Pro. VC/542
04.05.17

Registrars P12. Debtors Circulate thru Website 8/5/17

National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)
11C/B, Inderprastha, TiilaShabajpur, NCR New Delhi, Ghaziabad-201102
Ph:0120-2642010, 0120-2642011, 0120-2642012, Fax No 0120-2642013
E-mail: infonctsr@gmail.com, officenctsr@gmail.com Website: www.nctsr.net

Ref.:- 633/LET/2017

New Delhi, Date 13th April, 2017
By Registered Post /AD

To,

143
08/05/17

VC/1033
27/4/2017

The Vice Chancellor
The West Bengal University Of Health Sciences
DD-36, Salt Lake, Sector-1,
Kolkata-700064

04/05/17

Pro-VC

Subject:-Study Tour on "South East Asian Models of Infrastructure Development "Singapore, Kuala Lumpur (Malaysia)&Bangkok (Thailand)"

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

It gives me a great pleasure to inform you that after the many training programs conducted by National Council For Training & Social Research , for construction professionals, which are generally technical in nature.

We are now planning to conduct a specialized program on "South East Asian Models of Infrastructure Development" this program has been specially designed for the executives & decision makers, serving local, State & Central Govt. and the corporate sector. As you are aware that India is fast becoming a focal point for the world as a business & sports destination and there is a need for providing international level facilities not only in class-I cities but also other cities which have great potential to develop into international business centers.

The development of these cites would provide better job opportunities for the working class, better living conditions for the family, better recreational and amusement facilities. In short a better life style for its citizen. With a view to provide ideas, concepts and exposure to the decision makers, NCTSR is planning to organized Study Tour on "South East Asian models of Infrastructure facilities for Indian Cities" in the proposed cities as their infrastructure is considered as one among the best in the world. Date 16-23 November, 2017(8 days) Course Fee Rs. 3,61,000.00 (Three lakh Sixty One thousand rupees) +Service Tax as applicable per Participant (Detail Enclosed).

A brief note about the program is enclosed for your kind reference. We shall request you to convey to us your willingness to participate in this program, and also the nomination of the other officers from your organization, who like to participate and get benefit.

Thanking You,
Yours Truly,
For National Council For Training & Social Research

(Director General)

Enclose:- Theme note Registration Form & Program Details

REGISTRATION FORM

Study Tour

"South East Asian models of Infrastructure Facilities for Indian Cities"

Date:- 16th November, 2017 to 23rd November, 2017

"Singapore, Kuala Lumpur (Malaysia) &Bangkok (Thailand)"

Name : _____

Designation :_____

Organization/Department: _____

Office Address :_____

City :-_____ Pin_____ State_____

Residence Address :_____

City :-_____ Pin _____State_____

Telephone : (Off) _____ (Resi)_____

Fax :_____ Mob No.: _____E-mail : _____

Registration Fee

S No.	Description	Charges Rs. (Individual)- Per Head
1.	Registration	96,000.00
2.	*Hotel accommodation (Based on the stay period of 7 nights and 8 days) &AI-1 Air Fare (Economy class) + Taxes (New Delhi–Singapore, Kuala Lumpur (Malaysia)- Bangkok (Thailand)"–New Delhi)	1,96,000.00
3.	AI-2 Air Fare (Business Class)	On request Rs. 80,000.00 (Extra Charge)
4.	Administrative Charges	69,000.00
5.	Total Rs. (Three Lakh Ninety Sixty One Thousand Rupees Only)	,3,61,000.00+ Service Tax as applicable

Enclosed herewith demand draft for a Sum of Rs. _____demand draft No.____ _____ Dated _____drawn in favor of "National Council For Training & Social Research" payable at New Delhi.

Please Send the payment in advance on before commencement of the Programme.

Date:_____ Signature_____

(Photocopies of the form Nov be used for more delegates)

Theme Note- Study Tour

"South East Asian models of Infrastructure Facilities for Indian Smart Cities"

"Singapore, Kuala Lumpur (Malaysia) & Bangkok (Thailand)"

Date:- 16th November, 2017 to 23rd November, 2017

"Singapore, Kuala Lumpur (Malaysia) &Bangkok (Thailand)"

National Council For Training & Social Research (NCTSR) plans to organize a study tour on "South East Asian Models of Infrastructure Facilities for Indian Smart Cities" the areas of emphasis would be:-

1. *Relevance of the South East Asia model for Indian Infrastructure Development*
2. *Briefing and discussions on the sites that would be visited and points of interest.*
3. *Discussion of expected outcome and takeaways*
4. *Understanding International customs & behaviors*
5. *Infrastructure Development models for cities*
6. *Roads & Alternate Transport systems*
7. *Water supply & drainage systems*
8. *Inland Water Transport system*

The site visits are planned to give first hand experience of the facilities providing services to the cities. These would include:-

1. Visit to Putrajaya planned city, the new capital of Malaysia
2. Visit to LRT systems, the LRT Authority, Kuala Lumpur
3. A visit to the Ministry of Urban Development – the Urban Redevelopment Authority
4. Ministry of Land Transport – The Land Transport Authority Gallery
5. Changi Water Reclamation Plant & Inland Water Transport system
6. Visit – BTS Skytrain, Transport Authority Bangkok.

