



**Office of The Deputy Commissioner, Faridabad.**  
**कार्यालय उपायुक्त, फरीदाबाद।**

सेवा में

सभी विभागाध्यक्ष,  
जिला फरीदाबाद।

क्रमांक 8960 / एम0बी0-2 दिनांक 04.08.2026

**विषय:- Executive Development Program- Call for Nominations.**

उपरोक्त विषय पर Director, National Council for Secretariat Training & Development के पत्र क्रमांक NCSTD/EDP/M/93-63-6393 दिनांक 29.07.2026 को पत्र प्राप्त हुआ है, जिसकी प्रति आपकी सेवा में सूचनार्थ प्रेषित है।

कृते: उपायुक्त, फरीदाबाद।

पू0 क्रमांक 8961 / एम0बी0-2 दिनांक 04.08.2026

इसकी एक प्रति Director, National Council for Secretariat Training & Development को उनके कार्यालय के पत्र क्रमांक NCSTD/EDP/M/93-63-6393 दिनांक 29.07.2026 के संदर्भ में सूचनार्थ प्रेषित है।

कृते: उपायुक्त, फरीदाबाद।



# 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.

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

New Delhi, Dated 29th July, 2026

To,

The Deputy Commissioner & District Magistrate  
District  
Administration, Faridabad

E-mail

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<br>(Tue.-Fri.)                         | Venue                           | Course Fee Per Participant<br>+ 18% GST |                                 |
|-------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------|-----------------------------------------|---------------------------------|
|       |                                                                                                                           |                                                       |                                 | Residential<br>(Twin Sharing)           | Residential<br>(Single Sharing) |
| 1.    | Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules. | 22 <sup>nd</sup> -25 <sup>th</sup><br>September, 2026 | Manali<br>(Himachal Pradesh)    | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 17 <sup>th</sup> -20 <sup>th</sup><br>November, 2026  | Leh<br>(Ladakh)                 | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 24 <sup>th</sup> - 27 <sup>th</sup><br>November, 2026 | Shimla<br>(Himachal Pradesh)    | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 22 <sup>nd</sup> -25 <sup>th</sup><br>December, 2026  | Panji<br>(Goa)                  | ₹ 48,600.00                             | ₹ 58,600.00                     |
|       |                                                                                                                           | 09 <sup>th</sup> -12 <sup>th</sup><br>February, 2027  | Ooty<br>(Tamil Nadu)            | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 09 <sup>th</sup> -12 <sup>th</sup><br>March, 2027     | Darjeeling<br>(West Bengal)     | ₹ 48,600.00                             | ₹ 56,600.00                     |
| 2.    | "Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"                     | 06 <sup>th</sup> -09 <sup>th</sup><br>October, 2026   | Cochin<br>(Kerala)              | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 08 <sup>th</sup> -11 <sup>th</sup><br>December, 2026  | Dalhousie<br>(Himachal Pradesh) | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 05 <sup>th</sup> -08 <sup>th</sup><br>January, 2027   | Cochin<br>(Kerala)              | ₹ 48,600.00                             | ₹ 56,600.00                     |
|       |                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>February, 2027  | Srinagar<br>(Jammu & Kashmir)   | ₹ 48,600.00                             | ₹ 56,600.00                     |

|    |                                                                                                                                                                                           |                                                       |                                                  |             |             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|-------------|-------------|
| 3. | <b>Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.</b>                                                    | 18 <sup>th</sup> -21 <sup>st</sup><br>August, 2026    | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 24 <sup>th</sup> - 27 <sup>th</sup><br>November, 2026 | <b>Shimla</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>March, 2027     | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
| 4. | <b>Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance &amp; GST Under Capacity Building program in Govt. departments, autonomous bodies &amp; PSUs</b> | 24 <sup>th</sup> - 27 <sup>th</sup><br>November, 2026 | <b>Shimla</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 22 <sup>nd</sup> -25 <sup>th</sup><br>December, 2026  | <b>Panji</b><br>(Goa)                            | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 09 <sup>th</sup> -12 <sup>th</sup><br>February, 2027  | <b>Ooty</b><br>(Tamil Nadu)                      | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>March, 2027     | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
| 5. | <b>Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).</b>   | 06 <sup>th</sup> -09 <sup>th</sup><br>October, 2026   | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 08 <sup>th</sup> -11 <sup>th</sup><br>December, 2026  | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 26 <sup>th</sup> -29 <sup>th</sup><br>January, 2027   | <b>Port Blair</b><br>(Andaman & Nicobar)         | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>February, 2027  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
| 6. | <b>Local Government, Decentralization &amp; Municipal Administration</b>                                                                                                                  | 18 <sup>th</sup> -21 <sup>st</sup><br>August, 2026    | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 06 <sup>th</sup> -09 <sup>th</sup><br>October, 2026   | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 08 <sup>th</sup> -11 <sup>th</sup><br>December, 2026  | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>February, 2027  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
| 7. | <b>Book Keeping &amp; Accounting, Accounting Standards &amp; Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies &amp; PSUs.</b>               | 18 <sup>th</sup> -21 <sup>st</sup><br>August, 2026    | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 08 <sup>th</sup> -11 <sup>th</sup><br>September, 2026 | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 06 <sup>th</sup> -09 <sup>th</sup><br>October, 2026   | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 27 <sup>th</sup> -30 <sup>th</sup><br>October, 2026   | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 08 <sup>th</sup> -11 <sup>th</sup><br>December, 2026  | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 26 <sup>th</sup> -29 <sup>th</sup><br>January, 2027   | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>February, 2027  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>March, 2027     | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
| 8. | <b>Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.</b>                      | 18 <sup>th</sup> -21 <sup>st</sup><br>August, 2026    | <b>Darjeeling,</b><br>West Bengal                | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 22 <sup>nd</sup> -25 <sup>th</sup><br>September, 2026 | <b>Manali</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 24 <sup>th</sup> - 27 <sup>th</sup><br>November, 2026 | <b>Shimla</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 22 <sup>nd</sup> -25 <sup>th</sup><br>December, 2026  | <b>Panji</b><br>(Goa)                            | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 26 <sup>th</sup> -29 <sup>th</sup><br>January, 2027   | <b>Port Blair</b><br>(Andaman & Nicobar)         | ₹ 48,600.00 | ₹ 56,600.00 |
|    |                                                                                                                                                                                           | 23 <sup>rd</sup> -26 <sup>th</sup><br>February, 2027  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |

