

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM -33

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email: celsgd@gmail.com
website: www.celsgd.com

No. DB4/3007/2015/CE/LSGD

Dated : 21.05.2015

CIRCULAR

Sub:- To participate NCTSR Technical Workshop – reg.

- Ref:- 1) Lr. No. 369/LET/2015 dtd 23.04.2015.
2) Lr. No. 1H/Let/2015 dated 23.04.2015
3) Lr. No. 363/LET/2015 dtd 23.04.2015.
4) Lr. No. IH/Let/66-15 dated 23.04.2015.

National Council for Training and Social Research is conducting technical workshops as per the reference cited. Interested Engineers can participate in the training programmes. The participants will have to bear the cost by themselves. The date and venue is mentioned in the reference letters.

024

Encl : Reference letters


Chief Engineer

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

Website: www.nctsr.com

Ref. No. : 369/LET/2015

To,

New Delhi, the Dated : 23rd April, 2015

By Registered Speed Post/AD



The Chief Engineer,

L.S.G Department, (Government Of Kerala)

3rd Floor Revenue Complex

Subject:- Technical Workshop Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR)

serves as the apex body and representative of 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. | "Right to Information Act 2005, Case Studies Court Cases And Improvement Of Record Management System In Government Departments Autonomous Bodies & PSUs". | Date 16 th To 18 th July, 2015 Venue:- HOTEL JANPATH JANPATH ROAD CONNAUGHT PLACE, New DELHI - 110001 | INR ₹ | INR ₹ | INR ₹ |
| 2. | "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs". | Date 24 th To 26 th August, 2015 Venue :- "Hotel Shambhala" Leh-194 101, Ladakh (India). | 23,600/- | 33,600/- | 43,600/- |
| 3. | "Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs". | Date 21 st To 23 rd September, 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa | | | |
| 4. | "Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System; Accounting In Government Departments Autonomous Bodies & PSUs". | Date 19 th To 21 st October., 2015 Venue:- HOTEL JANPATH JANPATH ROAD CONNAUGHT PLACE, New DELHI - 110001 | | | |

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 have 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.

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

Deepak Gupta, (Addl. Director)

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

Date:- 16th To 18th July, 2015 (3 days)

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

THE NEED

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, 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.

Options for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh 11, Connaught Road, Opp. Metro Pillar No 87 New Delhi-110005, India 011-49214444, Fax No No:- 011-49214445
Registration :- 15th July, 2015 (Afternoon) & Check Out :- 18th July, 2015 (Forenoon)

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

Date 24th To 26th August, 2015

Venue :- "Hotel Shambhala" Leh - 194 101, Ladakh (India).

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 definitely 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 inbuilt 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 14.



National Council for Training & Social Research

(Corporate Office)

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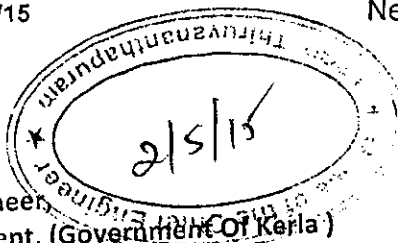
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E-mail: info@nctsr.in, office@nctsr.in, /Website: www.nctsr.com

Ref. NO:- IH/Let/15

New Delhi, the Date 23rd April, 2015

To,



By Registered Speed Post/AD

The Chief Engineer,
L.S.G Department, (Government Of Kerala)
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033

| | |
|-----|--|
| CE | |
| DCE | |
| EE | |
| AEE | |
| AA | |
| JS | |

Subject: Training Program for New Entrants / in Engineering Service.

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:-

| S.No. | Topics |
|-------|----------------------------------------------------------------------------------------------------------------------|
| 1. | Preliminary buildings & road construction requirement and survey. |
| 2. | Building construction & maintenance. |
| 3. | Construction material (Road & Building). |
| 4. | Estimate/contract preparation. |
| 5. | CPM tool for construction management |
| 6. | Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering. |
| 7. | Project Management |
| 8. | Quality control & Quality assurance. |
| 9. | Building construction management. |
| 10. | Pavement & cross drainage designing. |
| 11. | Water supply, sewerage and sanitation works along with construction activities & records entry bill preparation etc. |
| 12. | Sewerage treatment plants and related activities & office procedure. |
| 13. | Project preparation, DPR preparation and core network |
| 14. | Feasibility study & preparation of detailed project reports (DPR). |
| 15. | Identification, characterization and stabilization of soil |
| 16. | Laboratory experiment: test on soil, aggregate etc. |
| 17. | Geometrical design & alignment of roads |



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(Corporate Office)

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| | |
|-----|-------------------------------------------------------------------------|
| 18. | Fundamentals of mechanical engineering |
| 19. | Lighting schemes & automation |
| 20. | Selection of cables & cable jointing |
| 21. | Distribution automation of power supply |
| 22. | Laboratory training, site demonstration, group discussion & evaluation. |

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.