Smart City Features

i. Promoting mixed land use in area based developments–planning for 'unplanned areas' containing a range of compatible activities and land uses close to one another in order to make land use more efficient. The States will enable some flexibility in land use and building bye-laws to adapt to change;

ii. Housing and inclusiveness - expand housing opportunities for all;

iii. Creating walkable localities –reduce congestion, air pollution and resource depletion, boost local economy, promote interactions and ensure security. The road network is created or refurbished not only for vehicles and public transport, but also for pedestrians and cyclists, and necessary administrative services are offered within walking or cycling distance;

iv. Preserving and developing open spaces - parks, playgrounds, and recreational spaces in order to enhance the quality of life of citizens, reduce the urban heat effects in Areas and generally promote eco-balance;

v. Promoting a variety of transport options - Transit Oriented Development (TOD), public transport and last mile para-transport connectivity;

vi. Making governance citizen-friendly and cost effective - increasingly rely on online services to bring about accountability and transparency, especially using mobiles to reduce cost of services and providing services without having to go to municipal offices. Forming e-groups to listen to people and obtain feedback and use online monitoring of programs and activities with the aid of cyber tour of worksites;

vii. Giving an identity to the city - based on its main economic activity, such as local cuisine, health, education, arts and craft, culture, sports goods, furniture, hosiery, textile, dairy, etc;

viii. Applying Smart Solutions to infrastructure and services in area-based development in order to make them better. For example, making Areas less vulnerable to disasters, using fewer resources, and providing cheaper services.

Preamble

Proper planning of limited available resources is difficult but not impossible. This is evident from the success behind Singapore's beautiful skyline.

The republic nation of Singapore suffered severe crisis initially after it achieved independence in 1965. Soon, it embarked on a modernization spree that focused on establishment of a manufacturing industry, developing large public housing estates. Since independence, its economy

has risen consistently. And within 25 years of its freedom, the country evolved into one of the world's most prosperous nations, with a highly developed free market economy. The island nation of Singapore is perhaps one country which has scaled dizzying heights in a short span of time. Efficient Civil Services and able leadership have helped this vibrant and hi-tech nation catapult into one of the most lovely and successful places in the world.

Role Models: "Singapore, Kuala Lumpur (Malaysia) &Bangkok (Thailand)"

Singapore

The Urban Redevelopment Authority (URA) is Singapore's national land use planning authority, which has been instrumental in building quality real estate. URA draws up long-term strategic plans, as well as detailed local area plans, for physical development, and then coordinates to turn its plans to reality.

A professional way of managing and maintaining its real estate has given way to its continued economic progress and future development. Space Utilization

The space constraint seems to have come as a blessing in disguise for Singapore. The authorities focused on raising skyscrapers, huge in number. Instead of scattering its facilities, successful attempts have been made to house everything at one place and in one building, have also added to Singapore's beauty. Land use is intensified by locating various facilities together instead of separately. For example, storm water collection ponds are located under road flyovers; and stack factories; train stations and bus stations are located over each other. Also there is a strive to constantly find ways to minimize constraints on development by using technology such as cleaner power station fuel to reduce buffer zones of polluted factories, or group such industries together and relocate them. Roads & other transport systems

For countries like India where roads hardly bear the weight of vehicles, authorities in charge of road development here should visit Singapore to see how roads can host world-class events like Formula

One Grand Prix! The country's world-class connectivity makes the place a favorite tourist destination. It has an advanced metro system. The Mass Rapid Transit (MRT) is a modern and economical way of

travel in Singapore. Ferry services, cable cars, mono rails, high-tech taxis, sightseeing flights etc. make a tourist's visit to Singapore a memorable one.

Malaysia

Malaysia's persistent drive to develop and upgrade its infrastructure has resulted in one of the

most well developed infrastructure among the newly industrializing countries of Asia.

Peninsular Malaysia's network of well-maintained highways is a boon to industries. These highways link major growth centers to seaports and airports throughout the peninsula and provide an efficient means of transportation for goods, a Kuala Lumpur-Bangkok-Kuala Lumpur containerized service known as the Asian Rail Express (ARX). International trade, especially seaborne trade, has traditionally been the lifeblood of Malaysia, Port Klang and Port of TanjungPelepas among Asia. Malaysia's International Airports are ranked number one for overall business passenger satisfaction in an International Air Transport Association Survey. Industries in Malaysia are mainly located in over 200 industrial estates or parks and 14 Free Industrial Zones (FIZs) developed throughout the country. New sites, fully equipped with infrastructure facilities such as roads, electricity and water supplies, and telecommunications, are continuously being developed by state governments as well as private developers. The latest digital and fiber optics technology is being used to provide high quality telecommunication services at competitive prices.

Thailand

Thailand government has continuously improved the nation's infrastructure, both in Bangkok and the provinces, tremendous strides have been made, especially in transportation projects. Bangkok's Skytrain was introduced years ago, making transportation more reliable in a city known for its traffic jams but after development of infrastructure including access to power and water, has helped Thailand fuel rapid economic growth during the past three decades and also helped facilitate international trade and improved the efficiency of everyday business activities. Thailand's water transportation system has long been an important part of the country's history and industries. With a coastline of 3,219 km and over 4,000 km of inland waterways, Thailand's water transportation and ports infrastructure are essential to its overall transportation and trade.

