

Registration Application Form

Executive Development Program



Date _____ To _____,

Topic _____.

Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status
(please tick)

Residential

Non-Residential

Date: _____

Signature _____

Place:- _____

(Photocopies of the form can be utilized for additional delegates.)

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 9,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NCTSR.
- The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
- Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
- The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
- Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
- The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
- NCTSR will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
- Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NCTSR will not hold responsibility for any medical costs incurred by participants during the program.
- NCTSR will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
- Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Participants who choose the residential program are required to check in at the hotel on the initial day of the course, and check-out will take place on the second day of the course.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

The Council strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop. These topics should naturally fall within the scope of the program's subject matter. Your input will contribute to tailoring the content to better suit the participants' needs and enhance the overall workshop experience.

Inclusions:

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant
- The training professional fee per participant covers the following:
- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

PARTICIPANTS' PROFILE

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non-Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Details For RTGS, NEFT & Ecs Payment

Beneficiary Name	National Council for Training & Social Research
Bank Name	Bank Of India
Branch	Ram Vihar Delhi-110092
Currant A/C No	607920110000171
IFSC Code	BKID0006079
MICR CODE (9 Digit No.)	110013110

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum.

Substituting nominees is allowable.

Schedule of Breaks during the Training Session

MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM

LUNCHTIME: 01:00 PM to 02:00 PM

AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

PROGRAMME DURATION & SCHEDULE

The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

Participants are required to arrive for registration at the venue by 9:00 AM.

PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-92114923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.