



# National Council for Training & Social Research

B-11C, Inderprastha, TiilaShahbajpur, Loni, Ghaziabad, Uttar Pradesh Pin 201102  
 Ph. 0120-2682107, 0120-2682110, 0120-2682111, Fax No:-0120-2682109, M-09811094923  
 E-mail: infonctsr@gmail.com, info@nctsrnic.in Website : www.nctsr.net

Ref. No. :-M/2018/339

Date 01<sup>st</sup> August , 2018  
 By E mail

## 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.	Project Management for Engineers in Govt. departments, autonomous bodies & PSUs”	24 <sup>th</sup> To 26 <sup>th</sup> August,2018	Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India	30,690.00	63,690.00
2.	“Finance Management in Govt. with Financial & Administrative Powers in Govt. departments, autonomous bodies & PSUs”	24 <sup>th</sup> -26 <sup>th</sup> August,2018	Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India	30,690.00	63,690.00
3.	“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 <sup>st</sup> To 23 <sup>rd</sup> September, 2018	Hotel BagmalloBeach Resort, Bogmallo Beach, Goa, 403806	30,690.00	63,690.00
4.	HR Management in Construction Industry and Communication Skills in Govt. departments, autonomous bodies & PSUs”	21 <sup>st</sup> To 23 <sup>rd</sup> September, 2018	Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806	30,690.00	63,690.00
5.	“Arbitration and Dispute Settlement Mechanism in Construction Contracts” in Govt. departments, autonomous bodies & PSUs”	26 <sup>th</sup> To 28 <sup>th</sup> October, 2018	Hotel Ramada Darjeeling 02-03, Auckland Villa, GandhRoad, Near Captiol Tower, Darjeeling, 734101	30,690.00	63,690.00
6.	“Materials management , purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies”.	26 <sup>th</sup> To 28 <sup>th</sup> October,2018	Hotel Ramada Darjeeling 02-03, Auckland Villa, GandhRoad, Near Captiol Tower, Darjeeling, 734101	30,690.00	63,690.00
7.	“Stress & Stress Management &	23 <sup>rd</sup> To 25 <sup>th</sup>	Fortune Hotel	30,690.00	63,690.00

	Staff Development In Improving Enhancing Efficiency and Behavioral Skills in Govt. departments, autonomous bodies & PSUs”	November, 2018	Sullivan Court 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001		
8.	Behavioral Management and Communication Skills in Govt. departments, autonomous bodies & PSUs”	23 <sup>rd</sup> To 25 <sup>th</sup> November,2018	Fortune Hotel Sullivan Court 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001	30,690.00	63,690.00
9.	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs”	21 <sup>st</sup> To 23 <sup>rd</sup> Decemer,2018	Hotel BagmalloBeach Resort, Bogmallo Beach, Goa, 403806	30,690.00	63,690.00
10.	“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 <sup>st</sup> To 23 <sup>rd</sup> Decemer,2018	Hotel Bagmallo Beach Resort, Bogmallo Beach, Goa, 403806	30,690.00	63,690.00
11.	Legal aspects of Personnel Management in Govt. departments, autonomous bodies & PSUs”	18 <sup>th</sup> To 20 <sup>th</sup> January,2019	Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India	30,690.00	63,690.00
12.	“Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System”. In Government Department ,Autonomous Bodies & PSUs”.	18 <sup>th</sup> To 20 <sup>th</sup> January,2019	Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India	30,690.00	63,690.00
13.	Construction Management TQM & Safety in Govt. departments, autonomous bodies & PSUs”	22 <sup>nd</sup> To 24 <sup>th</sup> Febuary,2019	Venue:- Hotel Willow Banks The Mall, , Near Tourism Lift, Shimla, 171001 Himachal Pradesh India	30,690.00	63,690.00
14.	“Finance Management in Govt. with Financial & Administrative Powers in Govt. departments, autonomous bodies & PSUs”	22 <sup>nd</sup> To 24 <sup>th</sup> Febuary,2019	Venue:- Hotel Willow Banks The Mall, , Near Tourism Lift, Shimla, 171001 Himachal Pradesh India	30,690.00	63,690.00
15.	Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs”	22 <sup>nd</sup> To 24 <sup>th</sup> March,2019	Hotel Ramada Darjeeling 02-03, Auckland Villa,Gandhi Road, Near Captiol		

			Tower, Darjeeling, 734101	30,690.00	63,690.00
16.	"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 Govt. departments, autonomous bodies & PSUs"	22 <sup>nd</sup> To 24 <sup>th</sup> March, 2019	Hotel Ramada Darjeeling 02-03, Auckland Villa, Gandhi Road, Near Captiol Tower, Darjeeling, 734101	30,690.00	63,690.00
17.	"Roster Writing And Reservation In Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	19 <sup>th</sup> To 21 <sup>st</sup> April, 2019	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00
18.	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world class expert in waste management and pollution control. in Govt. departments, autonomous bodies & PSUs"	19 <sup>th</sup> To 21 <sup>st</sup> April, 2019	"Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00
19.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting	17 <sup>th</sup> May, 2019 To 19 <sup>th</sup> May, 2019	Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	63,690.00
20.	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs"	17 <sup>th</sup> May, 2019 To 19 <sup>th</sup> May, 2019	Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	63,690.00
21.	Quality System & Total Quality Management for Building & Highway Projects. in Govt. departments, autonomous bodies & PSUs"	22 <sup>nd</sup> To 24 <sup>th</sup> June, 2019	Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00
22.	"Right to Information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System". in Govt. departments, autonomous bodies & PSUs"	22 <sup>nd</sup> To 24 <sup>th</sup> June, 2019	Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	63,690.00

**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 .**

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.

