National Council for Training & Social Research



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. NO:- IH/M/66-15 New Delhi, the Dated: 06th May, 2015

Greeting From National Council For Training & Social Research!

By Email Only

The Competent Authority

Subject:- In-house Training programs In Your State, India

Respected Sir,

To.

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).

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S NO	Topics	Venue	Course Fee				
			Rs. Participants				
1)	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"	Any Selected location in your	INR 6,900/- for three days training program. Minimum batch size is of 40 Nos Participants				
2)	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills"	state, India					

Course duration: Three days Timings: 9.30 AM- 5.30 PM.

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.

"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 disclosers, 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 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

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.

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)

Bharat Sanchar

Nigam

Ltd.-

ORGANISATIONS BENEFITTED BY TRAINING PROGRAMES OF National Council for Training & Social Research, New Delhi

Advanced Data **Processing** Haryana Seeds Dev. National Institute Of Fashion Research Institute **Corporation Ltd** Technology- Kolkata, Hyderabad & N.Delhi National ❖ Aerial Delivery Research & Devt. Haryana Coop. Labour & Institute Of **Establishment-DRDO-Agra** Construction Fed. Ltd. Pharmaceutical Education & Research-Punjab . H.Q. Commander Works Of Aeronautical Development National Institute Rural **Establishment-DRDO-Agra Development-Hyderabad Engineers-Jhansi** Agricultural Engg. Research Himachal Pradesh Public National Institute Of Res. On Jute & Centre-Pune Works Allied Fibre Tech. (ICAR)- Kolkata Department, Dharmshala, HP Airports Authority Of India, New Institute Of Science ❖ Haryana Public Works National Delhi Department, Chandigarh Communication (CSIR)-N.Delhi All India Institute Of Medical National Institute Of Technology-Haryana Turism Sciences-(5 Candidates in a **Corporation Ltd** Jamshedpur & Allahabad workshop) All India Radio-Ahmedabad, New Harvana Public Health National Institute Of Urban Affairs-Delhi, Chennai& Orissa. **Engineering Department** New Delhi All India Soil & Land Use Survey Haryana State National Horticulture Board-**Agriculture** Gurgaon, National Zoological of Marketing **Board** Park Atomic Energy Regulatory Board-Haryana Urban National Metallugical Lab. (CSIR)-Mumbai **Development Authority Jamshedpur National MST Radar Facility- Andhra Arunachal Pradesh Public Works** Haryana **Dairy** Dev. Department Coop. Feed. Ltd Pradesh Andhra Industrial **Pradesh** Roads Haryana ❖ National Open School- Nabard, **Development Corporation** Mumbai Development Corporation Ltd Bhakra Beas Management Board, Haryana **Prathmik National Power Training Institute-**Chandigarh Shiksha Min. Of power- Faridabad **Pariyoina** Parishad Bhabha Atomic Research Centre-❖ Indian Coast Guard-New National Research Centre For Mumbai Delhi, Chennai, Mumbai, **Grapes-Pune**

Port Blair

Indian Institute Of Mass

National Research Centre For Oil

Mumbai

- Bhartiya Reserve Bank Note Mudran Ltd. (R.B.I)- Bangalore
- **Stahmputra Board- Guwahati**
- Building Material & Technology Promotion-GOI
- Bureau Of Indian Standards-Jaipur, Ghaziabad, M.P. & Bihar
- Bureau Of Police research & Development- Kolkata
- Centre for Research and Industrial Staff Performance
- CONTAINER CORPORATION OF INDIA LTD, New Delhi
- Central Electricity Regulatory Commission- New Delhi
- Central Forensic Science Laboratory-Hyderabad
- Central Industrial Media Institute-Chennai
- Central Industrial Security Force M.H.A-NewDelhi
- Central Institute For Cotton Research-Nagpur
- Central Institute For Sub-Tropical Horticulture-Lucknow
- Central Institute For Research On Cotton Technology-Mumbai
- Central Institute Of Fisheries Education(ICAR)- Mumbai
- Central Avian Research Institute U.P.
- Central Council For Research on Unani Medicine, Homeopathy-New Delhi
- Central Institute Of Plastics Engg.Tech.-Bhopal
- Central Institute Of Psychiatry-Govt. Of India-Ranchi
- Central Labour Institute-Mumbai CSIR Madras Complex
- Central Pollution Control Board-New Delhi, Bhopal & Kanpur
- Central Pulp & Paper Research

