



National Council for Training & Social Research

Plot No:152, G/F Triveni Apartment, Jhilmil Colony, New Delhi-110095

Ph:+91-11-43544923, +91-11-22145234, +91-11- 22145235

Fax Nos: +91-11-43615435 (M) +91-9911295435

E-mail: infonctsr@gmail.com, officenctsr@gmail.com

Website: www.nctsr.net

Ref. NO:- IH/Let/369/2016

New Delhi, Date 23rd July, 2016

To,

By Registered Post/AD

The Secretary
Department of Personnel and Training (Govt. Of India)
North Block, New Delhi-110001

RECEIVED IN C. R.
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Trg.

25 .JUL. 2016

Subject:- In-house Training programs for Engineers to 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 Junior Engineers/ Assistant Engineers (Civil, Mechanical & Electrical). Course content of proposed training program are as follows:-

Training programs

| S.no. | Training Topics | Category Of Engineers | Course Fee Per (RS.) Participants+ S.T 15% | |
|-------|--|-------------------------|--|---|
| 1. | Preliminary buildings & road construction requirement and survey. | JE/AE/AEE/EE equivalent | 4,900.00 | Duration :- 2 Days Venue:- Any Selected location in your state India Minimum batch size is of 40 Nos Participants |
| 2. | Building construction & maintenance. | JE/AE/AEE/EE | 4,900.00 | |
| 3. | Construction material (Road & Building). | JE/AE/AEE/EE | 4,900.00 | |
| 4. | Estimate/contract preparation. | JE/AE/AEE/EE | 4,900.00 | |
| 5. | CPM tool for construction management | JE/AE/AEE/EE | 4,900.00 | |
| 6. | Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering. | JE/AE/AEE/EE equivalent | 4,900.00 | |
| 7. | Project Management | JE/AE/AEE/EE | 4,900.00 | |
| 8. | Quality control & Quality assurance. | JE/AE/AEE/EE | 4,900.00 | |
| 9. | Building construction management. | JE/AE/AEE/EE | 4,900.00 | |
| 10. | Pavement & cross drainage designing. | JE/AE/AEE/EE | 4,900.00 | |
| 11. | Water supply, sewerage and sanitation works along with construction activities & records entry bill preparation etc. | JE/AE/AEE/EE equivalent | 4,900.00 | |
| 12. | Sewerage treatment plants and related activities & office procedure. | JE/AE/AEE/EE equivalent | 4,900.00 | |
| 13. | Project preparation, DPR preparation and core network | JE/AE/AEE/EE | 4,900.00 | |
| 14. | Feasibility study & preparation of detailed project reports (DPR). | JE/AE/AEE/EE equivalent | 4,900.00 | |
| 15. | Refresher course to basic training (for officers having attended basic training as at S1. No. 1 | AEE/AE/JE equivalent | 4,900.00 | |

US (A) for meeting on 2/9/16
2/9/16
2/9/16

| | | | | |
|-----|--|---------------------------------|----------|---------------------------|
| | more than 2 years back) | | | |
| 16. | Basic training Programme for newly inducted officers | AEE/AE/JE equivalent | 4,900.00 | Timings: 9.30 AM-5.30 PM. |
| 17. | Basic programme –Planning Design and Construction of Bridges & culverts | SEE/EE/AE equivalent | 4,900.00 | |
| 18. | Advanced Programme-Planning Design and construction of Bridges and culverts (50mt to 75 mt. Span) | SEE/EE/AE equivalent | 4,900.00 | |
| 19. | Modern Survey Techniques including GIS/GPS & total Station | AE/JE equivalent | 4,900.00 | |
| 20. | Quality Control and material Testing Procedures & Laboratory Practice | AE/JE equivalent | 4,900.00 | |
| 21. | Road safety and road Safety Audit for Building & Roads | SEE/EE/AE equivalent | 4,900.00 | |
| 22. | Environmental and Social Issues in Highway Projects (World Bank + ADB States) | SEE/EE/AE equivalent | 4,900.00 | |
| 23. | Design of Flexible & Rigid Pavements | EE/AE/JE equivalent | 4,900.00 | |
| 24. | Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies | EE/AE/JE equivalent | 4,900.00 | |
| 25. | Preparation of DPRs (Cost estimation) for Building & Roads Projects | EE/AE/JE equivalent | 4,900.00 | |
| 26. | Procurement & contract management for Building & Roads Projects | SE/EE/AE equivalent | 4,900.00 | |
| 27. | World Bank RRP-II, focusing on SBD, how to read DPR and execute it. | Contractors and their personnel | 4,900.00 | |
| 28. | Road side tree plantation | EE/ AE/JE equivalent | 4,900.00 | |
| 29. | -Application Of New Materials and Technologies in for Building & Roads Projects -Fly ash -Non-Conventional Techniques and Materials. | JE/AE/AEE/EE equivalent | 4,900.00 | |

