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National Council for Training & Social Research

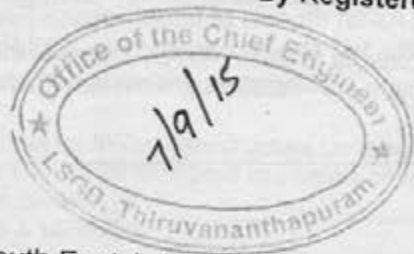


9B/B2, Mayur Vihar-III, New Delhi-110096
Ph :- +91-11-43544923, +91-11-22145234, +91-11- 22145235, +91-11-65341169
Fax No : 011-22144978, 011-43615435 (M) +91-9911295435
E-mail: infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com
Website: www.nctsr.com

Ref.:- ST/LET/369-15
To,

New Delhi, the Date 31st August, 2015
By Registered Speed Post/AD

The Hon'ble Chief Engineer,
L.S.G Department
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033



CE	<i>[Signature]</i>
DCE	
EE	
AEE	
AA	
JS	<i>[Signature]</i>

Subject:- Study Tour- on "South East Asian Models of Infrastructure Development" Singapore, Malaysia & Thailand.

DB

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 gives me a great pleasure to inform you that after the many training programs conducted by National Council For Training & Social Research, for construction professionals, which are generally technical in nature.

We are now planning to conduct a specialized program on "South East Asian Models of Infrastructure Development" this program has been specially designed for the executives & decision makers, serving local, State & Central Govt. and the corporate sector. As you are aware that India is fast becoming a focal point for the world as a business & sports destination and there is a need for providing international level facilities not only in class-I cities but also other cities which have great potential to develop into international business centers.

The development of these cities would provide better job opportunities for the working class, better living conditions for the family, better recreational and amusement facilities. In short a better life style for its citizen. With a view to provide ideas, concepts and exposure to the decision makers, NCTSR is planning to organized Study Tour on "South East Asian models of Infrastructure facilities for Indian Cities" in the proposed cities as their infrastructure is considered as one among the best in the world. Date 16-23 November, 2015 (8 days)
Course Fee INR = 2,96,000/- (Two lakh Ninety six thousand rupees) per Participant (Detail Enclosed).

A brief note about the program is enclosed for your kind reference. We shall request you to convey to us your willingness to participate in this program, and also the nomination of the other officers from your organization, who may like to participate and get benefit.

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

For more details visit our website www.NCTSR.Com and Contact at Mobile No +91-9911295435, Email:- E-mail: infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com

Thanking You,
Yours Truly,

For National Council for Training & Social Research

[Signature]

S.K. Gupta
L.A.S (Retd)

(Chairman) Enclose:- Theme note Registration Form & Program Details

National Council for Training & Social Research



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Website: www.nctsr.com

REGISTRATION FORM

Study Tour

"South East Asian models of Infrastructure Facilities for Indian Cities"

Date:- 16th November, 2015 to 23rd November, 2015

Singapore, Malaysia & Thailand

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Residence Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Resi) _____

Fax : _____ Mob No.: _____

E-mail : _____

Registration Fee

S No.	Description	Charges INR ₹ (Individual)- Per Head
1.	REGISTRATION	88,000/-
2.	*Hotel accommodation (Based on the stay period of 7 nights and 8 days) & AI-1 Air Fare (Economy class) + Taxes (New Delhi-Singapore - Malaysia - Thailand-New Delhi)	1,69,000/-
3.	AI-2 Air Fare (Business Class)	On request (Extra Charge)
4.	Administrative Charges	39,000/-
5.	Total INR ₹ (Two Lakh Ninety Six Thousand Rupees Only)	2,96,000/-

Enclosed herewith demand draft for a Sum of INR ₹ _____ demand draft No. _____ Dated _____ drawn in favor of "National Council For Training & Social Research" payable at New Delhi.

Please Send the payment in advance on before commencement of the Programme.

Date: _____

Signature _____

(Photocopies of the form may be used for more delegates)



National Council for Training & Social Research

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Website: www.nctsr.com

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

New Delhi, Date 31st August, 2015

To,

By Registered Post/AD

The Hon'ble Chief Engineer,
L.S.G Department
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033

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.	Minimum batch size is of 40 Nos Participants
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.	
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.	

	Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	days training program.	Timings: 9.30 AM- 5.30 PM.
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.	
9)	Improving Efficiency And Effectiveness of Personnel Secretaries/ Assistants and Office Staff Including Multitasking with Special Emphasis on effective noting 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 and Contact at Mobile No 09911295435 Email:- infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com

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

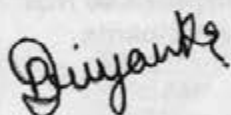
We hope that you will find the above in order and incase you need any more details or clarification kindly revert.

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 Singh)

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



National Council for Training & Social Research

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Website: www.nctsr.com

Ref. NO:- IH/Let/339/15

New Delhi, Date 31st August, 2015

To,

The Hon'ble Chief Engineer,
L.S.G Department
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033

Subject:- In-house Training programs Engineers-In Your State

Respected 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.

NCTSR has been working in the direction of improving the quality and technology. In order to achieve this NCTSR has launched several training program throughout the Country. It shall be our privilege to organize technical training programs for Junior Engineers/ Assistant Engineers (Civil, Mechanical & Electrical). Course content of proposed training program are as follows:-

TRAINING PROGRAMS

S.no.	Training Topics	No. Of Days	Category Of Engineers	Course Fee Per (RS) Participants	Remarks
1.	Basic training Programme for newly inducted officers	5 days	AEE/AE/JE equivalent	9,600.00	Venue:- Any Selected location in your State, India Minimum batch size is of 40 Nos Engineers
2.	Refresher course to basic training (for officers having attended basic training as at S1. No. 1 more than 2 years back)	2 days	AEE/AE/JE equivalent	4,900.00	
3.	Basic programme -Planning Design and Construction of Bridges & culverts	3 days	SEE/EE/AE equivalent	6,900.00	
4.	Advanced Programme-Planning Design and construction of Bridges and culverts (50mt to 75 mt. Span)	3 days	SEE/EE/AE equivalent	6,900.00	
5.	Modern Survey Techniques including GIS/GPS & total Station	3 days	AE/JE equivalent	6,900.00	
6.	Quality Control and material Testing Procedures & Laboratory Practice	3 days	AE/JE equivalent	6,900.00	
7.	Road safety and road Safety Audit for Building & Roads	3 DAYS	SEE/EE/AE equivalent	6,900.00	
8.	Environmental and Social Issues in Highway Projects (World Bank + ADB States)	3 days	SEE/EE/AE equivalent	6,900.00	
9.	Design of Flexible & Rigid Pavements	3 days	EE/AE/JE equivalent	6,900.00	
10.	Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies	3 days	EE/AE/JE equivalent	6,900.00	
11.	Preparation of DPRs (Cost estimation) for Building & Roads Projects	3 days	EE/AE/JE equivalent	6,900.00	

12.	Procurement & contract management for Building & Roads Projects	3 days	SE/EE/AE equivalent	6,900.00	Timings: 9.30 AM- 5.30 PM
13.	Application of OMMAS and version 2.0 in for Building & Roads Projects	2 days	SE/EE equal/ITNO & FO	4,900.00	
14.	World Bank RRP-II, focusing on SBD, how to read DPR and execute it.	2 days	Contractors and their personnel	4,900.00	
15.	Road side tree plantation	1 day	EE/ AE/JE equivalent	3,000.00	
16.	-Application Of New Materials and Technologies in for Building & Roads Projects -Fly ash in PMGSY Project. -Non-Conventional Techniques and Materials.	3 Days	JE/AE/AEE/EE equivalent	6,900.00	
17.	Preliminary buildings & road construction requirement and survey.	3 Days	JE/AE/AEE/EE equivalent	6,900.00	
18.	Building construction & maintenance.	3 Days	JE/AE/AEE/EE	6,900.00	
19.	Construction material (Road & Building).	3 Days	JE/AE/AEE/EE	6,900.00	
20.	Estimate/contract preparation.	3 Days	JE/AE/AEE/EE	6,900.00	
21.	CPM tool for construction management	3 Days	JE/AE/AEE/EE	6,900.00	
22.	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	5 Days	JE/AE/AEE/EE equivalent	9,600.00	
23.	Project Management	5Days	JE/AE/AEE/EE	9,600.00	
24.	Quality control & Quality assurance.	3 Days	JE/AE/AEE/EE	6,900.00	
25.	Building construction management.	3 Days	JE/AE/AEE/EE	6,900.00	
26.	Pavement & cross drainage designing.	3 Days	JE/AE/AEE/EE	6,900.00	
27.	Water supply, sewerage and sanitation works along with construction activities & records entry bill preparation etc.	3 Days	JE/AE/AEE/EE equivalent	6,900.00	
28.	Sewerage treatment plants and related activities & office procedure.	3 Days	JE/AE/AEE/EE equivalent	6,900.00	
29.	Project preparation, DPR preparation and core network	3 Days	JE/AE/AEE/EE	6,900.00	
30.	Feasibility study & preparation of detailed project reports (DPR).	3 Days	JE/AE/AEE/EE equivalent	6,900.00	