- Communication- New Delhi
- Indian Institute Of Packaging-Mumbai
- Indian Instt. Of Science-Bangalore
- Indian Institute Of Remote Sensing-dept. Of Space- Dehradun
- Indira Gandhi National Open University- New Delhi
- Indo Burma Petroleum Company Ltd.- Haryana
- ❖ ICAR Research Complex For Eastern Region-Patna
- INS Hansa- Goa, INS Hansa-New Delhi
- IIT Mandi (H.P.)
- Inspectorate Dock Safety-Mumbai
- Institute Of Hotel Management-MIN. of Tourism
- Institute For the Physically Handicapped-New Delhi
- Indian Institute Of Pulses Research (ICAR)- Kanpur
- Indian Schools OF Mines-Dhanbad
- Inter-Univ. Centre For Astronomy & Astrophysics (UGC)-Pune
- Indian Council Of Agriculture Res. For N.E.H. Region-Meghalava
- Indian Institute Of Technology –Kharagpur, N.D., Guwahati & Roorkee
- Indira Gandhi National Centre for the Arts, New Delhi (india)
- India TourisamDevelopmentCorporation
- Inter University Centre for Asronomy and Asrophysics
- IIT Madras, Chennai
- Indian Overseas Bank-Chennai
- ❖ Institute For Design Of

Palm-ICAR-Andhra Pradesh

- National Research Development Corporation- New Delhi
- National Remote Sensing Agency-Deptt. Of Space-Hyderabad
- National Institute of Agricultural Extension Management, Hydrabad, A.P. India
- ❖ National River Conservations

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- Directorate New Delhi
- National Test House-Govt. Of India-Kolkata
- National Water Development Agency
- Naval Materials Research Laboratory-Mumbai
- National Power Training Institute, (Ministry Of Power Govt of India), Faridabad, india
- Naval Dockyard- Vishakhapatnam, Delhi & Mumbai
- Naval Science & Technological Laboratory- Hyderabad
- Naval Store Department-Goa
- National Science Centre, New Delhi
- National Institute of Ocean Technology, Chennai
- Navi Mumbai Municipal Corporation
- Nehru Yuva Kendra Sangathan-GOI-New Delhi
- New Delhi Tuberculosis Centre
- Natioanal Institute Of Technology Manipur, Imphal
- North East Regal Instt. Of water & Land Management –GOI
- National Council for Promotion of Urdu Language, New Delhi
- North Eastern Region Community Resources Society – MHA- Shillong
- Nuclear Power Corpn Of India Ltd. –

- Instt. Min. Industry-Saharanpur
- Central Sheep Breading Farm-Haryana
- Central Silk Board- Bangalore
- Central Tasar Research & Training Institute-Ranchi
- Central water Commission-New Delhi
- Centre For Air Borne Systems, Min. Of Defence-Banglore
- Centre For Development Of Telematics-GOI-Hyd
- Centre For Dev. Of Advanced Computing-Min Of Infor Tech-N.D. & Pune
- Centre For Electronics Design & Tech. Of India-Punjab, Aurangabad & Kerala
- Centre For Electronics test Engg.(GOI)-Hyderabad
- Centre for Environment & Explosive Safety-Min. Of Defence
- Centre For Informal Education & Devt. Studies-Banglore
- Centre For Airworthiness and Certn-DRDO-Banglore
- Centre For Development Of Glass Industry-GOI-UP
- Centre For Wind Energy Technology- Chennai
- Central Agricultural University, Imphal, Manipur
- Centre for Research and Industrial Staff Performance, Bhopal, Madhya Pradesh, India
- Chennai Petroleum Corp. Ltd.
- Chennai Port Trust
- Chief Engineer (R&D)- Lucknow Zone & H.Q.N.D
- Chandigarh Housing Board

- Electrical Measuring Instruments
- Indian Institute of Management Kozhikode, Kozhikode, Kerala.
- Institute For Development & research In Banking Tech.-Hyderabad
- Institute For Research In Medical Statistics (ICMR)- New Delhi
- Institute Of Life Sciences
- Institute OF Secretariat Training & Management-New Delhi
- Integrated Test Range,Min. Of Defence –Chandipur
- Inland Waterways Authority Of India-Min. Of Shipping-Gol
- Indo-Danish Tool Room-GOI- Jamshedpur
- Interim Test Range Min. Of Defence-Chandipur
- Indo German Tool Room-Ahmedabad, Delhi& Indore
- Indian Council For Agriculture Research-Krishi Bhawan
- IOC,R&D Centre-Faridabad, IOC-Haldia
- IOC- Barauni, Gujarat & Guwahati Refineries
- J.N. Aluminium Research Devt. & Design Centre-Min. of Mines- Nagpur
- Jawaharlal Nehru University, New Delhi
- ❖ J&K Economic Recostruction Agency
- Jammu & Kashmir
 Project Construction
 Corporation Ltd
- Kendriya Vidyalaya Sangathan
- Konkan Railway Corporation Ltd, Navi Mumabi
- Kalyan Dombivali Municipal Corporation