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.

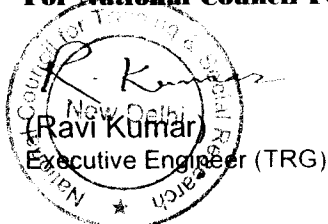
For more details Contact at Mobile No 09911295435 Email:-infonctsr@gmail.com, edc1977@gmail.com,

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

Plot No:152, G/F Triveni Apartment, Jhilmil Colony, New Delhi-110095
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E-mail: infonctsr@gmail.com, officenctsr@gmail.com
Website: www.nctsr.net

Ref. NO:- IH/let/66-16

New Delhi, Date 23rd July, 2016

To,

By Registered Post/AD

The Secretary
Department of Personnel and Training (Govt. Of India)
North Block, New Delhi - 110001

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 | Training Topics | Course Fee Per Participants + S.T 15% | |
|------|--|---------------------------------------|---|
| 1) | "Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System" | Rs. 4,900/- | Duration 2 Days Venue:- Any Selected location in your state India Minimum batch size is of 40 Nos Participants |
| 2) | "Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs". | Rs. 4,900/- | |
| 3) | "Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs". | Rs. 4,900/- | |
| 4) | " Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies" | Rs. 4,900/- | |
| 5) | "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. 4,900/- | |
| 6) | "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs". | Rs. 4,900/- | |

| | | | |
|----|--|-------------|----------------------------|
| 7) | "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. 4,900/- | Timings: 9.30 AM- 5.30 PM. |
| 8) | "GENDER SENSITIVITY & PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE" In Government Departments Autonomous Bodies & PSUs". | Rs. 4,900/- | |
| 9) | "ESTABLISHMENT RULES & GENERAL ADMINISTRATION MATTERS" of Government Departments Autonomous Bodies & PSUs". | Rs. 4,900/- | |

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.

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- 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.

For more details visit our website www.nctsr.net and Contact at Mobile No 09911295435 Email:- infonctsr@gmail.com, officenctsr@gmail.com.

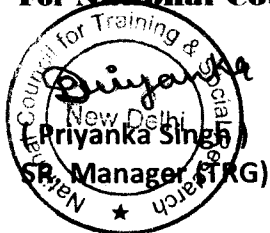
Kindly do the needful & expecting for confirmation and further response at the earliest.

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

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Website: www.nctsr.net

Ref. No. : 669/LET/2016

New Delhi, Date 23rd July, 2016

To,

By Registered /AD

The Secretary
Department of Personnel and Training (Govt. Of India)
North Block, New Delhi - 110001

Subject:- Training Programme-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" | Date 21 st To 23 rd September, 2016 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa | | | |
| 2. | Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System | Date 21 st To 23 rd October, 2016 Venue:- Hotel Parkview, Sector 24-B, Chandigarh, INDIA | 23,600.00 + Service Tax 15% | 33,600.00 + Service Tax 15% | 43,600.00 + Service Tax 15% |
| 3. | "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs". | Date 24th To 26th November, 2016 Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand | | | |
| 4. | "Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills | Date 19th To 21st December 2016 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa | | | |

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 programme 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



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

Date:- 21st To 23rd September, 2016 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 :- 21stSeptember, 2016 (Afternoon) & Check Out :-23rdSeptember,2016 (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. 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.