|     |                                                                                                                                            |                            |                                                  |             |             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------|-------------|-------------|
| 9.  | <b>Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.</b> | 18th -21st August,2026     | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 06th -09th October, 2026   | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 27th -30th October, 2026   | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 24th - 27th November, 2026 | <b>Shimla</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 05th-08th January, 2027    | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 09th-12th February, 2027   | <b>Ooty</b><br>(Tamil Nadu)                      | ₹ 48,600.00 | ₹ 56,600.00 |
| 10. | <b>Modern Survey Techniques Including GIS/GPS &amp; Total Station and Stress Management</b>                                                | 08th -11th September,2026  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 27th -30th October,2026    | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 08th-11th December,2026    | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 05th-08th January,2027     | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 23rd-26th February,2027    | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 23rd -26th March,2027      | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
| 11. | <b>Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness</b>                                        | 08th -11th September,2026  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 24th - 27th November, 2026 | <b>Shimla</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 26th-29th January,2027     | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 09th-12th March,2027       | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
| 12. | <b>Advance Course on RTI Act, 2005 and Modern HR Practices</b>                                                                             | 08th -11th September,2026  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 17th -20th November,2026   | <b>Leh</b><br>(Ladakh)                           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 05th-08th January,2027     | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 09th-12th March,2027       | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
| 13. | <b>Preventive Vigilance, E- Procurement and Key to Good Governance</b>                                                                     | 08th -11th September,2026  | <b>Srinagar</b><br>(Jammu & Kashmir)             | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 09th-12th February,2027    | <b>Ooty</b><br>(Tamil Nadu)                      | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 23rd -26th March, 2027     | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
| 14. | <b>Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting</b>                                 | 22nd -25th September,2026  | <b>Manali</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 24th - 27th November, 2026 | <b>Shimla</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 22nd-25th December, 2026   | <b>Panji</b><br>(Goa)                            | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 26th-29th January,2027     | <b>Port Blair</b><br>(Andaman & Nicobar)         | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                            | 09th-12th March, 2027      | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |

|     |                                                                                                                                                                            |                           |                                                  |             |             |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------|-------------|-------------|
| 15. | <b>Developing Competencies of Executives Secretaries, Personal Assistants &amp; Office Staff for Better Performance</b>                                                    | 22nd -25th September,2026 | <b>Manali</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 17th -20th November,2026  | <b>Leh</b><br>(Ladakh)                           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 22nd-25th December,2026   | <b>Panji</b><br>(Goa)                            | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 09th-12th February,2027   | <b>Ooty</b><br>(Tamil Nadu)                      | ₹ 48,600.00 | ₹ 56,600.00 |
| 16. | <b>Systematic Problem Solving, Conflict resolution and change Management</b>                                                                                               | 22nd -25th September,2026 | <b>Manali</b><br>(Himachal Pradesh)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 09th-12th February,2027   | <b>Ooty</b><br>(Tamil Nadu)                      | ₹ 48,600.00 | ₹ 56,600.00 |
| 17. | <b>"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS &amp; GST" Under Capacity Building program</b>                                                  | 06th -09th October,2026   | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 08th-11th December,2026   | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 05th-08th January,2027    | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
| 18. | <b>Public Procurement, GeM, PFMS &amp; E-Procurement Systems</b>                                                                                                           | 27th -30th October,2026   | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 08th-11th December,2026   | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 26th-29th January,2027    | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
| 19. | <b>"Affordable Housing Development &amp; High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations."</b> | 27th -30th October,2026   | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 08th-11th December,2026   | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 09th-12th February,2027   | <b>Ooty</b><br>(Tamil Nadu)                      | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 09th-12th March,2027      | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
| 20. | <b>Digital Governance, E-Governance &amp; Digital Transformation</b>                                                                                                       | 17th -20th November,2026  | <b>Leh</b><br>(Ladakh)                           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 26th-29th January,2027    | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
| 21. | <b>Artificial Intelligence, Machine Learning &amp; Intelligent Automation</b>                                                                                              | 17th -20th November,2026  | <b>Leh</b><br>(Ladakh)                           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 05th-08th January,2027    | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
| 22. | <b>Cyber Security, Information Protection &amp; Digital Risk Management</b>                                                                                                | 17th -20th November,2026  | <b>Leh</b><br>(Ladakh)                           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 26th-29th January,2027    | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
| 23. | <b>Leadership &amp; Managerial Skills, Management &amp; Business Administration</b>                                                                                        | 17th -20th November,2026  | <b>Leh</b><br>(Ladakh)                           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 05th-08th January,2027    | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                                                                            | 09th-12th March,2027      | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |

