

Information Regarding Executive Development Programme

directorgeneral <directorgeneral@ncstd.org>
To: deose.bathinda@punjabeducation.gov.in

Mon, Oct 12, 2026 at 11:26 AM



NATIONAL COUNCIL FOR SECRETARIAT TRAINING & DEVELOPMENT

(An ISO 9001:2015 Certified Organization)

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

To,
The District Education Officer (DEO Secondary)
District Education Office, Bathinda (Department of School Education, Govt. of Punjab)

BY E-MAIL

Subject: Executive Development Programme – Call for Nominations

Dear Sir/Madam,

The **National Council for Secretariat Training & Development (NCSTD)** established in 2009, is an autonomous organization, registered with the Department of Labour, Government of NCT of Delhi, and with the Ministry of Micro, Small & Medium Enterprises, representing various segments of Indian industry. The primary objective of NCSTD is to provide training to officers of Central/State Government services and allied organized/subsidiary services, thereby enhancing their skills, knowledge, and capabilities for more effective and efficient discharge of duties.

Our training programmes are designed to strengthen administrative capabilities and improve governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India through specialized training and consultancy services aimed at enhancing organizational efficiency and global competitiveness.

ATTACHED ARE THE EMPLOYMENT PROGRAMMES, ILLUSTRATIVE

Programme Title	Date	Venue	Fee (Twin / Single)
Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	27th - 30th October, 2026	Jim Corbett (Uttarakhand)	48,600 / 56,600
Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	24th - 27th November, 2026	Shimla (Himachal Pradesh)	45,600 / 56,600
Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	15th - 18th December, 2026	Kathmandu (Nepal)	48,600 / 56,600

Programme Title	Date	Venue	Fee (Twin / Single)
Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	22nd - 25th December 2026	Panaji (Goa)	48,600 / 58,600

* Above is a representative selection. The complete annual calendar (90+ programmes across 12 destinations) is enclosed as an attachment. Fees are exclusive of 18% GST. Residential charges shown are Twin Sharing / Single Sharing per participant.

Note: Participants must check in one day before the programme begins and check out one day after it concludes; both nights are included in the residential programme fee.

1. Programme Coverage & Target Audience

- **Comprehensive Curriculum:** All modules blend theoretical frameworks with practical industry insights for a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is suitable for officials across Junior, Middle, and Senior Management hierarchies.
- **Bespoke Formats:** Customized corporate cohorts can be arranged at destinations of the nominating organization's choice, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

- **Cut-off Date:** Duty authorized nomination forms must be submitted at least **one (1) week prior** to the programme start date. Late nominations are subject to seat availability.
- **Group Concession:** A **5% volume discount** on the base fee is available to any organization nominating more than 10 participants for a single programme block, applied to the consolidated invoice.
- **Eligible Officials:** Central/State/UT Governments, PSUs, Autonomous Bodies, Boards, Corporations, and allied departments.

3. Attendance Standards & Certification

- **100% Attendance** across all sessions, workshops, and case studies is mandatory; manual sign-ins will be recorded.
- A **Certificate of Participation** will be issued on successful completion. Participants with unauthorized absences or early departures will be disqualified, and their organizations notified.

4. Residential & Non-Residential Fee Structure

- **Non-Residential:** 36,600 + 18% GST per participant — covers tuition, programme kit, study material, and institutional hospitality during programme hours.
- **Residential:** Premium 4-star accommodation for 3 Nights / 4 Days, including check-in one day prior and check-out one day after the programme. Covers room stay and three daily meals (breakfast, lunch, dinner). Incidental charges (room service, laundry, etc.) are payable directly by the participant.

5. Financial Terms & Payment Flow

- All payments must be made via **RTGS / NEFT** only. Cash or post-dated cheques are not accepted.
- Full fees must be cleared and credited **in advance, prior to commencement** of the training. Residential rooms are confirmed only upon receipt and verification of advance payment.

6. Admission Process & Seat Allocation

- Seats are allocated on a strict **First-Come, First-Served (FIFO)** basis as per chronological order of payment receipt.
- On 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 Protocol

- Participants/organizations are responsible for booking and funding their own travel (air/train/local transit) to the venue city.