Maharashtra

- NEYVELI LIGNITE CORPORATION LIMITED, Chennai
- National Rural Health Mission, Mumbai
- NLR Foundation, New Delhi, India
- National Institute of Electronic and Information Technology, Chennai.
- National Institute of Electronic and Information Technology, New Delhi
- ❖ NATIONAL INSTITUTE OF OCEAN TECHNOLOGY, Chennai, Tamil Nadu,
- NHM, Mumbai Maharashtra Department Of Health Services, Mumbai
- National Highways Authority Of India, New Delhi,
- O/o The Commissioner Of Central Excise-Madurai & Kolkata
- Ordnance Cable Factory-Chandigarh
- Ordnance Factory Board- Kolkata (5 Candidates in a Workshop)
- Oil & Natural Gas Corporation Ltd. –
 Dehradun
- Orissa Industrial Infrastructure Development Corporation
- Pasteur Institute Of India- Tamil Nadu
- Physical Research Laboratory, Dept.
 Of Spac-Gol-Ahmedabad
- Power Grid Corporation Of India Ltd.- New Delhi
- Punjab Mandi Board
- ❖ Punjab Police Housing Corporation
- Punjab State Electricity Board
- Process & Product Development Centre-Min. Of SSI- Agra

- Container Corporation Of India Ltd.(17 Candidate in a Workshop)
- CONTAINER CORPORATION OF INDIA LTD.(Rail Mantralaya), New Delhi
- Combet Vehicles Research & Development Estt.- Chennai
- Council Of Architecture- New Delhi
- . C.B.I Academy Ghaziabad
- Chhattisgarh medical Services Corporation Ltd, Raipur (C.G.)
- C-DAC, Centre for Development of Advance Computing, Thiruvananthapuram
- CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPN. LTD
- Central Agricultural University, Imphal, Manipur, India
- Chhattisgarh Housing Board
- City Municipal Council Raichur Karnataka
- Chattisgarh Public works Department
- Construction Industry Staff Collage National Institute Of Construction Management and Research
- Cochin International airport LTD
- Defence Institute Of Psychological Rech.-Min Of Defence- Delhi
- Defence Terrain research laboratory- Min. Of Defence
- Defence Scientific Information & Documentation Centre
- Delhi Development Authority
- Directorate Of Revenue Intelligence-New Delhi
- Directorate Of Civilian Personnel-Naval Headquarters

- Karnataka Housing Board
- Karnataka Power Transmission Corporation LTD
- Karnataka Power Transmission Corporation LTD
- Kerala Water Authority
- Kerala Irrigation South Circle, Kerla INDIA
- Lal Bahadur Shastry National Academy OF Administration-Massoore
- Lalit Kaka akademi, (National Academy of Art), New Delhi
- Lok Nayak Hospital New Delhi
- Loktak Development Authority, IMPHAL
- LRS Institute Of T.B. & Allied Diseases- New Delhi
- Madras Export Processing Zone-Min Of Commerce- Chennai
- Maharastra State
 Agricultural Marketing
 Board,
- Marathwara Agriculture University- Maharashtra
- Mecon India Ltd.- Ranchi, M.T.N.L.-New Delhi
- Minor Irrigation Div S. Bathery, Wayanad
- MADHYA PRADESH
 HOUSING &
 INFRASTURCTURE
 DEVELOPMENT BOARD
- Maharashtra Maritime Board,
- Ministry Of Road transport & Highways
- Ministry Of Commerce & Industry- Export Inspection Council Of India
- Ministry Of Commerce & Industry-Traiff
 Commission

- Punjab National Bank- New Delhi, Rajkumari Amrit Kaur College, Delhi
- Punjab State Warehousing Corporation & Conware. Ltd
- Punjab Small Industries & Export Corporation Ltd
- Punjab Energy Development Agency
- Punjab Water Supply & Sewerage Board
- Punjab Rural Development Board
- Punjab Small Ind. & Export Corporation
- Punjab Information & Communication Technology Corporation Ltd
- Punjab Infrastructure Development Board
- Punjab Tourism Development Corporation
- Punjab Urban Development Authority
- Punjab Housing & Urban Development Department
- Punjab Public Works (B&R)
- Punjab Roads & Bridges Development Board.
- Punjab Engineering Collage university of Technology,
- Rajendra Memorial Rech. Instt. Of Medical Sciences-(ICMR)-Patna
- Rajendra Agricultural University-Bihar (8 Candidates in a Workshop)
- Rajiv Gandhi Foundation- New Delhi
- Recruitment & Assement Centre-Min. Of Defence- New Delhi
- Reserve Bank Of India- New Delhi

