

# NATIONAL COUNCIL FOR TRAINING & SOCIAL RESEARCH

NEW DELHI - INDIA



## REVOLUTIONIZE PUBLIC ADMINISTRATION

Office systems & office procedures,  
E-governance, Noting & Drafting, Records  
management, Office Automation, Personnel  
Department's duties in relation to social equity

1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad - 201012

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# ABOUT US

The National Council for Training & Social Research (NCTSR), serves as an autonomous body supporting various sectors of the Indian industry. Our core mission is to enhance the skills and knowledge of government officers from Central, State, and subsidiary services. By doing so, we contribute to the effectiveness and efficiency of administrative services within central and state governments.

We offer specialised programs empowering executives in government and the corporate sector with global insights. Through collaborations with international partners, our Capacity Building program spans leadership, managerial skills, and smart city development, equipping participants to address global challenges and drive urban sustainability.

## WHY CHOOSE US?



### Government Empowerment

NCTSR is deeply committed to enhancing the capabilities of government officers, ensuring they are well-equipped to lead and promote efficient, inclusive, and digitally transformed government services.

1

### Global Insights and Collaboration:

Our programs leverage international partnerships, providing a global perspective on modern government procedures and E-governance, addressing contemporary challenges in these areas.

2

### Comprehensive Capacity Building:

NCTSR's multifaceted Capacity Building program equips participants to lead with excellence in office systems, E-governance, social equity, and more, contributing to urban sustainability and efficient governance.

3



# SCHEDULE

## Day 1 - Office Systems and E-governance:

### Session 1: Office Procedures Overview

The significance of streamlined office procedures  
Key components of efficient office systems

### Session 2: Noting & Drafting Excellence

Strategies for clear and concise official communication  
Practical exercises in noting and drafting

### Session 3: Records Management and Social Equity

The importance of records management and social equity in government  
Real-world case studies

### Session 4: E-governance Transformation

The role of E-governance in government efficiency and transparency  
Digital initiatives and success stories

## Day 2 - Office Automation & Personnel Department's Role:

### Session 5: Office Automation Techniques

Strategies for automating routine office tasks  
Hands-on exercises and automation tools

### Session 6: Promoting Social Equity

The role of personnel departments in ensuring social equity  
Case studies on social equity initiatives

### Session 7: Practical Application and Group Discussions

Applying knowledge to real-world government scenarios  
Group discussions and sharing best practices

### Session 8: Graduation and Certification

# TRAINING

In the ever-evolving landscape of public administration, proficiency in office systems, E-governance, noting & drafting, records management, office automation, and promoting social equity is paramount. This specialized training equips government employees with the multifaceted skills required to excel in the public sphere, ensuring efficient and inclusive governance.

## Comprehensive Office Skills:



Master a range of office procedures, from noting & drafting to records management, ensuring seamless government operations.

## E-governance Expertise:



Understand the digital transformation of government services, fostering efficiency and transparency.

## Office Automation Proficiency:



Learn to automate routine tasks, optimizing government processes.

## Social Equity Promotion:



Equip yourself to drive social equity initiatives, ensuring inclusivity and fairness in government services.

# ALL ABOUT BENEFITS

## Comprehensive Office Skills



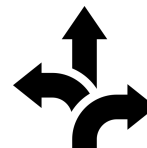
Participants will acquire a wide range of office skills, ensuring streamlined government operations and efficient service delivery.

## E-governance and Digital Transformation



Participants will gain expertise in E-governance, fostering government efficiency, transparency, and digital service delivery.

## Social Equity Promotion and Inclusivity



Participants will learn to promote social equity, driving inclusivity and fairness in government services, and understand the critical role of personnel departments in this endeavor.

## HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

**National Council for Training & Social Research**  
1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara,  
Ghaziabad - 201012  
Emails: [info@nctsr.in](mailto:info@nctsr.in) [infonctsr@gmail.com](mailto:infonctsr@gmail.com)  
Fax No: +91-120-2682109

## PAYMENT DETAILS

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

<b>Beneficiary Name:</b>	National Council for Training & Social Research
<b>Bank Name:</b>	Bank Of Maharastra
<b>Branch:</b>	Greater Noida, Uttarpradesh
<b>Currant A/C No:</b>	60459800655
<b>IFSC Code:</b>	MAHB0001294
<b>MICR CODE (9 Digit No.):</b>	110014031

# GENERAL CONDITIONS

1. Once you receive confirmation from your end, you can proceed with booking the tickets.
2. If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NCTSR.
3. The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
4. Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
5. The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
6. Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
7. The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
8. NCTSR will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
9. Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NCTSR will not hold responsibility for any medical costs incurred by participants during the program.
10. NCTSR will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
11. Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
12. Upon successful completion of the program, participants will receive a Certificate of Participation.

The Council strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.





# GENERAL CONDITIONS

## **Inclusions:**

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant

## **The training professional fee per participant covers the following:**

- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

## **PARTICIPANTS' PROFILE**

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

## **OUR FACULTY**

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

## **METHODOLOGY**

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum. Substituting nominees is allowable.

## **Schedule of Breaks during the Training Session**

- MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM
- LUNCHTIME: 01:00 PM to 02:00 PM
- AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

## **ADMISSION PROCEDURE**

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

# GENERAL CONDITIONS

## PROGRAMME DURATION & SCHEDULE

- The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

## REPORTING TIME

- Participants are required to arrive for registration at the venue by 9:00 AM.

## PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

## Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9212114923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.





## National Council for Training & Social Research

### REGISTRATION APPLICATION FORM

#### EXECUTIVE DEVELOPMENT PROGRAM

##### Details of the training

Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Topic: \_\_\_\_\_  
Venue: \_\_\_\_\_

##### Details of nominated participants

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Organization/Department: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
City: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: (Off.) \_\_\_\_\_ (Res.) \_\_\_\_\_  
Fax: \_\_\_\_\_ Mob No.: \_\_\_\_\_ State: \_\_\_\_\_

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

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



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