As an

Department of Social Education - People's House - Department of Management & Administration - Department of Management & Administration

Enclosed participants should present directly to the Department & also to the Department of Management & Administration. The Department of Management & Administration should also be informed of the Department of Management & Administration.

4. ACTION REQUIRED

Sponsoring entities are requested to contribute the national expenditure for the Department of Management & Administration. The Department of Management & Administration should also be informed of the Department of Management & Administration.

We look forward to your organization's participation and return results to the Department of Management & Administration.

Yours truly,

For National Council for Secretariat Training & Development

info@ncsd.in | Tel: 11-44751917 | www.ncsd.in

This is an official communication from NCSD. Please do not reply to this email & send in a separate address.



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

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E-Mail - info@ncstd.in, info@ncstd@gmail.com, Website - www.ncstd.in

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

New Delhi, Dated 12th October, 2026

To:
The District Education Officer (DEO Secondary)
District Education Office, Bathinda (Department
of School Education, Govt. of Punjab)

E-mail

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

Code No.	Title of Programme	Programme Date (Tue.-Fri.)	Venue	Course Fee Per Participant + 18% GST	
				Residential (Twin Sharing)	Residential (Single Sharing)
EDP-01	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	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
EDP-02	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	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

EDP-03	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	05 th - 11 th November, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th - 18 th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		21 st - 26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
EDP-04	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	24 th - 28 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
		24 th - 28 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
EDP-05	Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	15 th - 18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		22 nd - 24 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
		22 nd - 26 th March, 2027	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
EDP-06	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karayugi).	25 th - 28 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 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
EDP-07	Local Government, Decentralization & Municipal Administration	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
EDP-08	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs	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
		22 nd - 26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		22 nd - 26 th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
EDP-09	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 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
		22 nd - 26 th February, 2027	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		27 th - 30 th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
EDP-10	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		05 th - 08 th January, 2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		09 th - 12 th February, 2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
		27 th - 30 th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

EDP-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
EDP-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
EDP-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
EDP-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
EDP-15	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	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
EDP-16	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	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
EDP-17	Systematic Problem Solving, Conflict resolution and change Management	09th-12th February,2027	Ooty (Tamil Nadu)	₹ 48,600.00	₹ 56,600.00
EDP-18	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST” Under Capacity Building program	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
EDP-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

DP-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
DP-21	Digital Governance, E-Governance & Digital Transformation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
EDP-22	Artificial Intelligence, Machine Learning & Intelligent Automation	26th-29th January,2027	Port Blair (Andaman & Nicobar)	₹ 48,600.00	₹ 58,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
EDP-23	Cyber Security, Information Protection & Digital Risk Management	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		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
		17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
EDP-24	Leadership & Managerial Skills, Management & Business Administration	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
		27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
EDP-25	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	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
		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
EDP-26	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
EDP-27	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	23rd -26th March, 2027	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
EDP-28	Green Buildings, Low Carbon Infrastructure & Sustainable Construction	05th-08th January,2027	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
EDP-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
EDP-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



REGISTRATION APPLICATION FORM

Executive Development Program

Name:
Designation:
Organization:
Department:
Office Address:

Participant Details

Name:
Designation:
Organization:
Department:
Office Address:

City:

Pin:

State:

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 Organizations Not Availing GST Exemption and Having GST Registration

GST No. (Mandatory):

Organization PAN No. (Optional):

Organization TAN No. (Mandatory on TDS deduction):

Kindly provide the GST number of the organization in whose name the GST invoice is to be issued.

Self Declaration on GST Exemption (Optional)

As per GST Notification No. 12/2017 - 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 by 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 intended to be run.
- 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: _____

Participants listed in the table include hotel check-in on Tuesday afternoon, training on Wednesday and Thursday, and hotel check-out on Friday Forenoon.

Programme Overview

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



Ex-Director (Projects), MoRD

ਦਫਤਰ ਜਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ) ਬਠਿੰਡਾ

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ਉਕਤ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਸਕੂਲ ਮੁਖੀਆਂ ਨੂੰ, ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਕਤ ਪੱਤਰ ਅਨੁਸਾਰ ਦਰਜ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

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