



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

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

New Delhi, Dated 18th September, 2026

To,

E-mail

**The In-Charge, University IT Cell / Web Portal
University Computer & IT Support Centre,
Bhagat Phool Singh Mahila Vishwavidyalaya (BPSMV)**

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

Sl. No.	Title of Programme	Programme Date (Tue.-Fri.)	Venue	Course Fee Per Participant + 18% GST	
				Residential (Twin Sharing)	Residential (Single Sharing)
1	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	22 nd -25 th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17 th -20 th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22 nd -25 th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		09 th -12 th February, 2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		09 th -12 th March, 2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
2	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22 nd -25 th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		05 th -08 th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23 rd -26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00

3	“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05 th -08 th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23 rd -26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
4	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		23 rd -26 th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
5	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		22 nd -25 th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		09 th -12 th February, 2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		23 rd -26 th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
6	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26 th -29 th January, 2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		23 rd -26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
7	Local Government, Decentralization & Municipal Administration	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		23 rd -26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
8	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27 th -30 th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26 th -29 th January, 2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		23 rd -26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		23 rd -26 th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
9	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22 nd -25 th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22 nd -25 th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		26 th -29 th January, 2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		23 rd -26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00

10	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09th-12th February, 2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
11	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23rd-26th February,2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March,2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
12	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
13	Advance Course on RTI Act, 2005 and Modern HR Practices	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
14	Preventive Vigilance, E- Procurement and Key to Good Governance	09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
15	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		09th-12th March, 2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
16	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
17	Systematic Problem Solving, Conflict resolution and change Management	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00

18	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST” Under Capacity Building program	06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
19	Public Procurement, GeM, PFMS & E-Procurement Systems	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
20	“Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.”	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
21	Digital Governance, E-Governance & Digital Transformation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
22	Artificial Intelligence, Machine Learning & Intelligent Automation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
23	Cyber Security, Information Protection & Digital Risk Management	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
24	Leadership & Managerial Skills, Management & Business Administration	17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		05th-08th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
25	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
26	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
		09th-12th March, 2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
27	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		23rd -26th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

28	Green Buildings, Low Carbon Infrastructure & Sustainable Construction	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
29	Office Management, Team Building, Leadership & Performance Management	15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		09th-12th March,2027	Darjeeling (West Bengal)	₹ 48,600.00	₹ 56,600.00
30	“Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation”	09th-12th March,2027	Darjeeling (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:** Training modules combine theoretical frameworks with practical industry insights for a holistic learning experience.
- **Universal Eligibility:** Programmes are designed for government officials across Executive & Administrative Organs, Judicial and Legislative Bodies, Panchayati Raj Institutions, Academic & Autonomous Institutions, PSUs, and related public-sector organizations at Junior, Middle, and Senior Management levels.

1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Organizations may request customized Executive Development Programmes beyond the scheduled calendar.
- **Destinations of Choice:** Customized programmes can be conducted at preferred domestic or international destinations, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

2.1 Timeline Compliance

- **Cut-Off Date:** Authorized nomination forms must be submitted at least one (1) week before the programme start date.
- **Late Submissions:** Late nominations are subject to seat availability and administrative approval.

2.2 Corporate Volume Discount

- **5% Group Concession:** Available to organizations nominating more than 10 participants for the same programme.
- The concession applies to the consolidated invoice and cannot be split or carried forward to other programmes.
- Applicable to officials from Central/State/UT Governments, PSUs, Autonomous Bodies, Boards, Corporations, and Departments.

3. Attendance & Certification

3.1 Attendance Requirement

- **100% Attendance:** Full attendance in all technical sessions, workshops, and case studies is mandatory.
- Attendance will be monitored through manual sign-ins.

3.2 Certificate Issuance

- **Certificate of Participation:** Issued upon successful completion of the programme.
- Participants with unauthorized absence or early departure will not be eligible for certification, and the nominating organization may be notified.

4. Residential & Non-Residential Fee Logistics

4.1 Non-Residential Participation

For local participants or those arranging their own accommodation:

- **Fee:** ₹36,600 + 18% GST per participant.
- **Includes:** Tuition, programme kit, study materials, working lunch, tea/coffee, and refreshments during programme hours.
- **Travel:** Airfare, train fare, and local transportation are the responsibility of the participant/sponsoring organization.

4.2 Residential Participation

- **Accommodation:** Premium, pre-vetted 4-star hotel.
- **Duration:** Standard stay of **3 Nights / 4 Days**.
- **Check-in:** One day before programme commencement.
- **Check-out:** One day after programme conclusion.
- **Includes:** Accommodation and three daily meals—breakfast, lunch, and dinner.
- **Personal Expenses:** Room service, minibar, laundry, telephone, and extended stays are excluded and payable by the participant.

5. Financial Terms & Payment

5.1 Mode of Remittance

- **Payment Mode:** Advance payment must be made through RTGS/NEFT. Cash and PDCs are not accepted.
- **Admission:** Full participation fees must be credited before programme commencement.
- **Accommodation:** Residential rooms are confirmed only after receipt and verification of advance payment.

5.2 GST Exemption for Government-Funded Training

- As per **GOI Notification No. 9/2017-Integrated Tax (Rate), dated 28.06.2017, Sr. No. 75, Heading 9992**, GST exemption may apply to training services provided to Central/State Governments or UT Administrations.
- **Condition:** The entire programme expenditure must be borne by the respective Government/UT Administration.

6. Admission & Seat Allocation

6.1 FIFO Mechanism

- Seats are limited and allocated on a First-Come, First-Served basis according to the date of payment receipt.

6.2 Confirmation

- After **verification of nomination and payment**, an official **Nomination Confirmation Notice and Programme Brief** will be emailed to the coordinator and participant.

7. Transport, Logistics & Arrival

7.1 Travel Responsibility

- Participants/sponsoring organizations are responsible for arranging and funding travel to the destination city and venue.

7.2 Residential Arrival Protocol

- Residential participants should proceed directly to the designated 4-star hotel on arrival day.
- Carry a valid **corporate ID** and government-issued photo ID such as **Aadhaar, Passport, or Driving Licence** for hotel check-in.

⚠ 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. Basavaraja
Director (Trg.)

Ex-Director (Projects), MoRD



REGISTRATION APPLICATION FORM

Executive Development Program

Date:	
Topic:	
Venue:	

Participant Details

Name:	
Designation:	
Organization / Department:	
Office Address:	

City:		Pin:		State:	
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Tel. (Off):		Tel. (Res):	
Fax:		Mobile No.:	
E-mail:			

Nomination Status

☐ Residential ☐ Non-Residential

(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.

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: _____