THE PARTICIPANTS WILL BE ISSUED COURSE MATERIAL DURING THE COURSE.

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:-

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- > Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board/ Undertakings/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 and Contact at Mobile No 09911295435 Email:- infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com

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

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

Thanking You,

Yours Truly,

For National Council for Training & Social Research

R. Kumar

Executive Engineer (TRG)

Mob No 09911295435, 011-22144978, E Mail:- edc1977@gmail.com



National Council for Training & Social Research

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Website: www.nctsr.com

Ref. No. : 369/LET/2015

New Delhi, Date 31st August, 2015

By Registered Speed Post/AD

To,

The Hon'ble Chief Engineer,
L.S.G Department
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033

Subject:- Technical Workshop Call For Nominations

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.

S No.	Topic	Date & Venue (3 days)	Course Fee (Per Participant)		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".	Date 19th To 21st October., 2015 Venue:- HOTEL JANPATH JANPATH ROAD CONNAUGHT PLACE, New DELHI - 110001	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
2.	" Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	Date 26th To 28th November, 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
3.	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System" in Govt. departments, autonomous bodies"	Date 16th to 18th December, 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
4.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" in Govt. departments, autonomous bodies"	Date 29th To 31st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-

We invite your kind attention to the coverage of the program. We assure you that the program will be very useful for officers and staff in the Headquarter Office, Regional Offices and other subordinate offices of State & Central Government, State & Central Autonomous Bodies and PSU's which follow the State & Central Government rules and help promote up gradation of technical standards in the context of human resource development.

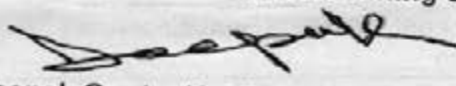
We crave indulgence on your valuable time by requesting you kindly to peruse the below details relating to the workshop cited as subject. We would also welcome invitation from your side for In- House Training programme at your premises.

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

Thank you and assuring you of our best service as per our tradition.

With best Regards.
Yours faithfully,

For National Council For Training & Social Research


Deepak Gupta, (Addl. Director)
Mob No 09911295435

"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs"

Date:- 19th To 21st October., 2015, Venue:- HOTEL JANPATH, JANPATH ROAD CONNAUGHT PLACE, New DELHI - 110001
Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh 11, Pusha Road, Opp. Metro Pillar No 87 New Delhi-110005, India, Check In :- 18th October, 2015 (Afternoon) & Check Out :- 21st October, 2015 (Forenoon)

THE NEED

Funding is the lifeline of an organization. Functioning of the organization is entirely dependent on management and control of funds, viz. budgeting, control of expenditure. Cash flows, cash handling etc. Efficiency in functioning is dependent upon the manner in which funds are planned and controlled. As a corollary the persons handling these jobs have to be knowledgeable about the techniques of these functions. On the job training generally does not enable the trainee to have a clear grasp of the basic concept and intricacies in budgeting, accounting, cash flows etc. and the person remains bereft of common errors and omissions, and the experience of those working in similar position in other organizations. Limited knowledge becomes a risky proposition. Training is thus essential not only for the functionaries at base level, but also for the supervisors if they want to remain effective. In fact proper utilization of funds depends largely on the acumen and capability of the supervisors. Hence the need to impart training to the functionaries and supervisors. Program coverage is as under:

PROGRAMME COVERAGE:-

Accounting Need for Accounting and Accounting Formats., Sources of information for the preparation of accounts, System of Accounting (Cash/ Credit/ Accrual), Accounting Standards and Procedure followed in formulation Accounting Standards., Accounting Policy and Notes on Accounts., Bank Reconciliation.