Tour Plan

Departure On Date 16th November,2017 From New Delhi to Singapore by Air India Departure from New Delhi 16th November,2017 at 00:05 hrs and Arrival Singapore , 16th November,2017 07:55 hrs .

Singapore,- (2 Nights) 16th November,2017& 17th November, 2017

Hotel GRAND COPTHORNE WATER FRONT in Singapore

Sight Visit In Singapore On 17th November,2017Timing 10.00 Am to 4.00. pm.

On 18th November,2017By Singapore Airline from Singapore to Kuala Lumpur, Malaysia (KUL)

Kuala Lumpur -Malaysia-(2 Nights) 18th November,2017& 19th November, 2017

Hotel ISTANA in Kuala Lumpur-*****Star & above facility-

Sight Visit In Kuala Lumpur, Malaysia (KUL) On 19th November,2017Timmings 10.00 Am to 4.00 Pm.

On Date 20th November,2017 By. Malaysia Airlines from Kollalampur (Malaysia) to Bangkok(Thailand)

Bangkok- (Thailand) 2Nights 20th November,2017 to 21st November, 2017

Hotel AMARI WATERGATE DLX

Sight Visit In Bangkok (Thailand) On 21st November,2017Timmings 10.00 Am to 4.00 Pm.

On 22nd November, 2017 By. Air India Departure on 22nd November,2017 2315Hrs from Bangkok to New Delhi Arrival 23rd November, 0315Hrs

National Council for Training & Social Research

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

11C/B, Inderprastha, TiilaShabajpur, NCR New Delhi, Ghaziabad-201102

Ph:0120-2642010, 0120-2642011, 0120-2642012, Fax No 0120-2642013

E-mail: infonctsr@gmail.com officenctsr@gmail.com, Website: www.nctsr.net

Ref. No. : 666/LET/2017

New Delhi, Date 13th April, 2017
By Registered Post/AD

To,

The Vice Chancellor
The West Bengal University Of Health Sciences
DD-36, Salt Lake, Sector-1,
Kolkata-700064

Subject:- Executive Development Program- Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labor, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topics	Date & Venue	Course Fee (Per Participant) Rs. (Taxes Include)		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	Behavioral Management and Communication Skills	21st -23rd June, 2017 Venue :- Megapode Resort Megapode ,Haddo Road Port Blair – 744101, A&N Islands	30,690.00	42,390.00	53,690.00
2.	Project Management for Engineers	14th To 16th July, 2017 Venue:- Hotel Holiday Home, Cart Road, Shimla, HP	30,690.00	42,390.00	53,690.00
3.	HR Management in Construction Industry and Communication Skills	18th To 20th August, 2017 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	30,690.00	42,390.00	53,690.00
4.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	21st To 23rd September , 2017 Venue:- Hotel Grand Mumtaz, Sri Nagar, 11, Maulana Azad Road, Sri Nagar, Kashmir, (J &K)	30,690.00	42,390.00	53,690.00

The response has been tremendous from various Govt. departments includingPWD, Housing, Rural, Urban Development DEPARTMENT, Development Authority, Boards & Corporations etc. I am approaching you through this letter with a request to disseminate the list of these program to all the departments of your State so that they can avail advantage of the same. These program shall help the State planners to identify the areas of weakness in system and boost the economy and employment of the State.

I am sure you will like to nominate the Engineers, Architects, Administrators for this program.

For more details Contact at Mobile No 09911295435 Email:-infonctsr@gmail.com, officenctsr@gmail.com

We would also welcome invitation from your side for In- House Training programme at your premises.

Thank you and assuring you of our best service as per our tradition,

With best regards.

Yours Truly,

For National Council For Training & Social Research

National Council for Training & Social Research New Delhi

(Executive Director)

Behavioral Management and Communication Skills

Date 21-23 June, 2017, Venue :-Megapode Resort, Megapode ,Haddo Road , Port Blair – 744101, South Andaman, Andman& Nicobar Islands , India.
Opting for residential accommodation are requested to go directly and stay in A/C rooms at Megapode Resort Portblair, Andaman & Nicobar Islands (India) Check In :- 20th June, 2017 & Check Out:-23rd June, 2017

Objectives

The program me aims to
Introduce candidates to the building blocks of every organization
Instill into the managers the qualities required in an effective leader
Inculcate the importance of positive attitude
Instruct on the importance of motivation, enrichment of jobs and enhance benefits
Judge these abilities along with conflict resolution techniques existing in the managers by conducting exercises
Identify effective communication skills both verbal and non-verbal
Develop presentation skills and public relations ability
Expose to the importance of team building and leadership qualities
Diagnose these abilities in the candidate by psychometric tests

Contents

Group dynamics, Dream team, Building blocks of an organization, Attitude and motivation
How to enrich jobs, Leadership , Communication skills, Presenting a report, Technical writing
Public relations, Effective time management, Conflict management, Target setting
Identification of workplace problems and their solutions
The participants will be issued course material during the course.

