Indian Council for Training & Social Research

(An ISO 9001;2015 Organisation)

**Office No.-315, P-3, Third Floor, Paramount Golf Mart, Sector Zeta,
NCR Delhi, Greater Noida, Pin 201306 Uttar Pradesh, India.
Ph. +91-120- 2682110, +91-120-2682111 Fax No:-+91-120-2682109. Whatsapp No +91-9811094923
E Mail:-info@ictsr.in, infoictsr@gmail.com**

Ref No:- EDP /SAC/63-63-969   New Delhi, Dated

To,   By E-mail
Competent Authority

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

Indian Council for Training & Social Research (ICTSR), registered Under the Societies Registration Act XXI of 1860, serves as a autonomous body for different sectors of the Indian industry. The primary objective of ICTSR 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, ICTSR 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 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.

Executive Development Programmes

S.NO.	Title of Programme	Programme Date (Duration 2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Residential (Twine Sharing) (Rs)	Residntial (Single Sharing) (Rs)
1.	Leadership & Managerial Skills, Management & Business Administration	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
2.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
3.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
4.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
5.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
6.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in	14th & 15th April, 2025	Srinagar	56,390.00	66,690.00

	Government Departments Autonomous Bodies & PSUs.		(Jammu & Kashmir)		
7.	Government e-Market place (Portal), Procurement from, GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
8.	Leadership & Managerial Skils, Management & Business Administration	14th & 15th April, 2025	Srinagar (Jammu & Kashmir)	56,390.00	66,690.00
9.	Emotional intelligence for Effective Leadership & Work Life Balance	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
10.	Public Procurement and Contracts management	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
11.	Systematic Problem Solving, Conflict resolution and change Management	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
12.	Negotiation & Conflict Resolution Strategies	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
13.	Professional Work & Personal Life Balance for High Productivity in Organization	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
14.	Environment, Social and Governance (ESG)- Way to Sustainability	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
15.	Corporate Social Responsibility (CSR)- Business meets Community for Sustainable Development	28th & 29th April, 2025	Jim Corbett, (Uttrakhand)	56,390.00	66,690.00
16.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
17.	Leadership & Managerial Skils, Management & Business Administration	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
18.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
19.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
20.	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
21.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
22.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
23.	Government e-Market place (Portal), Procurement from , GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	12th & 13th May, 2025	OOTY (Tamil Naidu)	56,390.00	66,690.00
24.	Leadership & Managerial Skils, Management & Business Administration	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00
25.	Emotional intelligence for Effective Leadership & Work Life Balance	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00

26.	Public Procurement and Contracts management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00
27.	Systematic Problem Solving, Conflict resolution and change Management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00
28.	Negotiation & Conflict Resolution Strategies	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00
29.	Professional Work & Personal Life Balance for High Productivity in Organization	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00
30.	Environment, Social and Governance (ESG)- Way to Sustainability	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00
31.	Corporate Social Responsibility (CSR)- Business meets Community for Sustainable Development	08th & 09th June, 2025	Leh- UT Of Ladakh,India	56,390.00	66,690.00

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

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 36,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to ICTSR.
➢ Upon successful completion of the program, participants will receive a Certificate of Participation.
➢ 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.
➢ "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends."

Inclusions:
• Accommodation in 4 star hotel
• Daily breakfast , Lunch & 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
The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organizations, and elected officials.

Payment

Advance payment or before the start of the training program via RTGS/NEFT is required.
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

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.

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- 9811094923.

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.

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.
Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For Indian Council for Training & Social Research

Deepak Kumar
Addl Director (TRG)