You are requested to kindly look at the attached Program Brochure for details. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

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,

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



Amit Gupta  
(Executive Director)

**National Council For Training & Social Research**

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E-mail: [infonctsr@gmail.com](mailto:infonctsr@gmail.com), [info@nctsrnic.in](mailto:info@nctsrnic.in) Website: [www.nctsr.net](http://www.nctsr.net)

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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

**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 3<sup>rd</sup> 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.**

**Detailed Information about the programs :---****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 :- 23<sup>rd</sup> August, 2018 ( Afternoon) & Check Out :- 26<sup>th</sup> 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 :- 26<sup>th</sup> 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 In Government Departments Autonomous Bodies & PSUs”.**

Date 21<sup>st</sup> September, 2018 To 23<sup>rd</sup> 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 :- 20<sup>th</sup> September ,2018 ( Afternoon) & Check Out :- 23<sup>rd</sup> 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 21<sup>st</sup> September, 2018 To 23<sup>rd</sup> September, 2018

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## **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 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.

## **“Arbitration and Dispute Settlement Mechanism in Construction Contracts” In Government Departments Autonomous Bodies & PSUs”.**

Date 26<sup>th</sup> To 28<sup>th</sup> October, 2018, Venue:- Hotel Ramada Darjeeling, 02-03, Auckland Villa, Gandhi Road, Near Captiol Tower, Darjeeling, 734101 Participants opting for residential program are requested to go directly to the Hotel and Check-in . Check In :- 25<sup>th</sup> October, 2018 ( Afternoon) & Check Out :- 28<sup>th</sup> October,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 26<sup>th</sup> To 28<sup>th</sup> October, 2018, Venue:- Hotel Ramada Darjeeling, 02-03, Auckland Villa, Gandhi Road, Near Captiol Tower, Darjeeling, 734101 Participants opting for residential program are requested to go directly to the Hotel and Check-in . Check In :- 25<sup>th</sup> October, 2018 ( Afternoon) & Check Out :- 28<sup>th</sup> October, 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 egulations 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

# **“Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills in Govt. departments, autonomous bodies”**

Date 23<sup>rd</sup> To 25<sup>th</sup> November, 2018, Venue:- Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 Opting for residential accommodation are requested to go directly Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 and stay in A/C rooms Check In :- 22<sup>nd</sup> November,2018 ( Afternoon) & Check Out :- 25<sup>th</sup> November,2018 ( Forenoon)

### THE NEED

The field of Office Management has undergone a sea change in the past decade. The emphasis on transparency and the right to information has generated ever increasing expectation of the citizens from the Government Organizations. Coping up with changing environment and attitude of the citizens is one of the greatest challenges today. Ever increasing workload and its complexity calls for a higher level of efficiency and effectiveness of the supporting staff. This program has been designed accordingly to enhance professional capabilities and to bring in a change in the approach and attitude of the Private Secretaries, Personal Assistants and other staff members playing a supporting role to the decision makers.

### PROGRAMME COVERAGE

Changing role of Personal Staff in the emerging socio-economic environment.

Public Relations, Secretarial Etiquettes, Handling of Visitors and Telephone Calls.

Office Procedure including-

Filing System, Noting & Drafting, Records Management, Checks on Delays, Simplification of work & procedures

Stress & Stress Management, Motivation, Team Building, Self Development, Mind & Attitude, Time Management, Group Dynamics Interpersonal Relationship

## **Behavioral Management and Communication Skills in Govt. departments, autonomous bodies”**

Date 23<sup>rd</sup> To 25<sup>th</sup> November, 2018, Venue:- Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 Opting for residential accommodation are requested to go directly Fortune Hotel Sullivan Court, 123, Selbourne Road, Opp. Rose Garden,, Ooty, 643001 and stay in A/C rooms Check In :- 22<sup>nd</sup> November,2018 ( Afternoon) & Check Out :- 25<sup>th</sup> November,2018 ( Forenoon)

### 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.

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

# **THE ZEN MIND IS ZERO ENGINE NOISE CREATING A SITUATION OF EMPTINESS WITHIN. In Government Departments Autonomous Bodies & PSUs”.**

Date 21<sup>st</sup> December, 2018 To 23<sup>rd</sup> December, 2018

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

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**The mind is the most important part of the body. To understand mind and to control it takes a lot of energy and time. But once you control the mind, there is a inner balance which can help to create an outer balance. this program can really take you by surprise and can motivate you to excel further.**

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 .

The participants will be issued course material during the courses.

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

Date 21<sup>st</sup> December, 2018 To 23<sup>rd</sup> December, 2018

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### **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.

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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.

## **“Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System” In Government Departments Autonomous Bodies & PSUs”.**

Date 22<sup>nd</sup> June, 2019 To 24<sup>th</sup> June, 2019, 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 :- 21<sup>st</sup> June, 2019 (Afternoon) & Check Out :- 24<sup>th</sup> June, 2019 (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 disclosures, 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.

## **Quality Systems & Total Quality Management (TQM) for Buildings & Highway Projects In Government Departments Autonomous Bodies & PSUs”.**

Date 22<sup>nd</sup> June,2019 To 24<sup>th</sup> June, 2019, 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 :- 21<sup>st</sup> June, 2019( Afternoon) & Check Out :- 24<sup>th</sup> , 2019 (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, CRRI, IITs, PWDs, Consulting firms.

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

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

B-11C, Inderprastha, TiilaShahbajpur, Loni, Ghaziabad,  
Uttar Pradesh Pin 201102

Ph. 0120-2682107, 0120-2682110, 0120-2682111

Fax No:-0120-2682109, M-09811094923

E-mail: infonctsr@gmail.com, info@nctsrnic.in Website: www.nctsr.net