



National Council for Training & Social Research

B-11C, Inderprastha Yojana, Tiila Shabajpur, NCR New Delhi, Ghaziabad-201102

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Ref. No.:-636/M/2018

New Delhi, Date 06th June, 2018

To,
The Competent Authority

Executive Development Program---Call For Nominations

Dear Sir/Madam,

National Council For Training & Social Research (NCTSR) serves as apex body and representative of the various segments of Indian Industry with the mandate to provide thrust to organized infrastructural development of the nation.

We plan to organise training on the following topics :--

S No.	Topics	Date	Venue	Course Fee (Per Participant) Rs.	
				Non Residential	Residential
1.	"Arbitration and Dispute Settlement Mechanism in Construction Contracts"	21 st To 23 rd June, 2018	Hotel Holiday Home, Cart Road, Shimla, HP	30,690.00	53,690.00
2.	"Materials management , purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies".	21 st To 23 rd June, 2018	Hotel Holiday Home, Cart Road, Shimla, HP	30,690.00	53,690.00
3.	Quality System & Total Quality Management for Building & Highway Projects.	21 st To 23 rd July, 2018	Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	53,690.00
4.	"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System".	21 st To 23 rd July, 2018	Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	53,690.00
5.	Project Management for Engineers	24 th To 26 th August, 2018	Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India	30,690.00	53,690.00
6.	"Finance Management in Govt. with Financial & Administrative Powers in Govt. departments, autonomous bodies"	24 th -26 th August, 2018	Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India	30,690.00	53,690.00
7.	"Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	21 st To 23 rd September, 2018	Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806	30,690.00	53,690.00
8.	HR Management in Construction Industry and Communication Skills	21 st To 23 rd September, 2018	Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806	30,690.00	53,690.00

Note :-Participants opting for residential program should Check into the Hotel on the day prior to first day of the course (afternoon) . Check-out will be morning of day 3 of the course .

There is excellent response from various Govt. departments including PWD, Housing, Rural, Urban Development Deptt, 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/ offices in your Area of Responsibility so that they can avail benefit of the same. These programs will help the officers to identify the areas of weakness in the systems and thus boost the economy and employment in the State.

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

For more details Contact at Mobile No **09811094923** , Email:-infonctsr@gmail.com or info@nctsrnic.in We would also welcome invitation from your side for **In- House Training** program at your premises.

Thanking you and assuring you of our best services .

Yours Truly



(R B Singh)
Manager (Trg)
Mob No 09410633345

National Council For Training & Social Research

(Established by Labour Department, Government of Uttar Pradesh)

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Important Information :--

Note:- The Council 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. Serving officers are also invited by us as Guest Faculty. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers .

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants 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 is permitted.

Participants opting for residential accommodation are requested to go directly and check-in into the Hotel . Participants are free to stay at any other place of their choice and convenience.

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 day Technical Workshop . Timing will be 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 , Photography.

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.

Change of Schedule

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: You can call the Central Line +91-9811094923 for any queries regarding the Workshop. Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to :--

Sh. Anil Aggarwal (Addl. Director (TRG))	MalikaSethi Prog Co-ordinator
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In-house Training Program (at the premises of sponsoring organization) are also organized by us. Subjects can be selected by the sponsors.

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Detailed Information about the programs :---

“Arbitration and Dispute Settlement Mechanism in Construction Contracts”

Date:- 21st June, 2018 To 23rd June,2018 (3 days), Venue:- Hotel Holiday Home, Near Lift, Cart Road, Shimla, , High Court , Himachal Pradesh India . Participants opting for residential program are requested to go directly to the Hotel and Check-in . Check In :- 20th June, 2018 (Afternoon) & Check Out :- 23rd June,2018 (Forenoon)

The topics tentatively planned :--

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 program will benefit your engineers and officers and you will extend your support to make our program successful.

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

Date:- 21st June, 2018 To 23rd June,2018 (3 days), Venue:- Hotel Holiday Home, Near Lift, Cart Road, Shimla, , High Court , Himachal Pradesh India . Participants opting for residential program are requested to go directly to the Hotel and Check-in . Check In :- 20th June, 2018 (Afternoon) & Check Out :- 23rd June,2018 (Forenoon)

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. 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.

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- Determining responsiveness of bids., Evaluating the bids on common platform. 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 21st July, 2018 To 23rd July, 2018, Venue :- “Hotel Shambhala” Leh-194 101, Ladakh (India). Opting for residential accommodation are requested to go directly to the “Hotel Shambhala” Leh-194 101, Ladakh (India) Check In :- 20th July, 2018 (Afternoon) & Check Out :- 23rd July, 2018 (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.

Quality Systems & Total Quality Management (TQM) for Buildings & Highway Projects

Date 21st July, 2018 To 23rd July, 2018, Venue :- "Hotel Shambhala" Leh-194 101, Ladakh (India). Opting for residential accommodation are requested to go directly to the "Hotel Shambhala" Leh-194 101, Ladakh (India) Check In :- 20th July, 2018 (Afternoon) & Check Out :- 23rd July, 2018 (Forenoon)

Objective : Upon completion of the course the participants will :

1. Be able to understand the requirements of specifications For Buildings road and bridge works.
2. Become familiar with quality standards for highway projects
3. Be able to implement the quality standards
4. Become familiar with testing procedures

Course Contents : -

- A) Specifications for Buildings, Roads and Bridge Works
 - Performance standards, Quality Control Tests
- B) Quality Systems : Quality Control and Quality Assurance
 - For Road works, For Bridge works, For Buildings Works
- C) Testing Procedures
 - Sampling procedures, Laboratory work on various Tests, Laboratory Equipment

Course Co-ordinator : Addl. Director, EDC,

Course Faculty : Eminent professionals in the field (retired/serving) from M/o SRT&H, NHAI, CRRRI, IITs, PWDs, Consulting firms.

Target Group : This course is designed for Chief Engineers, SE, Executive Engineers.

Project Management for Engineers

Date 24-26 August,2018 Venue:- Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India, Check In :- 23rd August, 2018 (Afternoon) & Check Out :- 26th August, 2018 (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

“Finance Management in Govt. with Financial & Administrative Powers in Govt. Departments, Autonomous Bodies”.

Date 24-26 August, 2018 Venue:- Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India, Check In :- 23 August, 2018 (Afternoon) & Check Out :- 26th August, 2018 (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

HR Management in Construction Industry and Communication Skills

Date 21st September, 2018 To 23rd September, 2018

Venue:- Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806

Opting for residential accommodation are requested to go directly to the Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806 Check In :- 20th September ,2018 (Afternoon) & Check Out :- 23rd September, 2018 (Forenoon)

Objectives

The program 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 , Project Manager

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

Date 21st September, 2018 To 23rd September, 2018

Venue:- Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806

Opting for residential accommodation are requested to go directly to the Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806 Check In :- 20th September ,2018 (Afternoon) & Check Out :- 23rd September, 2018 (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 definitely 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 vacancies.

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.

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