Project Management for Engineers

Date:- 14th July,2017 To 16th July, 2017 (3 days), Venue:- Hotel Holiday Home, Near Lift, Cart Road, Shimla, , High Court , Himachal Pradesh India Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Holiday Home, Near Lift, Cart Road, Shimla, , High Court , Himachal Pradesh India Check In :- 13th July,2017 (Afternoon) & Check Out :- 16th July, 2017 (Forenoon)

Introduction

As is well known, most projects are very complex, have numerous inter-dependent and inter-related activities, involve heavy investments, require high level of technology and need effective management of voluminous resources. They cross geographical boundaries, corporate channels, traditional systems and cultural diversities. Modern projects have inherent difficulties, uncertainties and risks. They interact technically, economically and socially with the environment. The fast changing environments of the present era impose numerous financial, legal, ethical, environments, and logistic constraints.Project management involves use of technical and management skills to achieve the project objectives, within the specified time, budgeted cost and predefined quality specifications, by leading the project participants, efficiently, effectively and ethically. While our engineers possess technical expertise, they often lack project management skills.

Objective

The main Objectives of the Course are to discuss advanced project management tools so as to orient engineers with the knowledge and skills needed to manage such projects, covering aspects like formulation of a project and management of its scope, organization, time, resources, costs, quality, procurement, risks, information system and interpersonal skills.

Contents

Introduction-Project Planning, Implementation & Control, Formulation and Appraisal, Time Management, Resource Management, Cost Planning and Control, Quality, Safety and Environment, Procurement and Contract management

Risk Management, Online Computerized Monitoring System (OCMS), MS Project, Managing Project Information system, Financial Management, Organization, Team building and Interpersonal skills
Case Studies *The participants will be issued course material during the course*

HR Management in Construction Industry and Communication Skills

Date 18th To 20th August, 2017 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa
Check In :- 17th August,2017 (Afternoon) & Check Out :- 20th August, 2017 (Forenoon)

Objectives

The programme aims to-Expose managers to the expected human resource management techniques used specifically in the construction industry, Tips to develop skills of utilizing the existing human resource efficiently
Building stable and effective relationships, Importance of communicating with a rapport and effectively
Instill the concept of group dynamics and identifying the helping and hindering roles, Diagnose the existing HRM abilities by conducting individual and group exercises

Contents

Skills of a manager, Changing readiness through behavior modification, Attitude and Motivation, Understanding self through JOHARI window, Target setting and implementing, One minute management, Effective follow-up
Making decisions that stick, Helping and hindering group roles, To help achieve peak performance, Communication skills-verbal and non-verbal, Organizational communication, Stress and anger management, Time management
Understanding the human needs and wants-perception, Problem solving modes and ability, Leadership techniques

Who Should Attend? Administrators /Chief Engineers SE/EE to Project Manager

"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"

Date:- Date 21st September , 2017 To 23rd September, 2017 (3 days), Venue:- Hotel Grand Mumtaz, Sri Nagar 11, Maulana Azad Road, Sri Nagar, Kashmir (J &K), **Opting for residential accommodation are requested to go directly and stay in A/C rooms at** Hotel Grand Mumtaz, Sri Nagar 11, Maulana Azad Road, Sri Nagar, Kashmir (J &K), Check In :- 20th September , 2017 (Afternoon) & Check Out :- 23rd September ,2017 (Forenoon)

The topics tentatively planned to cover are:

1. **Dispute Settlement Mechanism in Construction Contracts**
2. **The Law relating to Arbitration –Domestic and international**
3. **Relevance of Law of Contract in Dispute Resolution**
4. **Emerging Trends in Judicial Approach to Domestic and International Arbitration**
5. **Party Autonomy and Avoidance of Delays in Arbitration**
6. **Qualification and Professional Ethics required of an Arbitrator**
7. **Enforcement of Awards.**

We are sure that this programme will benefit your executives, engineers and officers and you will extend your support to make our attempt purposeful and successful .

OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National Council For Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

Cheques of Outstation Units will not be accepted.

Substitution of nominees can be permitted.

Opting for residential accommodation are requested to go directly and stay in A/C rooms the participants regarding their stay and is absolutely optional. Participants are free to stay at any other place of their choice and convenience.

Non-Residential-Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council For Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH 01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport.:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.

FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed

Sh. Amit Gupta (Executive Director)	Ekta Chaudhary Prog Co-ordinator

Note: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations – Subjects can be selected by the sponsors.

National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)
11C/B, Inderprastha, TiilaShabajpur, NCR New Delhi, Ghaziabad-201102
Ph:0120-2642010, 0120-2642011, 0120-2642012, Fax No 0120-2642013
E-mail: infonctsr@gmail.com, officenctsr@gmail.com, Website: www.nctsr.net

Ref. No. : 669/LET/2017

New Delhi, Date 13th April, 2017
By Registered Post /AD

To,

The Vice Chancellor
The West Bengal University Of Health Sciences
DD-36, Salt Lake, Sector-1,
Kolkata-700064