Course fee is INR ₹ 6,900/- (Six thousand nine hundred only) per participant for three days training program. Minimum batch size is of 40 Engineers.

Course duration: Three days

Timings: 9.30 AM- 5.30 PM.

Venue: Selected location in your state / union territory.

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.

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 +91-9911295435, Email:- office@nctsr.in, info@nctsr.in

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

Executive Engineer (TRG)

National Council for Training & Social Research

(Corporate Office)

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

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

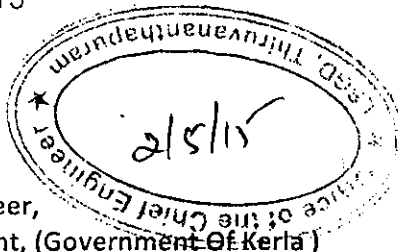
Fax Nos : +91-11-22144978+91-11-42424964 (M) +91-9911295435

E-mail: info@nctsr.in, office@nctsr.in, /Website: www.nctsr.com

Ref No. : 363/LET/2015

New Delhi, the Dated 23rd April, 2015

By Registered Speed Post/AD



The Chief Engineer,
L.S.G Department, (Government Of Kerala)

3rd Floor Revenue Complex

Public Office Building

Subject:- Executive Development Programme Call For Nominations

Dear Sir/Madam,
Thiruvananthapuram -695033

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.

| | Date & Venue | Course Fee (Per Participant) | | |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|-------------------------------|
| | | Non Residential | Residential Twine Sharing | Residential Single Sharing |
| 1. "Totality of Project Management" - leading to Certificate In Project Management (CIPM)' | Date 17th To 1st June, 2015 Venue:- HOTEL JANPATH, JANPATH ROAD, CONNAUGHT PLACE New Delhi , INDIA | INR | INR | INR |
| 2. "Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" | Date:- 26th To 28th June, 2015 Venue GREEN CASTLE MUSSOORIE, MUSSOORIE. Distt.- DehraDun, Uttarakhand - 248179, | ₹ 23,600/- | ₹ 33,600/- | ₹ 43,600/- |
| 3. DESIGNING, SPECIFYING AND CONSTRUCTING WITH MODERN CONCRETE | Date 23rd To 25th July, 2015 Venue:- Sterling Resort, Manali, Himachal Pradesh, India | | | |
| 4. Environmental and Social Impact Assessment of Building & Highway Projects | Date 24th To 26th August, 2015 Venue :- "Hotel Shambhala" Leh - 194 101, Ladakh (India). | | | |

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 09811094923, Email:- office@nctsr.in, info@nctsr.in.

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)

Enclosing :- Objectives & Contents

Totality of PROJECT MANAGEMENT

Leading to Certificate In Project Management (CIPM)

Date:- 17th June, 2015 To 19th June, 2015

Venue:- HOTEL JANPATH, JANPATH ROAD, CONNAUGHT PLACE New Delhi, INDIA

Government of India today is focused on development and growth. 'Make in India' is likely to attract lot of new investment growth opportunities. Skill upgradation has been recognize as major pre-requisit to handle this big change leading to formation of a separate skilled development ministry. Investments are undertaken to built future and hence are risky as future is unknown. Recognising the need and the role of our government departments, public sector undertakings, education and corporate, NCTSR has launched this program with global subject matter experts in this fields. Participants of the program will get a full completion Certificate.

Who should Attend: Experienced professional junior to senior management who want to understand the intricacies of project management and want to excel in delivering result.

Overall Benefits

- It improves one's capability to deliver better, faster, less expensive products and services.
- Performance based certification secures competitive differentiation. The program help to develop a common understanding & vocabulary.
- Certification ensures that you have standards by which project management performance can be measured.

Employers Benefits

- As the course enhances the knowledge base of the employee for handling the project in an effective manner it helps the company to bring cost over runs and time over runs to a minimum. It provides a marketing tool by demonstrating the company's commitment to excellence in project management and the knowledge of its staff. Its improve the brand image of organization.

Employee Benefits

- It provides peer recognition of one's knowledge.
- It enhances knowledge, qualifications and enhances confidence to deliver.
- It assists in the recognition of the transferability of an individual's skills from one company or industry to another.
- It enhances the value and Image of an individuals to handle new initiatives.