OUR REGULAR FACULTY ShriM.C.Panda : Addl. Dir. Gen. D.G.S&D, Shri Ravi Gupta: Addl. Dir. Gen. D.G.S&D, Shri K.K. Ghosh: Jt. Secretary, Min of Home Affairs, ShriMk.K. Bhatnagar: Dy. Dir. Gen.D.G.S&D, Shri A.K. Srivastav : Dy. Dir.Gen.D.G.S&D[Retd.] , ShriSurjitLal: Dy. Dir.Gen.D.G.S&D[Retd.], ShriHarbansLal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri A.N. Kapur :Director [Trg.].

Guest Faculty is invited from premier Purchase Departments 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”

Venue:- Hotel Parkview, Sector 24-B, Chandigarh, INDIA

21st October, 2016 To 23rd October, 2016

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Park View, Sector 24-B, Chandigarh, Check In :- 21stOctober, 2016 (Afternoon) & Check Out :- 23rdOctober, 2016 (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.

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

Date 24th To 26th November, 2016, Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand
Opting for residential accommodation are requested to go directly and stay in A/C rooms at “Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand, Check In :- 24th November, 2016 (Afternoon) & Check Out :- 26th November, 2016 (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.

- **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.

“Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills

19th To 21st December, 2016, 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 :- 19th December, 2016 (Afternoon) & Check Out :- 21st December, 2016 (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

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 arrangements.

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)

MsMadhu Gupta, 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

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Website: www.nctsr.net

Ref.:- ST/LET/669/2016

New Delhi, the Date 23rd July, 2016
By Registered Post/AD

To,

The Secretary
Department of Personnel and Training (Govt. Of India)
North Block, New Delhi - 110001

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 cities 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 Nov, 2016 (8 days) Course Fee INR ₹ 2,96,000/- (Two lakh Ninety six thousand rupees) +Service Tax 15% per Participant (Detail Enclosed).

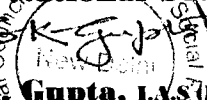
A brief note about the program is enclosed for your kind reference. We shall request you to convey to us your willingness to participate in this program, and also the nomination of the other officers from your organization, who Nov like to participate and get benefit.

For more details Contact at Mobile No +91-9911295435, E-mail: infonctsr@gmail.com, edc1977@gmail.com

Thanking You,

Yours Truly

For National Council For Training & Social Research


S.K. Gupta, I.A.S (Retd)
(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, 2016 to 23rd November, 2016

"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 INR (Individual)- Per Head |
|-------|--|---------------------------------------|
| 1. | Registration | 88,000/- |
| 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) | 1,69,000/- |
| 3. | AI-2 Air Fare (Business Class) | On request (Extra Charge) |
| 4. | Administrative Charges | 39,000/- |
| 5. | Total INR ₹ (Two Lakh Ninety Six Thousand Rupees Only) | 2,96,000/-+ S.T 15% |

Enclosed herewith demand draft for a Sum of INR ₹ _____ 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 Cities"
"Singapore, Kuala Lumpur (Malaysia) & Bangkok (Thailand)"
Date:- 16th Nov, 2016 to 23rd Nov, 2016

National Council For Training & Social Research (NCTSR) plans to organize a study tour on "South East Asian Models of Infrastructure Facilities for Indian 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.

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 Nov, 2016 From New Delhi to Singapore by Air India Departure from New Delhi 16th Nov, 2016 at 00:05 hrs and Arrival Singapore , 16th Nov, 2016 07:55 hrs .

Singapore,- (2 Nights) 16th Nov, 2016 & 17th Nov, 2016

Hotel GRAND COPTHORNE WATER FRONT in Singapore

Sight Visit In Singapore On 17th Nov, 2016 Timing 10.00 Am to 4.00. pm.

On 18th Nov, 2016 By Singapore Airline from Singapore to Kuala Lumpur, Malaysia (KUL)

Kuala Lumpur -Malaysia-(2 Nights) 18th Nov, 2016& 19th Nov, 2016

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

Sight Visit InKuala Lumpur, Malaysia (KUL) On 19th Nov, 2016 Timmings 10.00 Am to 4.00 Pm.

On Date 20th Nov, 2016 By. Malaysia Airlines from Kollalampur (Malaysia) to Bangkok(Thailand)

Bangkok- (Thailand) 2Nights 20th Nov, 2016 to 21stNov, 2016

Hotel AMARI WATERGATE DLX

Sight Visit In Bangkok (Thailand) On 21st Nov,2016 Timmings 10.00 Am to 4.00 Pm.

