

**GOVERNMENT OF ASSAM****ADMINISTRATIVE REFORMS, TRAINING, PENSION AND PUBLIC GRIEVANCES DEPARTMENT****BLOCK-A, FOURTH FLOOR, JANATA BHAWAN :: DISPUR :: GUWAHATI-6****Website: art.assam.gov.in :: Email: artassamdept@gmail.com****E 819453/9**

To : All Administrative Departments,
Janata Bhawan, Dispur.

Sub. : Regarding Knowledge Co-creation Programme (International Study Tour) - Call
for Nominations.

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to forward herewith a copy of Letter No.NCSTD/INT/69-63-6969/2026 dated 25.06.2026 received from the National Council for Secretariat Training & Development, concerning international study tours under the specialized programme, 'the Study Tour for Construction Professionals' as well as various Executive Development Programmes from August, 2026 onwards, for favor of your kind information and necessary action.

Yours Faithfully,

Enclo: As stated.

**Digitally signed by
CHANDANA BORUAH**

Date: 23-07-2026
Deputy Secretary to the Govt. of Assam
ARTPPG Department

Memo No. E 819453/9-A

Copy forwarded for kind information to:-

1. The Director, National Council for Secretariat Training & Development, Laxmi Nagar, Delhi, Ph. No. : +91-1144-7677807, mail : info@ncstd.in.
2. S.O. to the Chief Secretary, Assam.
3. P.S. to the Commissioner & Secretary to the Govt. of Assam, ARTPPG Department, Janata Bhawan.
4. P.A. to the Secretary to the Govt. of Assam, ARTPPG Department, Janata Bhawan.

(E-signed)

Deputy Secretary to the Govt. of Assam
ARTPPG Department

Regd



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

E-Mail: -info@ncstd.in, info@ncstd@gmail.com, Website:-www.ncstd.in

Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 25th June, 2026

To,

The Chief Secretary
Government of Assam, Block-C,
3rd Floor, Assam Sachivalaya,
Dispur 781006, Guwahati Assam



By Registered & Speed Post
Forwarded as directed
for necessary action

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

The National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NCSTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

In response to the demands of today's rapidly evolving business and governance environment, continuous learning and upskilling have become essential. While experiential knowledge remains valuable, staying updated with emerging technologies, global best practices, and modern methodologies—especially in technical domains—is crucial for improving productivity and organizational performance.

To address these needs, NCSTD is pleased to introduce its specialized programme, the Study Tour for Construction Professionals. This initiative is thoughtfully designed for executives, policymakers, and decision-makers across local, state, and central government bodies, as well as the corporate sector. Through curated international study tours, the programme aims to provide participants with first-hand exposure to advanced construction practices, innovative technologies, and global industry standards. As India continues to strengthen its position on the global stage, this initiative seeks to equip participants with valuable insights and international perspectives, empowering them to contribute more effectively to the nation's infrastructure development and economic growth.

NCSTD organises the international study tours on different topics in below mentioned cities: -

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
1.	International Executive Exposure Programme on Public Administration, Administrative Reforms & Institutional Transformation	London & Edinburgh (United Kingdom)	06th – 13th August, 2026	₹ 4,96,000.00
2.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	06th – 13th August, 2026	₹ 4,96,000.00
3.	International Executive Exposure Programme on Good Governance, Administrative Excellence & Institutional Effectiveness	Singapore, Malaysia & Thailand	23rd – 30 th August, 2026	₹ 4,96,000.00
4.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th August, 2026	₹ 5,96,000.00
5.	International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th – 13 th September, 2026	₹ 5,96,000.00

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
6.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th – 13th September, 2026	₹ 4,96,000.00
7.	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd – 30th September, 2026	₹ 4,96,000.00
8.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00
9.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
10.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00
11.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
12.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
13.	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
14.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
15.	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
16.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
17.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
18.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
19.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
20.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
21.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
22.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
23.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00
24.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00

S.No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
25.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00
26.	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization, Gender Mainstreaming & Inclusive Governance	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00
27.	International Executive Exposure Programme on Water Resources, Irrigation Infrastructure, Urban Water Supply, Water Quality & Sanitation Management	Auckland & Queenstown (New Zealand)	23rd – 30th February, 2027	₹ 4,96,000.00
28.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland)	23rd – 30th February, 2027	₹ 4,96,000.00
29.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	06th – 13th March, 2027	₹ 4,96,000.00
30.	International Executive Exposure Programme on Electric Mobility, E-Charging Infrastructure, Petroleum, Gas & Mining Resource Governance	Dubai & Abu Dhabi (UAE)	06th – 13th March, 2027	₹ 4,96,000.00
31.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	23rd – 30th March, 2027	₹ 4,96,000.00
32.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th March, 2027	₹ 4,96,000.00