Concept of transfer entries, Preparation of Journal Vouchers & purposes served., Preparation of Journal Ledger & purpose served, Financial controls exercised by DDOs, PAOs & HODs., General principles of delegation of Financial Powers., Various types of Grants-in-aid and treatment extended to Grants-in-aid in the Accounts, Meaning & Classification of Assets (with depreciation)/ Liabilities. Prepaid expenses and accrued incomes, Marketable securities, Accounts receivable & Inventory (stock)

Preparation of Annual Accounts-Receipt & Payments A/c, Income & Expenditure A/c and Balance sheet and their functions, Procedures relating to submission of annual accounts to Parliament.

"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"

Date:- 26th To 28th November, 2015, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, India, Check In :- 25th November, 2015 (Afternoon) & Check Out :- 28th November, 2015 (Forenoon)

THE NEED

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of in depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization. OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich purchase experience since they are mostly retired Joint Secretaries of the Govt of India.

OUR REGULAR FACULTY Shri M.C.Panda : Addl. Dir. Gen. D.G.S&D, Shri Ravi Gupta: Addl. Dir. Gen. D.G.S&D, Shri K.K. Ghosh: Jt. Secretary, Min of Home Affairs, Shri Mk.K. Bhatnagar: Dy. Dir. Gen.D.G.S&D, Shri A.K. Srivastav : Dy. Dir.Gen.D.G.S&D[Retd.] , Shri Surjit Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri Harbans Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri A.N. Kapur :Director [Trg.].

Guest Faculty is invited from premier Purchase Departments of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

PROGRAMME COVERAGE

- > Need & Scope of Contract Management , Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India - An Overview, Historical background., Fundamental Principles of Public Buying., Transparency, Fairness., Efficiency, Economy and Accountability.
- > General Financial Rules, Objectives., Modification of the rules - Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system.

- Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, eligibility and qualification of Bidders. Delivery Schedule
- Procedure for bidding, Procedure for settlement of disputes. Criteria for-
 - a) Determining responsiveness of bids., Evaluating the bids on common platform.
 - b) Awarding contract to the responsive lowest bidder.
- Preparation of Bid Documents
 - Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity.
- Tender Enquiry- Opening & Evaluation of Tenders
 - Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement
 - Ranking Statement, Rejection of Bids
- Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract.
- Contract Management:- Constitutional provisions., General principles of contract., Standard Forms., Contract Document –Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other Instruments.
- Quality Assurance, Pre-dispatch inspection.
- E-Procurement, Final Inspection, Consumer's right of rejection, Preliminary examination of goods on receipt.
- Disposal of Goods, Identification of stores for disposal, Modes of disposal

"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"

Date:- 16th To 18th December , 2015, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, Check In :- 15th December, 2015 (Afternoon) & Check Out :-18th December, 2015 (Forenoon)

THE NEED

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible.

A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

Awareness of this new enactment is necessary not-only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from the information seekers records to be maintained the information exempt from disclosures, role of central and state information commission etc.

Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

PROGRAMME COVERAGE

- Records Management, Right to information Act Constitutional provisions objectives etc., Right to information extent & coverage
- Exemptions from disclosures., Procedure for obtaining information, Information related to Third Party, Public Authorities under the Act, functions and responsibilities. Role of Public Information office first Appellate Authority.
- Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member.
- Role of Central Information Commission, Appeals, Complaints, Practical Problems in implementation., Case Studies/ Court Cases. Offence & Penalties.

"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" in Govt. departments, autonomous bodies"

Date:- 29th To 31st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar) Check In :- 29th January, 2016 & Check Out:- 31st January, 2016.

THE NEED

Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definity benefits the officer connected with the execution of reservation scheme.