Subject:- Training Program-Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topic	Date & Venue	Course Fee (Per Participant) Rs.		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	" Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"	21-23 June, 2017 Venue :- Megapode Resort, Megapode ,Haddo Road , Port Blair – 744101, Andaman & Nicobar Islands	30,690.00	42,390.00	53,690.00
2.	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"	14th To 16th July, 2017 Venue:- Hotel Holiday Home, Cart Road, Shimla, HP	30,690.00	42,390.00	53,690.00
3.	"Finance Management in Govt. with Financial & Administrative Powers in Govt. departments, autonomous bodies"	18th To 20th August, 2017 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	30,690.00	42,390.00	53,690.00
4.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	21st To 23rd September , 2017 Venue:- Hotel Grand Mumtaz, Sri Nagar, 11, Maulana Azad Road, Sri Nagar, Kashmir (J &K)	30,690.00	42,390.00	53,690.00

We invite your kind attention to the coverage of the program. We assure you that the program will be very useful for officers and staff in the Headquarter Office, Regional Offices and other subordinate offices of State & Central Government, State & Central Autonomous Bodies and PSU's which follow the State & Central Government rules and help promote up gradation of technical standards in the context of human resource development.

We crave indulgence on your valuable time by requesting you kindly to peruse the below details relating to the workshop cited as subject. We would also welcome invitation from your side for In- House Training program at your premises.

Thank you and assuring you of our best service as per our tradition.

With best Regards.

Yours faithfully,

For National Council For Training & Social Research
(Director)

"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"

Date 21-23 June, 2017, Venue :-Megapode Resort, Megapode ,Haddo Road , Port Blair – 744101, South Andaman, Andaman & Nicobar Islands , India. Opting for residential accommodation are requested to go directly and stay in A/C rooms at Megapode Resort Portblair, Andaman & Nicobar Islands (India) Check In :- 20th June, 2017 & Check Out:-23rd June, 2017

THE NEED

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of in depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization.OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich purchase experience since they are mostly retired Joint Secretaries of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

PROGRAMME COVERAGE

- Need & Scope of Contract Management , Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India – An Overview, Historical background., Fundamental Principles of Public Buying., Transparency, Fairness., Efficiency, Economy and Accountability.
- General Financial Rules, Objectives., Modification of the rules – Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system., Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, Eligibility and qualification of Bidders. Delivery Schedule
- Procedure for bidding, Procedure for settlement of disputes. Criteria for-
  a) Determining responsiveness of bids., Evaluating the bids on common platform.
  b) Awarding contract to the responsive lowest bidder.
- Preparation of Bid Documents, Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity.
- Tender Enquiry- Opening & Evaluation of Tenders, Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement, Ranking Statement, Rejection of Bids
- Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract.
- Contract Management:- Constitutional provisions., General principles of contract., Standard Forms., Contract Document –Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other instruments, Quality Assurance, Pre-dispatch inspection., E-Procurement, Final Inspection, Consumer's right of rejection, Preliminary examination of goods on receipt, Disposal of Goods, Identification of stores for disposal, Modes of disposal

"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"

Date:- 14th- 16th July, 2017 (3 days), Venue:- Hotel Holiday Home, Near Lift, Cart Road, Shimla, , High Court , Himachal Pradesh India Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Holiday Home, Near Lift, Cart Road, Shimla, , High Court , Himachal Pradesh India Check In :- 13th July,2017 (Afternoon) & Check Out :- 16th July, 2017 (Forenoon)

THE NEED

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible, A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

- Awareness of this new enactment is necessary not-only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from

the information seekers records to be maintained the information exempt from disclosers, role of central and state information commission etc.

- Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

PROGRAMME COVERAGE

- Records Management, Right to information Act Constitutional provisions objectives etc, Right to information extent & coverage, Exemptions from disclosures, Procedure for obtaining information
- Information related to Third Party, Public Authorities under the Act, functions and responsibilities.
- Role of Public Information office first Appellate Authority, Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member, Role of Central Information Commission, Appeals, Complaints, Practical Problems in implementation.
  Case Studies/ Court Cases, Offence & Penalties.

"Finance Management in Govt.with Financial & Administrative Powers in Govt. departments, autonomous bodies"

Date 18th To 20th August, 2017, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa Opting for residential accommodation are requested to go directly and stay in A/C rooms at :- Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa
Check In :- 17th August,2017 (Afternoon) & Check Out :- 20th August, 2017 (Forenoon)

THE NEED

Finance Management is catalyst to the success of an organization. The management techniques and the skill to apply the same can help in growing of the organization by leaps and bounds. Govt of India have therefore framed rules for finance management and the same have been compiled in the form of a book called G.F.R. (General Financial Rules) which was substantially modified in 2005 .Autonomous organization can follow these rules or make their own rules on the pattern of G.F.R. Training program will help in having clear concept of the management techniques and the rules on the subject, and to become aware of the pitfalls and also how to avoid the same The program is useful not only for base level officers but also for all the officers concerned with Finance Management. The program is also useful for others not directly connected with Finance Management as they can plan their programs properly on the basis of the finance Management requirements. Program coverage is as under:

PROGRAMME COVERAGE:

- General Financial Rules, 2007, Standards of Financial Propriety, Purchase Policy , Purchase of Stores , Contract Management
- Instructions on Economy in Expenditure, Delegation of Financial, Appropriation and Re-Appropriation of funds , Filling up of Posts.
- Loans & Advances –Interest Bearing Loans. (car, Motor bike) , Count Attachment Decrees, Defalcation and Losses , Security Deposits, Features of Direct Tax Code

"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".

