



National Council for Training & Social Research

(Corporate Office)

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

Ph :- +91-11-43615435, +91-11-43544923, +91-11-22145234, +91-11- 22145235

Fax Nos : +91-11-22144978+91-11-42424964 (M) +91-9911295435

E-mail: info@nctsr.in, office@nctsr.in, edc1977@gmail.com

Website: www.nctsr.com

Ref:- IH/let/66-15

New Delhi, the Dated: 29th June, 2015

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 Minimum batch size is of 40 Nos
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	Rs.6,900/- for	

	purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies”	three days training program	participants Timings : 9.30 AM-5.30 PM
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 “ in Government Departments Autonomous Bodies & PSUs”	Rs.6,900/- for three days training program	
7.	“Amendments To CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and new Pensions Scheme in Wake of VI th Pay Commission Report & Grant of Financial Up gradation under MACP” in Government Departments Autonomous Bodies & PSUs”	Rs. 4,900/- for two days training program.	
8.	“Gender Sensitivity & Prevention and Redressal of Sexual harassment of Women at Work Place” in Departments Autonomous Bodies & PSUs”	Rs. 4,900/- for two days training program	
9.	Improving Efficiency and Effectiveness of Personal Secretaries/ Assistants and Office Staff including Multitasking with Special	Rs.6,900/- for three days training program	

	Emphasis on Effective nothing and impressive drafting skill including development of behavior skill” in Departments Autonomous Bodies & PSUs”		
--	---	--	--

The participants will be issued course material during the courses.

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

National Council for Training & Social Research (NCTSR) shall take responsibility of all arrangements 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 arrangements 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 for 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/ Email/Fax only.