

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

To

Dated, Chandigarh the 14th July, 2026

All the Administrative Secretaries to Government, Haryana.

Subject:- Executive Development Program – Call for Nomination.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 24.06.2026 received from National Council for Secretariat Training & Development, Plot No. 102, 52A. V. First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 alongwith enclosures 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. 42/08/2023-3Trg.

Dated Chandigarh, the 14th July, 2026

A copy of the above is forwarded to National Council for Secretariat Training & Development, Plot No. 102, 52A. V. First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 w.r.t their e-mail dated 24.06.2026 for information.


Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

Fwd: Knowledge Co-creation Programme (International Study Tour) & Executive Development Program - Call for Nominations

1 message

SPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

24 June 2026 at 13:22



S Trg

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>

To: "SPS Haryana" <ssps@hry.nic.in>

Date: Wed, 24 Jun 2026 13:16:29 +0530

Subject: Fwd: Knowledge Co-creation Programme (International Study Tour) & Executive Development Program - Call for Nominations

===== Forwarded message =====

Anurag Rastogi

Training Branch
CFMS/Diary No. 72369
Dated 24/6/26

===== Forwarded message =====

From: NCSTD <infoncstd@gmail.com>

To: <cs@hry.nic.in>

Cc: "info@ncstd.in" <info@ncstd.in>

Date: Wed, 24 Jun 2026 12:09:39 +0530

Subject: Knowledge Co-creation Programme (International Study Tour) & Executive Development Program - Call for Nominations

===== Forwarded message =====

Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 24th June, 2026

To,

By E-Mail

The Chief Secretary of Haryana
4th Floor, Haryana Civil Secretariat,
Sector-I, Chandigarh, 160001
Email: cs@hry.nic.in,

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

Please find herewith Attached.

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

Thanking You

Regards

National Council for Secretariat Training & Development

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, infoncstd@gmail.com, Website:-www.ncstd.in

2 attachments **Executive Development Program - Call for Nominations.pdf**
532K **Knowledge Co-creation Programme (International Study Tour) - Call for Nominations.pdf**
1065K



National Council for Secretariat Training & Development

(An ISO 9001:2015 Institute)

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, infoncstd@gmail.com, Website:-www.ncstd.in

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

New Delhi, Dated 24th June, 2026

To,

By E-Mail

The Chief Secretary of Haryana
4th Floor, Haryana Civil Secretariat,
Sector-1, Chandigarh, 160001
Email: cs@hry.nic.in

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), 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 (Thu.-Sun.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	26th – 28th June, 2026	Jim Corbett (Uttarakhand) India	₹ 48,600.00	₹ 56,600.00
2.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi)	26th – 28th June, 2026	Jim Corbett (Uttarakhand) India	₹ 48,600.00	₹ 56,600.00
3.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	26th – 28th June, 2026	Jim Corbett (Uttarakhand) India	₹ 48,600.00	₹ 56,600.00

4.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	26th – 28th June, 2026	Jim Corbett (Uttarakhand) India	₹ 48,600.00	₹ 56,600.00
5.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	26th – 28th June, 2026	Jim Corbett (Uttarakhand) India	₹ 48,600.00	₹ 56,600.00
6.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	10th & 12th July,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
7.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	10th & 12th July,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
8.	Green Buildings, Low Carbon Infrastructure & Sustainable Construction	10th & 12th July,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
9.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	10th & 12th July,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
10.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	10th & 12th July,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
11.	Budget Planning, Expenditure Management & Fiscal Responsibility	24th & 26th July,2026	Leh, Ladakh	₹ 48,600.00	₹ 56,600.00
12.	Green Building Technologies: Training on Low-Carbon Buildings (LCB), rainwater harvesting, and energy-efficient building materials.	24th & 26th July,2026	Leh, Ladakh	₹ 48,600.00	₹ 56,600.00
13.	Leadership & Managerial Skills, Management & Business Administration	24th & 26th July,2026	Leh, Ladakh	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	24th & 26th July,2026	Leh, Ladakh	₹ 48,600.00	₹ 56,600.00
15.	Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.	24th & 26th July,2026	Leh, Ladakh	₹ 48,600.00	₹ 56,600.00
16.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	07th -09th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
17.	“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	07th -09th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
18.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	07th -09th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
19.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	07th -09th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
20.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07th -09th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