Date:- Date 21st September ,2017 To 23rd September , 2017 (3 days), Venue:- Hotel Grand Mumtaz, Sri Nagar 11, Maulana Azad Road, Sri Nagar, Kashmir (J &K), **Opting for residential accommodation are requested to go directly and stay in A/C rooms at** Hotel Grand Mumtaz, Sri Nagar 11, Maulana Azad Road, Sri Nagar, Kashmir (J &K), Check In :- 20th September , 2017 (Afternoon) & Check Out :- 23rd September ,2017 (Forenoon)

THE NEED Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definity benefits the officer connected with the execution of reservation scheme.

OBJECTIVE

- **To enable the participants to have an insight into the Reservation.**
- **Prepare and operate Reservation Rosters.**
- **The inbuilt scheme of Seniority of SC/ST/OBC.**
- **Procedure to fill up the backlog vacancies.**

PROGRAMME COVERAGE

- **Objectives and historical background and constitutional provisions for Reservation of posts in services.**
- **Criteria for determining-SC, ST and OBC.**
- **Relaxations and Concessions to Reserved Category of persons in appointment.**
- **Scope and quantum of Reservations in direct appointment.**

- **Scope and quantum of Reservations in promotion.**
- **Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments.**
- **Preparation of Post-Based Roster.**
- **Seniority of persons selected on own's merit list and against reserved posts.**
- **Preparation of Combined Seniority where requirement is based against reserved posts.**
- **How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than 14.**
- **De-reservation procedure.**
- **Carry forward of de-reserved posts and filling up of backlog vacancials.**
- **Practical exercise on reservation.**
- **A latest development in the area of the reservation.**
- **Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission.**
- **Maintenance of Reservation Procedure.**

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

- **Note:- Centre encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.**

OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National council for Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees can be permitted.

Non-Residential-

Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK	11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM
LUNCH	01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport:-The candidates have to make their own a\rrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rdday at the end of the course.

FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Gupta, (Addl.Director)	Ms Priyanka Singh , Prog Co-ordinator

Note: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations–Subjects can be selected by the sponsors.

National Council for Training & Social Research

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

11C/B, Inderprastha, TiilaShabajpur, NCR New Delhi, Ghaziabad-201102

Ph:0120-2642010, 0120-2642011, 0120-2642012, Fax No 0120-2642013

E-mail: officenctsr@gmail.com, infonctsr@gmail.com Website: www.nctsr.net

Ref. NO:- 366/Let/2017

New Delhi, Date 13th April, 2017

By Registered Post/AD

To,

The Vice Chancellor
The West Bengal University Of Health Sciences
DD-36, Salt Lake, Sector-1,
Kolkata-700064

Subject:- In-house Training programs for Engineers to be conducted In Your State

Respected Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

NCTSR has been working in the direction of improving the quality and technology. In order to achieve this NCTSR has launched several training program throughout the Country. It shall be our privilege to organize technical training programs for Engineers , the Course content of proposed training program are as follows:-

Training programs

S.no.	Minimum batch size 30 Nos Participants Venue:- Any Selected location in your state, India Training Topics	Category Of Engineers	Duration Timings: 9.30 AM-5.00 PM	Course Fee (Rs) Per Participant
1.	Preliminary buildings & road construction requirement and survey.	JE/AE/AEE/EE equivalent	3 Days	6,300.00
2.	Building construction & maintenance.	JE/AE/AEE/EE	3 Days	6,300.00
3.	Construction material (Road & Building).	JE/AE/AEE/EE	2 Days	4,600.00
4.	Estimate/contract preparation.	JE/AE/AEE/EE	3 Days	6,300.00
5.	CPM tool for construction management	JE/AE/AEE/EE	2 Days	4,600.00
6.	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	JE/AE/AEE/EE equivalent	3 Days	6,300.00
7.	Project Management For Engineers	JE/AE/AEE/EE	3 Days	6,300.00
8.	Quality control & Quality assurance.	JE/AE/AEE/EE	2 Days	4,600.00
9.	Building construction management.	JE/AE/AEE/EE	3 Days	6,300.00
10.	Pavement & cross drainage designing.	JE/AE/AEE/EE	3 Days	6,300.00
11.	Water supply, sewerage and sanitation works along with construction activities & records entry bill preparation etc.	JE/AE/AEE/EE equivalent	3 Days	6,300.00
12.	Sewerage treatment plants and related activities & office procedure.	JE/AE/AEE/EE equivalent	2 Days	4,600.00
13.	Project preparation, DPR preparation and core network	JE/AE/AEE/EE	3 Days	6,300.00