Customers Benefits

- It enables clients to assess a proposed project manager's knowledge
- It provides positive proof that the individual concerned has gained peer recognition of his/her ability to manage projects
- It builds confidence about the company undertaking the projects

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh 11, Janpath Road, Opp. Metro Pillar No 87 New Delhi-110005, India 011-49214444, Fax No No:- 011-49214445
Check In :- 16th June, 2015 (Afternoon) & Check Out :- 19th June, 2015 (Forenoon)

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

Date:- 26th June, 2015 To 28th June, 2015

Venue: GREEN CASTLE MUSSOORIE, MUSSOORIE. Distt.- Dehra Dun, Uttarakhand - 248179.

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.

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 .

Opting for residential accommodation are requested to go directly and stay in A/C rooms at GREEN CASTLE MUSSOORIE, MUSSOORIE. Distt.- Dehra Dun, Uttarakhand - 248179
Check In :- 25th June, 2015 (Afternoon) & Check Out :- 28th June, 2015 (Forenoon)

- Reservation procedure.
- Carry forward of de-reserved posts and filling up of backlog vacancies.
- Practical exercise on reservation.
- 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 allowed 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.

Options for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Shambhala" Leh - 194 101, Ladakh (India).

Check In :- 23rd August, 2015 (Afternoon) & Check Out :- 26th August, 2015 (Forenoon)

"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills"

Date 21st To 23rd September, 2015 (3Days)

Venue:- HOTEL Bagmalla Beach Resort, Panaji, Goa, INDIA

THE NEED

The field of Office Management has undergone a sea change in the past decade. The emphasis on transparency and the right to information has generated ever increasing expectation of the citizens from the Government Organizations. Coping up with changing environment and attitude of the citizens is one of the greatest challenges today. Ever increasing workload and its complexity calls for a higher level of efficiency and effectiveness of the supporting staff. This program has been designed accordingly to enhance professional capabilities and to bring in a change in the approach and attitude of the Private Secretaries, Personal Assistants and other staff members playing a supporting role to the decision makers.

PROGRAMME COVERAGE

Changing role of Personal Staff in the emerging socio-economic environment.

Public Relations, Secretarial Etiquettes, Handling of Visitors and Telephone Calls.

Office Procedure including-, Filing System, Noting & Drafting, Records Management, Checks on Delays

Simplification of work & procedures, Stress & Stress Management, Motivation, Team Building, Self Development

Mind & Attitude, Time Management, Group Dynamics, Interpersonal Relationship

Options for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmalla Beach Resort, Bagmalla, Goa, India

Check In :- 20th September, 2015 (Afternoon) & Check Out :- 23rd September, 2015 (Forenoon)

"Bank 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

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. 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)

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
01:00 PM to 02:00PM

LUNCH

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.

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

Certification

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

OTHER 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.

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

(Corporate Office)

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

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E-mail: info@nctsr.in, office@nctsr.in, Website: www.nctsr.com

Ref. No. : H/leV/66-15

New Delhi, the Dated : 23rd April, 2015

By Registered Speed Post/AD

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AEE

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JS

The Chief Engineer,
L.S.G Department, (Government Of Kerala)
3rd Floor Revenue Complex
Public Office Building
Thiruvananthapuram -695033

Subject: Training Program on

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

2) "Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills"

Respected Sir,

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 the fields internationally & nationally).

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

"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills"

THE NEED

The field of Office Management has undergone a sea change in the past decade. The emphasis on transparency and the right to information has generated ever increasing expectation of the citizens from the Government Organizations. Coping up with changing environment and attitude of the citizens is one of the greatest challenges today. Ever increasing workload and its complexity calls for a higher level of efficiency and effectiveness of supporting staff. This program has been designed accordingly to enhance professional capabilities and to bring in change in the approach and attitude of the Private Secretaries, Personal Assistants and other staff members playing a supporting role to the decision makers.

PROGRAMME COVERAGE

Changing role of Personal Staff in the emerging socio-economic environment, Public Relations, Secretarial Etiquettes, Handling of Visitors and Telephone Calls.

Office Procedure including- Filing System, Noting & Drafting, Records Management, Checks on Delays, Simplification of work & procedures

Stress & Stress Management, Motivation, Team Building, Self Development, Mind & Attitude, Time Management, Group Dynamics, Interpersonal Relationship

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.

Course fee is INR ₹ 6,900/- (Six thousand nine hundred only) per participant for three days training program. Minimum batch size is of 40 Participants..

Course duration: Three days

Timing: 9.30 AM- 5.30 PM.

Location: Selected location in your state / union territory

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.

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 +91-9911295435

Email:- office@nctsr.in, info@nctsr.in

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



SR. Manager (TRG)