OBJECTIVE

To enable the participants to have an insight into the Reservation, Prepare and operate Reservation Rosters. The in-
scheme of Seniority of SC/ST/OBC, Procedure to fill up the backlog vacancies.

PROGRAMME COVERAGE

Objectives and historical background and constitutional provisions for Reservation of posts in services., Criteria for determining-SC, ST and OBC., Relaxations and Concessions to Reserved Category of persons in appointment., Scope and quantum of Reservations in direct appointment, Scope and quantum of Reservations in promotion. Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments, Preparation of Post-Based Roster, Seniority of persons selected on own's merit list and against reserved posts, Preparation of Combined Seniority where requirement is based against reserved posts, How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than, De-reservation procedure, Carry forward of de-reserved posts and filling up of backlog vacancies, Practical exercise on reservation, A latest development in the area of the reservation, Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission., Maintenance of Reservation Procedure.

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

Note:- Centre encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

LEVEL OF PARTICIPANTS

Liaison Officer, Officers/Official dealing with reservation aspects., Dealing Assistants dealing with recruitment, promotion and reservation policy., Union Bearers of all associations/unions to get the policy implement properly in their organization.

OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National council for Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees can be permitted.

Non-Residential-Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rdday at the end of the course.

FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Gupta, (Addl. Director)

Malika Sethi, Prog Co-ordinator

Note: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations - Subjects can be selected by the sponsors.



National Council for Training & Social Research

9B, Pocket B2, Mayur Vihar-III, New Delhi-110096

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E-mail: infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com

Website: www.nctsr.com

Ref. No. : 363/LET/2015

New Delhi, Date 31st August, 2015

To,

By Registered Speed Post/AD

The Hon'ble Chief Engineer,
L.S.G Department
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033

Subject:- Executive Development Programme Call For Nominations

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.

S No.	Topics	Date & Venue	Course Fee (Per Participant)		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	Legal aspects of Personnel Management	Date 19 th To 21 st October, 2015 Venue:- HOTEL JANPATH JANPATH ROAD CONNAUGHT PLACE New DELHI – 110001	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
2.	Quality System & Total Quality Management for Building & Highway Projects.	Date 26 th To 28 th November, 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
3.	HR Management in Construction Industry and Communication Skills	Date 16 th to 18 th December, 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
4.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	Date 29 th To 31 st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-
5.	The Zen Mind Management	Date 26 th To 28 th February, 2016 Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)	INR ₹ 23,600/-	INR ₹ 33,600/-	INR ₹ 43,600/-

The response has been tremendous from various Govt. departments including PWD, Housing, Rural, Urban Development DEPARTMENT, Development Authority, Boards & Corporations etc. I am approaching you through this letter with a request to disseminate the list of these program to all the departments of your State so that they can avail advantage of the same. These program shall help the State planners to identify the areas of weakness in system and boost the economy and employment of the State. I am sure you will like to nominate the Engineers, Architects, Administrators for this program.

For more details visit our website www.nctsr.com and Contact at Mobile No 09911295435 Email:- infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com

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

We would also welcome invitation from your side for In- House Training programme at your premises.

Thank you and assuring you of our best service as per our tradition,

With best regards.

Yours Truly,

For National Council for Training & Social Research

Amit Gupta

Amit Gupta

(Executive Director)

Mob No 09911295435

Legal Aspects of Personnel Management

Date 19th To 21st October, 2015,

Venue:- HOTEL JANPATH, JANPATH ROAD CONNAUGHT PLACE, New DELHI – 110001

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh 11, Pusha Road, Opp. Metro Pillar No 87 New Delhi-110005, India 011-49214444, Fax No No:- 011-49214445

Check In :- 18th October, 2015 (Afternoon) & Check Out :- 21st October, 2015 (Forenoon)

Objectives Personnel are the vital asset of any organization. Personnel management aims at effective utilization of these manpower assets, maintaining desirable working relationships and maximizing human resource development. The management of these assets is closely linked with service rules, social security legislations and the labour laws.

