

**Greeting From National Council For Training & Social Research !**  
**Subject:-Executive Development Programme-Call for Nominations**

Dear Sir/Madam,

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:-**

Code No.	Topics	Date & Duration ( 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	<u>Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement</u>	17-18 December,2023 ( Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 002	Performance Management through Talent Management	17-18 December,2023 ( Last Date 10th Dec.,2023)	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 003	Stress Management for Achieving & Sustaining Performance	17-18 December,2023 ( Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 004	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs,OBCs and Physically Handicapped & Recruitment Rules ,	17-18 December,2023 ( Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 005	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging . Under Capacity Building program in Govt. departments, autonomous bodies & PSUs"	17-18 December,2023 ( Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 006	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation , Under MACP"	17-18 December,2023 ( Last Date 10th Dec.,2023)	Hotel Lemon Tree Premier Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 007	<u>Finance Management in Govt. with Financial &amp; Administrative Powers</u>	06-07 January,2024 ( Last Date 31st Dec.,2023)	Lemon Tree Hotel, Port Blair, Andaman & Nicobar	36,690.00	56,390.00
EDP 008	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 009	LEADERSHIP COMPETENCIES FOR ORGANISATIONAL EXCELLENCE.	06-07 January,2024 ( Last Date 31st Dec.,2023)	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 010	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 011	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 012	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 013	"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 014	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 015	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	20-21 January,2024 ( Last Date 12TH Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 016	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	20-21 January,2024 ( Last Date 12th Jan., 2023)	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 017	Finance Management in Govt. with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs. In Government Departments Autonomous Bodies & PSUs	20-21 January,2024 ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 018	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	20-21 January,2024 ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 019	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies),	20-21 January,2024 ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 020	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects,	20-21 January,2024 ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 021	Procurement & Contract Management for Building & Roads Projects, Quality Control and Material Testing Procedures & Laboratory Practice	20-21 January,2024 ( Last Date 12th Jan., 2023)	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 022	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity.	11-12 Febuary,2024 ( Last Date 06 <sup>th</sup> February,2024)	Hotel Le Maritime Kochi Kerala- 682 510	36,690.00	56,390.00
EDP 023	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	11-12 Febuary,2024 ( Last Date 06 <sup>th</sup> February,2024)	Keys Select Hotel,Kochi Kochi , Kerala -682013	36,690.00	56,390.00
EDP 024	"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 Febuary,2024 ( Last Date 06 <sup>th</sup> February,2024)	HOLIDAY INN COCHIN Cochin, Kerla, India	36,690.00	56,390.00
EDP 025	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autohonomous bodies & PSUs	25-26 Febuary, 2024 ( Last Date 19 <sup>th</sup> February,2024)	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
EDP 026	Project Preparation, DPR Preparation and Core Network, , Under Capacity Building program	25-26 Febuary, 2024 ( Last Date 19 <sup>th</sup> February,2024)	The Grand Mamta, Srinagar ( Jammu & Kashmir)	36,690.00	56,390.00
EDP 032	Project Management in Construction Industry,	25-26 Febuary, 2024 ( Last Date 19 <sup>th</sup> February,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
EDP 027	Modern Survey Techniques Including GIS/GPS & total Station.and Stress Management. Under Capacity Building program	25-26 Febuary, 2024 ( Last Date 19 <sup>th</sup> February,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
EDP 028	Construction Management TQM & Safety , CPM as Tool for Construction Management, Project Management for Engineers ,	25-26 Febuary, 2024 ( Last Date 19 <sup>th</sup> February,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00
EDP 029	Preventive Vigilance & Strategic Financial Management.	25-26 Febuary, 2024 ( Last Date 19 <sup>th</sup> February,2024)	Hotel Sarover Portico, Srinagar ( Jammu& Kashmir)	36,690.00	56,390.00

EDP 030	Organizational Productivity through Digital, Transformation.	10-11 March,2024 Last Date 06 <sup>th</sup> March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 031	Construction Management TQM & Safety in Under Capacity Building program	10-11 March,2024 Last Date 06 <sup>th</sup> March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 032	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March,2024 Last Date 16 <sup>th</sup> March 2023	Lemon Tree Hotel, Port Blair,Andaman & Nicobar	36,690.00	56,390.00
EDP 033	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	24-25 March,2024 Last Date 16 <sup>th</sup> March 2024	Sea Shell Coral Cove, Andaman & Nicobar	36,690.00	56,390.00
EDP 034	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 April,2024 Last Date 06 <sup>th</sup> March, 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttarakhand, India	36,690.00	56,390.00

**Registration Form download :- [https://nistd.co/edf\\_registration\\_form](https://nistd.co/edf_registration_form)**

Please find here with attachment of EDP Brochures

- [https://nistd.co/Administrative effectiveness, focus RIT, preventive vigilance & e-Procurement.pdf](https://nistd.co/Administrative_effectiveness,_focus_RIT,_preventive_vigilance_&_e-Procurement.pdf)
- [https://nistd.co/Big Data Analytics ,Preparation of Expenditure Finance Committee%20 Standing Finance Committee.pdf](https://nistd.co/Big_Data_Analytics,_Preparation_of_Expenditure_Finance_Committee%20Standing_Finance_Committee.pdf)
- [https://nistd.co/Developing Managerial Leadership Skills.pdf](https://nistd.co/Developing_Management_Leadership_Skills.pdf)
- [https://nistd.co/Digital Transformation of Organisation.pdf](https://nistd.co/Digital_Transformation_of_Organisation.pdf)
- [https://nistd.co/Drafting of Request for Proposal \(RFP\) Monitoring & Evaluation of Government Schemes.pdf](https://nistd.co/Drafting_of_Request_for_Proposal_(RFP)_Monitoring_&_Evaluation_of_Government_Schemes.pdf)
- [https://nistd.co/Rights of Persons with Disabilities \(PWDs\) Patent Agent Examination.pdf](https://nistd.co/Rights_of_Persons_with_Disabilities_(PWDs)_Patent_Agent_Examination.pdf)
- [https://nistd.co/Office systems and office procedures E-governance, Noting and Drafting, records management.pdf](https://nistd.co/Office_systems_and_office_procedures_E-governance,_Noting_and_Drafting,_records_management.pdf)
- [https://nistd.co/Office procedures including Noting and Drafting.pdf](https://nistd.co/Office_procedures_including_Noting_and_Drafting.pdf)

#### GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- 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.
- 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.
- 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.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

#### Payment:

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. via RTGS/NEFT . Your prompt attention to these matters will help facilitate a smooth.

#### Bank Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Council for Training & Social Research
Bank Name	Bank Of Maharastra
Branch	Greater Noida, Uttarpradesh
Currant A/C No	60459800655
IFSC Code	MAHB0001294
MICR CODE (9 Digit No.)	110014031

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.

#### **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.

Transportation: Participants are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9212114923.

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

Yours Truly,

**For National Council for Training & Social Research**



**Deepak Kumar**  
**Addl. Director (Training)**