|     |                                                                                                                          |                         |                                                  |             |             |
|-----|--------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------|-------------|-------------|
| 24. | <b>Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG</b>                      | 27th -30th October,2026 | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                          | 08th-11th December,2026 | <b>Dalhousie</b><br>(Himachal Pradesh)           | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                          | 26th-29th January,2027  | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
| 25. | <b>Advance course on e-Procurement through GeM (Cost Optimization Techniques &amp; Contract Management) based on GFR</b> | 22nd-25th December,2026 | <b>Panji</b><br>(Goa)                            | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                          | 09th-12th March, 2027   | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
| 26. | <b>Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming</b>    | 05th-08th January,2027  | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                          | 23rd -26th March, 2027  | <b>Jim Corbett</b><br>(Uttarakhand)              | ₹ 48,600.00 | ₹ 56,600.00 |
| 27. | <b>Green Buildings, Low Carbon Infrastructure &amp; Sustainable Construction</b>                                         | 05th-08th January,2027  | <b>Cochin</b><br>(Kerala)                        | ₹ 48,600.00 | ₹ 56,600.00 |
| 28. | <b>Office Management, Team Building, Leadership &amp; Performance Management</b>                                         | 26th-29th January,2027  | <b>Port Blair</b><br>(Andaman & Nicobar Islands) | ₹ 48,600.00 | ₹ 56,600.00 |
|     |                                                                                                                          | 09th-12th March,2027    | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |
| 29. | <b>“Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation”</b>                            | 09th-12th March,2027    | <b>Darjeeling</b><br>(West Bengal)               | ₹ 48,600.00 | ₹ 56,600.00 |

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

## 1. Programme Overview

### 1.1 Programme Coverage & Target Audience

- **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.
- **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.

### 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. Banavaraj  
Director (Prog.)

Ex-Director (Projects), MoRD



# REGISTRATION APPLICATION FORM

## Executive Development Program

Date:

Topic:

Venue:

### Participant Details

Name:

Designation:

Organization /

Department:

Office Address:

City:

Pin:

State:

Tel. (Off):

Tel. (Res):

Fax:

Mobile No.:

E-mail:

### Nomination Status

☐ Residential

☐ Non-Residential

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

*(Photocopies of this form may be used for additional delegates.)*

### GST Status

☐ Organization is GST Exempted

☐ Organization is Not GST Exempted

**For Organisations Not Availing GST Exemption and Having GST Registration**

GST No. (Mandatory):

Organisation PAN No. (Optional):

Organisation TAN No. (Mandatory on TDS deduction):

*Kindly provide the GST number of the organisation in whose name the GST invoice is to be issued.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### Self Declaration on GST Exemption (Optional)

As per GST Notification No. 9/2017 - Integrated Tax (Rate) dated 28.06.2017, Serial No. 75 under Heading 9992 (Page No. 19 of the notification), GST exemption is available for services provided to the Central Government, State Government, or Union Territory Administration under training programmes where the entire expenditure is borne by the respective Government authority.

- I We hereby declare that our organization fulfills all applicable conditions mentioned in the above notification and is eligible to claim GST exemption for the training programme referred to above.
- I We understand and agree that if at any stage it is found that the exemption conditions were not met, GST along with applicable interest and penalties, if any, may be recovered by NCSTD on behalf of the GST authorities.
- I We further confirm that it is the sole responsibility of the participant organization to assess and verify its eligibility for availing GST exemption. NCSTD shall not be responsible for validating such eligibility.
- I We certify that the information provided above is true, correct, and complete to the best of our knowledge and belief.

### Declaration

**\*I certify that the above information is correct.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_