06 th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 0101	Preliminary Enquiry , Preventive, Administrative, Punitive , Preponderance of Probability Vigilence	09-10 June,2024 (Last Date 06 th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 0102	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	09-10 June,2024 (Last Date 06 th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00
EDP 0103	Advance Course On Secretarial Effectiveness : Capacity Building	09-10 June,2024 (Last Date 06 th June,2024)	Hotel Shangri-la Leh Leh UT Of Ladakh,India	36,690.00	56,390.00

EDP 0104	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement	23-24 June,2024 (Last date 19 th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0105	Transformational Leadership & Managing Change	23-24 June,2024 (Last date 19 th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0106	Performance Management through Talent Management	23-24 June,2024 (Last date 19 th June,2024)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0107	Stress Management for Achieving & Sustaining Performance	23-24 June,2024 (Last date 19 th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0108	Smart Governance: Public Service Delivery in Digital India	23-24 June,2024 (Last date 19 th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0109	Digitalization of HR Practices in Power Distribution Sector "Stress & Stress Management "	23-24 June,2024 (Last date 19 th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0110	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules	23-24 June,2024 (Last date 19 th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0110 A	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging , Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	23-24 June,2024 (Last date 19 th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00
EDP 0110 B	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vth Pay Commission Report & Grant of Financial Up-gradation , Under MACP"	23-24 June,2024 (Last date 19 th June,2024)	Hotel Lemon Tree Premier Corbett, Uttarakhand, India	36,690.00	56,390.00

Registration Form download :- https://nistd.co/edf_registration_form.pdf

9

EDP Topic Brochures

1. [https://nistd.co/Administrative effectiveness focus RIT, preventive vigilance & e-Procurement.pdf](https://nistd.co/Administrative_effectiveness_focus_RIT_preventive_vigilance_e-Procurement.pdf)
2. [https://nistd.co/Big Data Analytics Preparation of Expenditure Finance Committee%20 Standi](https://nistd.co/Big_Data_Analytics_Preparation_of_Expenditure_Finance_Committee%20Standi)
3. [https://nistd.co/Developing Managerial Leadership Skills.pdf](https://nistd.co/Developing_Manageirial_Leadership_Skills.pdf)
4. [https://nistd.co/Digital Transformation of Organisation.pdf](https://nistd.co/Digital_Transformation_of_Organisation.pdf)
5. [https://nistd.co/Drafting of Request for Proposal \(RFP\) Monitoring & Evaluation of Governme](https://nistd.co/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&Evaluation_of_Governme)

6. [https://nistd.co/Rights of Persons with Disabilities \(PWDs\) Patent Agent Examination](https://nistd.co/Rights of Persons with Disabilities (PWDs) Patent Agent Examination)
7. <https://nistd.co/Office systems and office procedures E-governance, Noting and Drafting, records management.pdf>
8. <https://nistd.co/edf registration form.pdf>

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 26,600 and INR 19,600 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.

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 Maharashtra
Branch	Greater Noida, Uttarpradesh
Current A/C No	60459800655
IFSC Code	MAHB0001294
MICR CODE (9 Digit No.)	110014031

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.

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.)



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)

