

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

Dated, Chandigarh the 3rd August, 2026

To

All the Administrative Secretaries to Government, Haryana.

Subject:- Executive Development Programme- Call for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 16.07.2026 alongwith its enclosures 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.

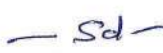
Yours faithfully,


Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

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

Dated Chandigarh, the 3rd 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 16.07.2026 for information.


Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

Fwd: Executive Development Program - Call for Nominations

1 message

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

16 July 2026 at 13:53

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

From: Anurag Rastogi <cs@hry.nic.in>
To: "SPS Haryana" <ssps@hry.nic.in>
Date: Thu, 16 Jul 2026 13:43:41 +0530
Subject: Fwd: Executive Development Program - Call for Nominations
===== Forwarded message =====

Anurag
16/7/2026
5 Tag.

Anurag Rastogi

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

From: NCSTD <infoncstd@gmail.com>
To: <cs@hry.nic.in>
Cc: <info@ncstd.in>
Date: Thu, 16 Jul 2026 13:14:08 +0530
Subject: Executive Development Program - Call for Nominations
===== Forwarded message =====

Training
CFMS/Diary 81740
Dated 16/07/26

Ref No: -NCSTD/EDP/M/93-63-6393
2026

New Delhi, Dated 16th July,

mail

To,

By E-

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,

Please find here with 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



Executive Development Program - Call for Nominations.pdf
633K



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

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

New Delhi, Dated 16th July, 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), 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 (Tue.-Fri.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	04th -07th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00

2.	“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	04th -07th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February,2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
3.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	04th -07th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		18th -21st August,2026	Darjeeling, (West Bengal)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March,2027	Jim Corbett (Uttara khand)	₹ 48,600.00	₹ 56,600.00
4.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	04th -07th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March,2027	Jim Corbett (Uttara khand)	₹ 48,600.00	₹ 56,600.00
5.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	04th -07th August,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February,2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
6.	Local Government, Decentralization & Municipal Administration	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
		06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00

	Accounting in Government Departments Autonomous Bodies & PSUs.	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January, 2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March, 2027	Jim Corbett (Uttara khand)	₹ 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
		22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February, 2027	Srinagar (Jammu & Kashmir)	₹ 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
		06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttra khand)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09th-12th February, 2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
10.	Modern Survey Techniquesc Including GIS/GPS & Total Station and Stress Management	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February,2027	Srinagar, (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March,2027	Jim Corbett (Uttara khand)	₹ 48,600.00	₹ 56,600.00

11.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
12.	Advance Course on RTI Act, 2005 and Modern HR Practices	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
13.	Preventive Vigilance, E- Procurement and Key to Good Governance	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March, 2027	Jim Corbett (Uttara khand)	₹ 48,600.00	₹ 56,600.00
14.	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
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
		09th-12th March, 2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
15.	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
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
16.	Systematic Problem Solving, Conflict resolution and change Management	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
17.	“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
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

18.	Public Procurement, GeM, PFMS & E-Procurement Systems	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
19.	“Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.”	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
20.	Digital Governance, E-Governance & Digital Transformation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
21.	Artificial Intelligence, Machine Learning & Intelligent Automation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
22.	Cyber Security, Information Protection & Digital Risk Management	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
23.	Leadership & Managerial Skills, Management & Business Administration	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
24.	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
25.	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
		09th-12th March, 2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
26.	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March, 2027	Jim Corbett (Uttara khand)	₹ 48,600.00	₹ 56,600.00
27.	Green Buildings, Low Carbon Infrastructure & Sustainable Construction	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

28.	Office Management, Team Building, Leadership & Performance Management	26th-29th January,2027	Port Blair (Andaman & Nicobar Islands)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
29.	“Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation”	09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00

The dates listed in the table include hotel check-in on Tuesday afternoon, training on Wednesday and Thursday, and hotel check-out on Friday 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. Manoj Kumar
Director (Trg.)

Ex-Director (Projects), MoRD