On 22ndNov, 2016 By. Air IndiaDeparture on 22nd Nov, 2016 2315Hrsfrom Bangkok to New Delhi Arrival 23rd Nov,2016, 0315Hrs



National Council for Training & Social Research

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E-mail: infonctsr@gmail.com, officenctsr@gmail.com

Website: www.nctsr.net

Ref. No. : 366/LET/2016

New Delhi, Date 23rd July, 2016

To,

By Registered Post/AD

The Secretary
Department of Personnel and Training (Govt. Of India)
North Block, New Delhi - 110001

Subject:- Executive Development Programme 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. | Topics | Date & Venue | Course Fee (Per Participant) INR Rs. | | |
|-------|---|---|--------------------------------------|----------------------------------|----------------------------------|
| | | | Non Residential | Residential Twine Sharing | Residential Single Sharing |
| 1. | Project Management for Engineers | Date 21 st To 23 rd September, 2016 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa | | | |
| 2. | Emerging Trends in Construction Management | Date 21 st To 23 rd October, 2016 Venue:- Hotel Parkview, Sector 24-B, Chandigarh, INDIA | | | |
| 3. | "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" | Date 24th To 26th November, 2016 Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand | 23,600/- + Service Tax 15% | 33,600/- + Service Tax 15% | 43,600/- + Service Tax 15% |
| 4. | Quality System & Total Quality Management for Building & Highway Projects. | Date 19th To 21st December 2016 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa | | | |

The response has been tremendous from various Govt. departments including PWD, 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



HR Management in Construction Industry and Communication Skills

Date 26-28 August, 2016, (3 Days), Venue :- Hotel Royal Plaza, 19, Ashoka Road, Connaught Place, New Delhi-110001,

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh

11, Pusha Road, Opp. Metro Piller No 87, New Delhi-110005, India, 011-49214444, Fax No No:- 011-49214445, Check In :- 26th August, 2016 (Afternoon) & Check Out :- 28th August, 2016 (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

Project Management for Engineers

Date:- 21st To 23rd September , 2016 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 :- 21stSeptember, 2016 (Afternoon) & Check Out :-23rdSeptember,2016 (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

Emerging Trends in Construction Management

21st October, 2016 To 23rd October, 2016, Venue:- Hotel Parkview, Sector 24-B, Chandigarh, INDIA

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Park View, Sector 24-B, Chandigarh, Check In :- 21st October, 2016 (Afternoon) & Check Out :- 23rdOctober, 2016 (Forenoon)

Objectives

In the new millennium, with the fast emerging new knowledge and the rapidly changing technology, the construction management processes are also undergoing changes.

With the strong impetus given by the government in various sectors India is witnessing a surge of growth in the Construction Industry. New techniques and new construction materials are improving construction products. Insurance of Risks in Construction is catching up fast. India now has grading agency for construction entities and a bank for buying and lending construction equipment.

There is now an international standard that lays down guidelines for quality in Project Management. The IT applications have simplified process for managing of projects, designing of structures, estimation of costs and communication of information. This Course focuses on familiarizing participants with these developments.

Content:-Indian Construction Scenario, Emerging trends and IT applications in Project Management. Joint Ventures & International competitive Bidding, Grading of Construction Entities., Insurance of Risks in Construction Business. Role and Functioning of Construction Equipment Bank, Emerging Contract Practices. Intelligent Buildings
Who Should Attend ?

Administrators /Chief Engineers/SE update and learn new skills to successfully accomplish project objectives. Clients / Contractor's Project Manager, Contract Manager and other senior staff who want to update their skills.

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

Date 24th To 26th November, 2016, Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand

Opting for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand, Check In :- 24rd Nov 2016 (Afternoon) & Check Out :- 26th June, 2016 (Forenoon)

The topic 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 program will benefit you executives, engineers and officers and you will extend your support to make our attempt purposeful and successful.

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

19th To 21st December, 2016, 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 :- 19th December, 2016 (Afternoon) & Check Out :- 21st December, 2016 (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-coordinator : 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.

The participants will be issued course material during the course.

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 02:00PM

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 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. Amit Gupta (Executive Director) | MalikaSethi 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.