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

1. Program Scope & Institutional Scope

- **Target Audience and Eligibility:** Nominations are strictly restricted to mid-to-senior level administrators, including Senior Government Officials from Central, State, and Union Territories, executives from Public Sector Undertakings (PSUs), and officers from Autonomous Bodies, Boards, and Government Corporations.
- **Curriculum Focus:** The program centers on global urban transformation, major infrastructure revitalization, and smart city governance. Learning is achieved via technical on-site inspections, bilateral briefings with city planning officials, and operational case studies of transforming neighborhoods.
- **Certification:** A formal Certificate of Participation will be issued exclusively to officials who successfully complete 100% of the scheduled itinerary, including all technical site briefings and field visits.

2. Direct Program Inclusions

The centralized participation fee paid by the sponsoring department operates as a single-window clearance and covers the following core operational costs:

- **Program Management Charges:** Full administration costs, international faculty honorariums, specialized study tour materials, and institutional venue infrastructure.
- **Aviation and Group Transit:** Standard economy class return airfare, dedicated return airport transfers, and group logistics via luxury AC coaches for all scheduled field visits and project sites.
- **Visa and Clearances:** Processing fees for international visas, embassy coordination, and necessary official administrative clearances.
- **Accommodation:** Lodging expenses for the exact duration of the program at a verified, comfortable 4-star hospitality property.
- **Partial Dietary Arrangements:** Daily buffet breakfast provided directly throughout the entire duration of the study tour at the designated hotel.

- **Comprehensive Risk Insurance:** Premium insurance coverage addressing travel disruptions, emergency medical care, transit delays, and baggage loss.

3. Explicit Program Exclusions

Any cost outside the predefined operational framework must be handled separately. Sponsoring departments are advised to allocate supplementary budgets for the following items:

- **Primary Daily Meals:** All lunches and dinners throughout the duration of the tour are excluded from the core fee. Participants are expected to utilize the standard Daily Allowance (DA) issued by their parent department to cover these personal dining expenses.
- **Premium Flight Upgrades:** An optional Business Class airfare upgrade is available upon request for an additional fixed cost of INR 3,96,000.00+ GST 18% Extra, per participant. This must be funded as a supplementary allocation by the department based on the official's pay-matrix eligibility.
- **Personal and Incidental Expenses:** Room service, laundry, personal telephone charges, mini-bar usage, and individual out-of-pocket travel outside the official itinerary are strictly excluded.

4. Funding Mechanism and Financial Protocol

- **Sponsorship and Per-Diem Model:** Sponsoring departments must process the primary composite participation fee in advance to secure seat confirmation immediately following nomination approval.
- **Budget Head Allocations:** In compliance with General Financial Rules, sponsoring ministries and organizations should debit these expenses under institutional budget heads such as "Domestic Travel Expenses (DTE)", "Foreign Travel Expenses (FTE)", or "Training & Human Resource Development".
- **Advance Remittance Mandate:** Under no circumstances will a participant be permitted to join the tour without the advance remittance of the full participation fee within the specified institutional deadline.

5. GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Administrative Mandates and Compliance Deadlines

- **The 60-Day Submission Rule:** Clear passport photocopies along with formal, signed nomination letters must be submitted to NCSTD at least 60 days prior to the program's commencement. This timeline is non-negotiable due to international visa processing buffers and group block bookings.
- **Seat Availability Constraints:** Nominations are conditionally registered upon receipt and are formally locked in strictly on a first-come, first-served basis, subject to physical seat availability and successful fee clearance.
- **Fee Non-Refundability Policy:** Once the participation fee is processed, it is strictly non-refundable as funds are immediately committed to international hospitality suppliers and airline inventories.
- **Budget Safeguard and Substitutions:** To protect public and institutional funds against sudden administrative emergencies or legislative duties, departments are permitted to substitute an alternate candidate of equivalent rank at no additional charge. Alternatively, the credit may be carried forward and adjusted against future scheduled NCSTD training programs.

Our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

For National Council for Secretariat Training & Development

(Addl Director General)





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No.-+91-9667493654

E-Mail: -info@ncstd.in, info@ncstd@gmail.com, Website:-www.ncstd.in

Ref No: -NCSTD/EDP/M/93-63-6393

New Delhi, Dated 25th June, 2026

To,

By Registered & Speed Post

The Chief Secretary
Government of Assam, Block-C,
3rd Floor, Assam Sachivalaya,
Dispur 781006, Guwahati Assam

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

S. No.	Title of Programme	Programme Date (Thu. -Sun.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
2.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
3.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
4.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

6.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
8.	Developing Competencies of Executive Secretaries, Personal Assistants and Office Staff for Better Performance	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
9.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
10.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
12.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
13.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on RTI Act, 2005 and Modern HR Practices	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
15.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
16.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20.	Systematic Problem Solving, Conflict resolution and change Management	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
22.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

23.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
-----	--	-------------------------	-----------------	-------------	-------------

The dates listed in the table include hotel check-in on Thursday afternoon, training on Friday and Saturday, and hotel check-out on Sunday Forenoon.