14.	Feasibility study & preparation of detailed project reports (DPR).	JE/AE/AEE/EE equivalent	3 Days	6,300.00
15.	Refresher course to basic training (for officers having attended basic training as at S1. No. 1 more than 2 years back)	AEE/AE/JE equivalent	5 Days	9,600.00
16.	Basic training Programme for newly inducted officers	AEE/AE/JE equivalent	3 Days	6,300.00
17.	Basic programme –Planning Design and Construction of Bridges & culverts	SEE/EE/AE equivalent	3 Days	6,300.00
18.	Advanced Programme-Planning Design and construction of Bridges and culverts (50mt to 75 mt. Span)	SEE/EE/AE equivalent	3 Days	6,300.00
19.	Modern Survey Techniques including GIS/GPS & total Station	AE/JE equivalent	3 Days	6,300.00
20.	Quality Control and material Testing Procedures & Laboratory Practice	AE/JE equivalent	3 Days	6,300.00
21.	Road safety and road Safety Audit for Building & Roads	SEE/EE/AE equivalent	2 Days	4,600.00
22.	Environmental and Social Issues in Highway Projects (World Bank + ADB States)	SEE/EE/AE equivalent	3 Days	6,300.00
23.	Design of Flexible & Rigid Pavements	EE/AE/JE equivalent	3 Days	6,300.00
24.	Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies	EE/AE/JE equivalent	3 Days	6,300.00
25.	Preparation of DPRs (Cost estimation) for Building & Roads Projects	EE/AE/JE equivalent	3 Days	6,300.00
26.	Procurement & contract management for Building & Roads Projects	SE/EE/AE equivalent	3 Days	6,300.00
27.	World Bank RRP-II, focusing on SBD, how to read DPR and execute it.	Contractors and their personnel	3 Days	6,300.00
28.	Road side tree plantation	EE/ AE/JE equivalent	2 Days	4,600.00
29.	Road Accident Investigation	JE/AE/AEE/EE equivalent	2 Days	4,600.00
30.	Crash Data Analysis and Investigation	JE/AE/AEE/EE	3 Days	6,300.00
31.	Road Safety Management	JE/AE/AEE/EE	3 Days	6,300.00
32.	Crash Data Analysis and Investigation	JE/AE/AEE/EE	3 Days	6,300.00
33.	Road Transport Regulation and Administration	JE/AE/AEE/EE	2 Days	4,600.00
34.	Crash Data Analysis and Investigation	JE/AE/AEE/EE equivalent	3 Days	6,300.00
35.	Road Safety Management	JE/AE/AEE/EE	3 Days	6,300.00
36.	Leveling Alignment And Balancing Procedures For Heavy Rotating Machinery In Power Plants And Industries	JE/AE/AEE/EE	3 Days	6,300.00
37.	Advanced Power System Protection And Automation	JE/AE/AEE/EE	2 Days	4,600.00

38.	Testing, Commissioning And Protection Of Distribution Substations	JE/AE/AEE/EE	3 Days	6,300.00
39.	Plc & Dcs Including Advances In Power Plant Applications	JE/AE/AEE/EE equivalent	3 Days	6,300.00
40.	Power System Grounding And System Stability	JE/AE/AEE/EE equivalent	3 Days	6,300.00
41.	Distribution Transformers – Failures – Trends In O&M	JE/AE/AEE/EE	3 Days	6,300.00
42.	Best Practices In O&M And Failure Analysis Of Synchronous Generators In Power Plants	JE/AE/AEE/EE equivalent	3 Days	6,300.00
43.	Heat Exchanger Design And Performance Evaluation In Thermal Power Plants & Process Industry	AEE/AE/JE equivalent	3 Days	6,300.00
44.	Destructive & Non Destructive Testing Methods For Civil Engineering Structures	JE/AE/AEE/EE equivalent	3 Days	6,300.00
45.	Contract Management And Dispute Resolution In Engineering Projects	JE/AE/AEE/EE	3 Days	6,300.00
46.	Use Of Fly Ash In Civil Engineering Works	JE/AE/AEE/EE	2 Days	4,600.00
47.	Project Management In Construction Industry	JE/AE/AEE/EE	3 Days	6,300.00
48.	Geo-Synthetics And Reinforced Soil Structures	JE/AE/AEE/EE	3 Days	6,300.00
49.	Bio Medical Waste Management - Handling And Safe Disposal Options With New Rules 2016	JE/AE/AEE/EE equivalent	3 Days	6,300.00
50.	Conducting Eia Study And Preparation Of Eia Reports – Case Study & Group Discussion	JE/AE/AEE/EE	3 Days	6,300.00
51.	Preparation Of Dpr And Tender Documents For Sewage Treatment Plant Water Pollution Monitoring And Modeling Using Software Applications – Theory And Hands-On Practice (In Compliance With Moef & Cc Guidelines)	JE/AE/AEE/EE	3 Days	6,300.00
52.	Network Administration: Configuring And Securing Lan's And Wan's	JE/AE/AEE/EE	3 Days	6,300.00
53.	Web Application Development Using Asp.Net With Mvc	JE/AE/AEE/EE	2 Days	4,600.00
54.	Wireless Network Administration	JE/AE/AEE/EE equivalent	3 Days	6,300.00
55.	Transportation Planning and Management	JE/AE/AEE/EE equivalent	2 Days	4,600.00
56.	Electrical Drawings and Schematics	JE/AE/AEE/EE	3 Days	6,300.00
57.	Electrical Engineering Master Series	JE/AE/AEE/EE equivalent	3 Days	6,300.00
58.	Energy Conservation, Energy Efficiency & Energy Audit	AEE/AE/JE equivalent	3 Days	6,300.00
59.	Legal Side Of Contract Management Arbitration @ Dispute Settlement Mechanism	JE/AE/AEE/EE equivalent	3 Days	6,300.00
60.	Planning, Design and construction of Pre Fabricated Steel Structures.	JE/AE/AEE/EE	2 Days	4,600.00
61.	Green and Intelligent Building Construction Technologies	JE/AE/AEE/EE	3 Days	6,300.00
62.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	JE/AE/AEE/EE	3 Days	6,300.00
63.	Repair and Rehabilitation oc Concrete Structure including water Proofing material and techniques.	JE/AE/AEE/EE	3 Days	6,300.00