Content This Executive Development Program covers the legal side of Personnel Management. It includes:

- General Principles of Service Law with case discussions.
 - Establishment & Administration matters leading to Court cases, with special reference to disciplinary cases.
 - Construction related labour laws including, Workmen Compensation Act, Minimum Wages Act, Industrial Dispute Act, Motor Vehicle Act, Social Security Legislations, Contempt of Court Act, Construction Workers Safety & Health Rules etc.
 - Dealing with Court cases, legal terms, different courts and their jurisdictions, court proceedings, preparing affidavits, filing writ petitions and other similar documents.
- The participants will be issued course material during the course.

Who should Attend ?

- Administrators /Project managers Personnel managers / Administrative Managers and other Officers dealing with the legal side of Personnel management (civilians) to update and learn new skills.
- Clients / Contractor's Personnel Manager, and other senior staff who want to update their skills.

Quality Systems & Total Quality Management (TQM) for Buildings & Highway Projects

Date 26th To 28th November, 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, Check In :- 25th November, 2015 (Afternoon) & Check Out :- 28th November, 2015 (Forenoon)

Objective : Upon completion of the course the participants will :

1. be able to understand the requirements of specifications For Buildings road and bridge works.
2. become familiar with quality standards for highway projects
3. be able to implement the quality standards
4. become familiar with testing procedures

Course Contents :-

A) Specifications for Buildings, Roads and Bridge Works

- Performance standards, Quality Control Tests

B) Quality Systems : Quality Control and Quality Assurance

- For Road works, For Bridge works, For Buildings Works

C) Testing Procedures

- Sampling procedures, Laboratory work on various Tests, Laboratory Equipment

Course Co-ordinator : Director, EDC, Course Faculty : Eminent professionals in the field (retired/serving) from M/o SRT&H, NHA, CRRI, IITs, PWDs, Consulting firms.

Target Group : This course is designed for Chief Engineers, SE, Executive Engineers.

HR Management in Construction Industry and Communication Skills

Date:- 16th To 18th December , 2015, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa
Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, Check In :- 15th December, 2015 (Afternoon) & Check Out :-18th December, 2015 (Forenoon)

Objectives

The programme aims to

- Expose managers to the expected human resource management techniques used specifically in the construction industry
- Tips to develop skills of utilizing the existing human resource efficiently
- Building stable and effective relationships
- Importance of communicating with a rapport and effectively
- Instill the concept of group dynamics and identifying the helping and hindering roles
- Diagnose the existing HRM abilities by conducting individual and group exercises

Contents

- Skills of a manager, Changing readiness through behavior modification, Attitude and Motivation, Understanding self through JOHARI window, Target setting and implementing, One minute management, Effective follow-up, Making decisions that stick, Helping and hindering group roles, To help achieve peak performance, Communication skills-verbal and non-verbal, Organizational communication
- Stress and anger management, Time management, Understanding the human needs and wants-perception, Problem solving modes and ability, Leadership techniques

Who Should Attend ? Administrators /Chief Engineers SE/EE , Project Managers of Construction Industry

"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"

Date:- 29th To 31st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)
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The topics tentatively planned to cover are:

1. Dispute Settlement Mechanism in Construction Contracts
2. The Law relating to Arbitration –Domestic and international
3. Relevance of Law of Contract in Dispute Resolution
4. Emerging Trends in Judicial Approach to Domestic and International Arbitration
5. Party Autonomy and Avoidance of Delays in Arbitration
6. Qualification and Professional Ethics required of an Arbitrator
7. Enforcement of Awards.

The Zen mind is Zero Engine Noise creating a situation of emptiness within.

Date:- 26th February, 2016 To 28th February, 2016

Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Kashmir International Club Conference (SKICC) Srinagar (J&K)

Check In :- 25th February, 2016 (Afternoon) & Check Out :- 28th February, 2016 (Forenoon)

The mind is the most important part of the body. To understand mind and to control it takes a lot of energy and time. But once you control the mind, there is an inner balance which can help to create an outer balance. This program can really take you by surprise and can motivate you to excel further.

We are sure that this programme will benefit your executives, engineers and officers and you will extend your support to make our attempt purposeful and successful .

The participants will be issued course material during the courses.

OUR FACULTY

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Substitution of nominees can be permitted.

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Sh. Deepak Gupta

(Addl. Director) E mail: edc1977@gmail.com

Malika Sethi

Prog Co-ordinator

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