21.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	21st -23rd August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
22.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21st -23rd August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
23.	Developing Competencies of Executive Secretaries, Personal Assistants and Office Staff for Better Performance	21st -23rd August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
24.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	21st -23rd August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
25.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	21st -23rd August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
26.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	04th -06th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
27.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	04th -06th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
28.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	04th -06th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
29.	Advance Course on RTI Act, 2005 and Modern HR Practices	04th -06th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
30.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	04th -06th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
31.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25th -27th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
32.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th -27th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
33.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	25th -27th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
34.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	25th -27th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
35.	Systematic Problem Solving, Conflict resolution and change Management	25th -27th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
36.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
37.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

38.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
39.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
40.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
41.	Public Procurement, GeM, PFMS & E-Procurement Systems	23rd -25th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
42.	"Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations."	23rd -25th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
43.	Modern Survey TechniquesIncluding GIS/GPS & Total Station and Stress Management	23rd -25th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
44.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23rd -25th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
45.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	23rd -25th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
46.	Digital Governance, E-Governance & Digital Transformation	20th -22nd November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
47.	Artificial Intelligence, Machine Learning & Intelligent Automation	20th -22nd November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
48.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	20th -22nd November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
49.	Cyber Security, Information Protection & Digital Risk Management	20th -22nd November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
50.	Leadership & Managerial Skills, Management & Business Administration	20th -22nd November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
51.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	27th - 29th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
52.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	27th - 29th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
53.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	27th - 29th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
54.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	27th - 29th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
55.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	27th - 29th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00

56.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	04th-06th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
57.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	04th-06th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
58.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	04th-06th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
59.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	04th-06th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
60.	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	04th-06th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
61.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th-27th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
62.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	25th-27th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
63.	Advance course on eProcurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	25th-27th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
64.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25th-27th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
65.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	25th-27th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00

The dates listed in the table include hotel check-in on Thursday afternoon, training on Friday and Saturday, and hotel check-out on Sunday Forenoon.

1.1 Programme Coverage & Target Audience

- **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:** All payments must be processed securely via electronic bank transfer (RTGS or NEFT). Cash or delayed post-dated checks will not be accepted.
- **5.2 Advance Payment Mandate**
- **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.

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. Sasavaraja
Director (Training)
Ex-Director (Projects), MoRD



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 15th June, 2026

To,

By Registered & Speed Post

The Managing Director
AP Education and Welfare Infrastructure Development Corporation
D.No. 5-6-59/6/1, Govt. Hospital Road
Chittinagar, Vijayawada 520001

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), 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.

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S. No.	Title of Programme	Programme Date (Thu. -Sun.)	Venue	Course Fee Per Participant + 18% GST Extra	
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3.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
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5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

6.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	21st -23rd 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.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
8.	Developing Competencies of Executive Secretaries, Personal Assistants and Office Staff for Better Performance	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
9.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	21st -23rd 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.	21st -23rd 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.	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
12.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
13.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on RTI Act, 2005 and Modern HR Practices	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
15.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
16.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	25th -27th 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.	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20.	Systematic Problem Solving, Conflict resolution and change Management	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	09th -11th 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	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

	rule-based to role-based approaches (Mission Karmayogi).				
23.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
24.	“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
25.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

The dates listed in the table include hotel check-in on Thursday afternoon, training on Friday and Saturday, and hotel check-out on Sunday Forenoon.

1.1 Programme Coverage & Target Audience

- **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 05 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 **4 Days / 3 Nights**.
- **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:** All payments must be processed securely via electronic bank transfer (**RTGS or NEFT**). Cash or delayed post-dated checks will not be accepted.

5.2 Advance Payment Mandate

- **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.

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



Ex-Director (Projects), MoRD