



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

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Subject: Proposal for Capacity Building In-house Training Programme for Government Officers and Staff

The National Council for Secretariat Training & Development (NCSTD), established in 2009, (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.

The proposed Capacity Building Programme is designed for Engineers, Technical Staff, and Non-Technical Staff working in Central Government, State Government, Urban Local Bodies (ULBs), Development Authorities, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards, and other Government Organisations. The training will be conducted on the premises of the concerned department to ensure maximum participation with minimal disruption to official work. Each training batch will comprise 35 to 40 participants, enabling effective interaction, practical learning, and personalized guidance while maintaining an optimal trainer-to-participant ratio.

List of Training Programs:

S. No.	Government Capacity Building Programmes	Duration	Course Fee/ Batch 35-40 Participants (+18% GST)
1.	Agentic AI & Generative AI for Government Officers: Practical Applications in Governance	2 Days	₹1,98,600
2.	AI-Powered Office Productivity: Automation, Copilot & Smart Workflows for Government Employees	3 Days	₹2,69,600
3.	Data Analytics, Business Intelligence & Evidence-Based Decision Making for Public Administration	3 Days	₹2,69,600
4.	Digital Governance, e-Office, Digital Public Infrastructure (DPI) & Paperless Administration	2 Days	₹1,98,600
5.	Leadership, Strategic Decision-Making & Change Management for Government Executives	2 Days	₹1,98,600
6.	Public Procurement Excellence: GeM, e-Tendering, Contract Management & GFR Compliance	2 Days	₹1,98,600
7.	Government Financial Management: Budgeting, PFMS, Treasury Operations & Internal Controls	2 Days	₹1,98,600
8.	Project Management using AI, MS Project, Primavera & Digital Collaboration Tools	2 Days	₹1,98,600
9.	Future Skills for Government Officers: Innovation, Design Thinking & Digital Leadership	3 Days	₹2,69,600
10.	Human Resource Management, Performance Appraisal & Capacity Building in Government	2 Days	₹1,98,600
11.	Digital Communication, Media Relations & Crisis Communication for Government Organizations	2 Days	₹1,98,600
12.	Financial Fraud Detection, Internal Audit, Risk Management & Vigilance in Public Administration	3 Days	₹2,69,600
13.	Legal Compliance: RTI, Departmental Inquiries, Service Rules & New Criminal Laws	3 Days	₹2,69,600
14.	Digital Records Management, Knowledge Management & Information Governance	2 Days	₹1,98,600
15.	Workplace Well-being: Emotional Intelligence, Stress Management & High-Performance Teams	2 Days	₹1,98,600
16.	Sustainable Development Goals (SDGs), ESG & Green Governance for Public Institutions	2 Days	₹1,98,600
17.	Future-Ready Government: Emerging Technologies (AI, Blockchain, IoT & Quantum Computing) for Public Administration	3 Days	₹2,69,600

18.	Digital Public Procurement, Vendor Management & Contract Administration in Government	2 Days	₹1,98,600
19.	Administrative Ethics, Integrity, Vigilance & Prevention of Corruption	2 Days	₹1,98,600
20.	AI Applications in Healthcare, Education, Agriculture & Urban Governance	2 Days	₹1,98,600
21.	Behavioural Insights, Citizen-Centric Service Delivery & Public Communication	3 Days	₹2,69,600
22.	Disaster Risk Reduction, Climate Resilience & Emergency Response Planning	3 Days	₹2,69,600
23.	Smart Cities, GIS, Drone Technology & Digital Infrastructure Management	2 Days	₹1,98,600
24.	Smart Urban Governance, Sustainable Cities & Municipal Administration	3 Days	₹2,69,600
25.	Climate Change, Disaster Resilience & Sustainable Infrastructure Planning	3 Days	₹2,69,600
26.	Digital Transformation in Healthcare Administration & Public Health Systems	2 Days	₹1,98,600
27.	Agricultural Policy, Agri-Tech Innovations & Rural Development Administration	2 Days	₹1,98,600
28.	Women Empowerment, Gender Mainstreaming & Inclusive Governance	2 Days	₹1,98,600
29.	Public Policy Analysis, Programme Evaluation & Outcome-Based Governance	3 Days	₹2,69,600
30.	Cyber Security, Digital Fraud Prevention & Data Privacy in Government Offices	3 Days	₹2,69,600

In addition to the above programme other customized programs to the choice can be organized

Overview & Pedagogy

- **Expert-Led Delivery:** Led by industry specialists covering two core topics daily through lectures, practical group exercises, role-playing, and Q&A.
- **Learning Materials:** Participants receive complete course kits, including printed references and digital resources.

NCSTD Responsibilities

- **Faculty Expenses:** Covers all faculty honorariums, travel, and allowances.
- **Content & Resources:** Supplies all training curricula, kits, and digital materials.
- **Program Logistics:** Handles administration, registration, attendance, feedback, testing, certification, and inaugural/valedictory sessions.

Host Department / PSU Responsibilities

- **Accommodation & Transit:** Provides boarding, lodging, and local transport (including airport/station transfers) for faculty and NCSTD staff.
- **Venue & Catering:** Provides an equipped training hall, daily working lunches, and twice-daily tea/refreshments.

Payment Terms

- **Advance Settlement:** 100% advance payment is required before program commencement and may be made via NEFT, RTGS, IMPS, , Demand Draft, or any other approved electronic payment mode.

Thanking You,

National Council for Secretariat Training & Development