64.	Physical Testing of Cement	JE/AE/AEE/EE equivalent	3 Days	6,300.00
65.	Testing and Evaluation of Concrete making Materials	JE/AE/AEE/EE	3 Days	6,300.00
66.	Energy Audit and Conservation	JE/AE/AEE/EE	3 Days	6,300.00
67.	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	JE/AE/AEE/EE	3 Days	6,300.00
68.	Preparation of DPR and Tender Documents for Solid Waster Management Projects	JE/AE/AEE/EE	3 Days	6,300.00
69.	Preparation of DPR and Tender Documents for Sewerage Schemes	JE/AE/AEE/EE equivalent	2 Days	4,600.00
70.	Indoor and Outdoor lighting design & relevant NBC Provisions	JE/AE/AEE/EE equivalent	3 Days	6,300.00
71.	Planning of Electrical Sub Station incl Fire Fighting Arrangements	JE/AE/AEE/EE	3 Days	6,300.00
72.	Design Construction and Maintenance of Flexible Pavements.	JE/AE/AEE/EE equivalent	3 Days	6,300.00
73.	Rigid Pavements ;Design, Construction & Quality Control Aspects.	AEE/AE/JE equivalent	3 Days	6,300.00
74.	Pavement Evil Technique and their Applications for Maintenance and Rehabilitation.	JE/AE/AEE/EE equivalent	3 Days	6,300.00
75.	Advance Training Programme on Green Building Concepts	AEE/AE/JE equivalent	2 Days	4,600.00

The participants will be issued course material during the course.
Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

National Council For Training & Social Research (NCTSR) shall take responsibility of all arrangement as appended below:-

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board/ Undertakings/PSU's shall take responsibility of all arrangement in your State as appended below:-

- To arrange Boarding, Lodging for faculty & NCTSR Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NCTSR Staff.
- Arrangement of Venue, lunch and 2 time tea for participants, faculty & NCTSR Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "National Council For Training & Social Research " payable at New Delhi.

We hope that you will find the above in order and incase you need any more details or clarification kindly revert.
Thanking You,
Yours Truly,
For National Council For Training & Social Research

R. Kumar

Executive Engineer (TRG)

National Council for Training & Social Research

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

11C/B, Inderprastha, TiilaShabajpur, NCR New Delhi, Ghaziabad-201102

Ph:0120-2642010, 0120-2642011, 0120-2642012, Fax No 0120-2642013

E-mail: infonctsr@gmail.com, officenctsr@gmail.com Website: www.nctsr.net

Ref. NO:- IH/Let/66-17

New Delhi, Date 13th April, 2017

By Registered Post/AD

To,

The Vice Chancellor
The West Bengal University Of Health Sciences
DD-36, Salt Lake, Sector-1,
Kolkata-700064

Subject:- In-house Training programs to be Conducted in your State, India

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

It is intimated to our good self that National Council for Training & Social Research (NCTSR), New Delhi have designed a in house training with excellent and experienced faculty (well known in their fields internationally & nationally).

S NO	Venue:- Any Selected location in your state India Minimum batch size 30 Nos Participants Training Topics	Course Fee Per Participant	Duration
1.	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System & a tool of Transparency"	Rs. 4600.00	2 Days
2.	Purchase Policy & Procedure In Goverments And Risk & Contract Management In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
3.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress"	Rs. 6,300.00	3 Days
4.	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
5.	Finance management in Govt. with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs". In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
6.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
7.	"Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"	Rs. 6,300.00	2 Days
8.	"Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs".	Rs. 19,600.00	10 Days

9.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,300.00	3 Days
10.	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
11.	"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" In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
12.	"Gender sensitivity & prevention and rederesaal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
13.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,300.00	3 Days
14.	Leadership and Decision Making	Rs. 4600.00	2 Days
15.	Ethics and Values	Rs. 4600.00	2 Days
16.	Negotiation Skills	Rs. 4600.00	2 Days
17.	Swatch Bharat Mission	Rs. 4600.00	2 Days
18.	Managing Stress for Personal Efficacy	Rs. 4600.00	2 Days
19.	Goods & Service Tax in India (GST)	Rs. 4600.00	2 Days

The participants will be issued course material during the courses.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

National Council for Training & Social Research (NCTSR) shall take responsibility of all arrangement as appended below:-

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board / Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:-

- To arrange Boarding, Lodging for faculty & NCTSR Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NCTSR Staff.
- Arrangement of Venue, lunch and 2 time tea for participants, faculty & NCTSR Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "National Council Training & Social Research" payable at New Delhi.

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

We hope that you will find the above in order and incase you need any more details or clarification kindly revert.

Thanking You,

Yours Truly,

For National Council for Training & Social Research

National Council for Training & Social Research New Delhi

SR. Manager (TRG)