1. Programme Overview & Key Features

1.1 Programme Coverage & Target Officials

- **Comprehensive Curriculum:** All training modules are rigorously designed to blend theoretical frameworks with practical industry insights, ensuring a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is tailored to cross-functional domains, making these programmes highly valuable and suitable for officials across all organizational hierarchies (Junior, Middle, and Senior Management).

1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Beyond the scheduled open-enrolment calendar, organizations can request bespoke Executive Development Programs.
- **Destinations of Choice:** These specialized corporate cohorts can be mapped and executed at specific domestic or international destinations preferred by the nominating client, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

2.1 Timeline Compliance

- **Cut-Off Date:** Formal nomination forms must be duly filled, authorized, and submitted at least **one (1) week** prior to the scheduled start date of the chosen programme.
- **Late Submissions:** Nominations received after the cut-off date will be subject to seat availability and absolute discretionary approval by the administration.

2.2 Corporate Volume Discount (Group Concession)

- **Eligibility Threshold:** A 5% volume concession on the base participation fee is extended to any single organization nominating **more than 10 participants** for a single, specific programme block.
- **Application of Discount:** The discount is applied collectively to the organization's consolidated invoice and cannot be carried forward or split across multiple separate programmes.
- **Officials from:** Central/State/Union Territory governments, Public Sector Undertakings (PSUs), Autonomous bodies, boards, corporations, and various departments

3. Attendance Standards & Certification

3.1 Attendance Mandatory Checkpoints

- **100% Attendance Rule:** Full and active attendance across all scheduled technical sessions, workshops, and case studies is strictly mandatory.
- **Tracking:** Manual attendance sign-ins will be executed.

3.2 Certificate Issuance

- **Certificate of Participation:** A formal, accredited certificate will be awarded to participants upon successful completion of the curriculum.
- **Disqualification:** Participants who fail to maintain full attendance due to unauthorized absences or early departures will be disqualified from receiving the certification, and their nominating organizations will be notified.

4. Residential & Non-Residential Fee Logistics

4.1 Non-Residential Participation Framework

For local participants or those **arranging their own lodging**:

- **Fee Structure:** ₹36,600 + 18% GST per individual participant.
- **Inclusions:** This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

4.2 Residential Participation Framework

For participants **opting for full boarding and lodging arrangements**:

- **Hotel Tier:** All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- **Duration of Stay:** Standard accommodation is strictly capped at **3 Nights / 4 Days**
- **Pre-Programme Check-in:** Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.

- **Post-Programme Check-out:** Participants must check out one (1) day after the formal conclusion of the program.
- **Package Boarding Inclusions:** The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- **Incidental Charges:** Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

5. Financial Terms & Payment Flow

5.1 Mode of Remittance

- **Electronic Transfer Requirement:** All advance payments must be processed securely via electronic bank transfer (RTGS or NEFT); cash or post-dated checks (PDC) will not be accepted.
- **Pre-Requisite for Admission:** Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- **Accommodation Hold:** Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

5.2 GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Admission Process & Seat Allocation

6.1 FIFO Mechanism

- **First-Come, First-Served:** Because class sizes are strictly capped to ensure high-quality interactive learning, seats are allocated based on the chronological order of payment receipt.

6.2 Communication of Acceptance

- **Official Confirmation:** Upon successful verification of the nomination credentials and payment confirmation, an official Nomination Confirmation Notice and program brief will be emailed to both the coordinator and the participant.

7. Transport, Logistics, & Arrival Protocol

7.1 Travel Responsibility

- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

7.2 Arrival Protocol for Residential Guests

- **Direct Check-in:** Residential participants are advised to skip the training venue on arrival day and proceed directly to the front desk of the designated 4-star hotel.
- **Identification:** Please carry a valid corporate ID and a government-issued photo identity card (Aadhaar, Passport, or Driving License) to ensure a seamless check-in experience.

⚠ ACTION REQUIRED

Sponsoring entities are requested to complete the formal approval loop internally and share their finalized nominations and payment confirmations at the absolute earliest to safeguard seat allocation.

Yours Truly,

For National Council for Secretariat Training & Development



R. Basavaraja
Director (Trg.)

Ex-Director (Projects), MoRD