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15-10-15

# National Council for Training & Social Research

(Registered Office)

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Ref. NO:- IH/let/66-15

New Delhi, Date 19<sup>th</sup> September, 2015

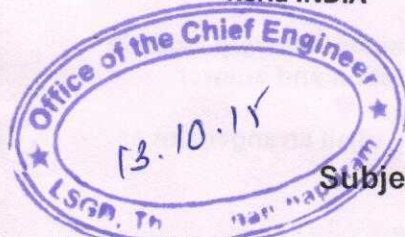
To,

By Registered Post/AD

The Director of Urban Affairs  
Public Office Building,  
Thiruvananthapuram-33  
Kerala INDIA



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DCE	
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JS	<i>[Signature]</i>



Subject:- In-house Training programs In Your State, India

Dear Sir/Madam,

**National Council for Training & Social Research (NCTSR)**, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

It is intimated to our good self that National Council for Training & Social Research (NCTSR), New Delhi have designed a in house training with excellent and experienced faculty ( well known in their fields internationally & nationally).

S NO	Training Topics	Course Fee Per Participants	
1)	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"	Rs. 4,900/- for Two days training program.	Venue:- Any Selected location in your state India
2)	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,900/- for three days training program.	
3)	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".	Rs. 4,900/- for Two days training program.	
4)	" Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"	Rs. 6,900/- for three days training program.	
5)	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	Rs. 4,900/- for Two days training program.	Minimum batch size is of 40 Nos Participants
6)	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,900/- for three days training program.	
7)	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New	Rs. 4,900/- for Two days training	

	Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	program.	
8)	"GENDER SENSITIVITY & PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE" In Government Departments Autonomous Bodies & PSUs".	Rs. 4,900/- for Two days training program.	Timings: 9.30 AM- 5.30 PM.
9)	Improving Efficiency And Effectiveness of Personnel Secretaries/ Assistants and Office Staff Including Multitasking with Special Emphasis on effective nothing and impressive drafting skill including development of behavior skill" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,900/- for three days training program.	

The participants will be issued course material during the courses.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

**National Council for Training & Social Research (NCTSR)** shall take responsibility of all arrangement as appended below:-

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

**The Department/Board / Undertaking/PSU's** shall take responsibility of all arrangement as appended below:-

- To arrange Boarding, Lodging for faculty & NCTSR Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NCTSR Staff.
- Arrangement of Venue, lunch and 2 time tea for participants, faculty & NCTSR Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "National Council Training & Social Research" payable at New Delhi.

For more details visit our website [www.nctsr.com](http://www.nctsr.com) and Contact at Mobile No 09911295435 Email:- [infonctsr@gmail.com](mailto:infonctsr@gmail.com), [officenctsr@gmail.com](mailto:officenctsr@gmail.com), [edc1977@gmail.com](mailto:edc1977@gmail.com)

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

We hope that you will find the above in order and incase you need any more details or clarification kindly revert.

**Note:-** You requested to send all Communication letters/Payments Demand Draft/Cheque through by Registered Post/Speed Post/E Mail/Fax only.

Thanking You,

Yours Truly,

**For National Council for Training & Social Research**

*Priyanka*

( Priyanka Singh )

SR. Manager (TRG), Mob No +91-9911295435