- Directorate Of Rice Research (ICAR)-Hyderabad
- DTL Health, FHI 360,Bhopal, Madhya Pradesh
- Directorate of Kisan Kalyan Evam Krishi Vikas, Bhopal, MP
- Directorate of Kisan Kalyan Evam, Bhopal, MP
- DOEACC Society min. Of Information Technology- Delhi
- Doordarshan Kendra-Bhubaneshwar & New Delhi
- Delhi Metro Rail Corporation
- District Urban Development Cell, Mysore, Karnataka
- Ennore Port Limited
- Engineering Department,, Chandigarh, UT
- Electronics & Radar development Establishment-Bangalore
- Electronics Regional Test laboratory-New Delhi
- Electronics Research & development Centre OF India-Noida
- Educational Consultants India Ltd.-Noida
- Employees' State Insurance Corporation, Guwahati
- Engineering Department, Chandigarh
- Export Guarantee Corporation Of India LTD, Mumbai
- Films Division, Min. Of I&B, GOI-Mumbai& New Delhi
- ❖ Food Corporation Of India Ltd.-New Delhi
- Finance Department, Govt of Andhra Pradesh Hyderabad
- Govt. Of India Press- Kerala
- Govt. Medical College & Hospital-Chandigarh
- Gun Carriage Factory-Jabalpur

- Ministry Of defence-Metal & Steel Factory
- Ministry Of Finance-Dept. Of Revenue, MPEDA-Bhubeneshwar
- Ministry Of Finance-India Govt. Mint.
- Ministry Of Finance-Board For Industrial & Financial Reconstruction
- Ministry Of Environment & Forest
- Ministry Of Mines-Indian Bureaue OF Mines
- Ministry Of Petroleum & Natural Gas
- Ministry Of Rural Development
- Ministry Of Science & Technology
- Ministry Of Statistics & Prog. Implementation
- Ministry Of Communications & Information Technology
- Maharashtra Housing & Area Development Authority, Mumba
- MADRAS FERTILIZERS LIMITED, CHENNAI
- Ministry Of Water Resources, New Delhi
- Municipal Corporation Chandigarh
- M.I.Division, Bijapur. Karnataka, India
- Military Engineering Service (MES) A&N Zone.
- Meerut <u>Development</u>
 Authority
- Nanded Waghala City Municipal Corporation (NWCMC).
- National Aerospace Laboratories- Bangalore
- National Atlas Thematic Mapping Organization-Kolkata
- National Brain ResearchCentre Gurgaon
- National Bureau Of Fish Genetic Resources (ICAR)- Lucknow

- Regional research Laboratory-CSI-Jammu & Assam
- Rural Engineering, Lucknow, UP
- Rajasthan State Agricultural Marketing Board
- S.V.P. National Police Academy, Min. Of Home Affairs- Hyderabad
- Saha Institute Of Nuclear Physics-Kolkata
- Sarva Shiksha Abhiyan, Rajya Mission, Itanagar Arunachal Pradesh
- ❖ SAMEER- Centre For Electromagnetics- Min. Of Inf. Tech.- Chennai
- Satyajit Ray Film & television Instt.-Min Of I&B- Kolkata
- Scientific Analysis Group (Defence R&D orgn)- Delhi
- Singrauli Colliry- M.P. & A.P., Slum & J.J. Deprt. (M.C.D)
- Solar Jung Museum-Hydearbad
- Solid State Physics Laboratory-DRDO, Min. Of Defence-Lucknow
- Software Technology Perk Of India-Noida
- Sports Authority Of India
- State Bank Of Bikaner & Jaipur
- Surveyor General of India, Dehradun, Uttarakhand, India,
- Technical Teachers Training Institute- Bhopal
- Tehnihydro Development Corp. Ltd.
- Telecom Regulatory Authority Of India- New Delhi
- Terminal Ballistics Research Lab.-DRDO- Chandigarh
- Tezpur University- Assam
- The Automotive Research Association Company Ltd.- Mumbai
- The New India Assurance Company Ltd.- Mumbai

*	Guru Teg Bahadur Hospital- Delhi	*	National Bureau Of Plant Genetic Resources (ICAR)-New Delhi	*	Tropical Forest research Institute- Min. Of Envt. & Forests- Jabalpur
*	Geological Survey Of India- Kolkata, Hal, Bangalore	*	National Centre For Agrl. Economics & Policy Research – New Delhi	*	The State Trading Corporation of India Limited, New Delhi
*	Great Mohali Area Development Authority(GUMANDA)	*	National Centre Of Antartic & Ocean research-Goa	*	The Chief Medical & Health Officer, Chhattarpur, MP
*	Greater Noida Ind. Dev. Authority, Greater Noida City	*	National Centre For Biological Sciences	*	Town & Country Planning , Himachal Pradesh, Shimla
*	Ghaziabad Development	*	National Centre for	*	Tamil Nadu Housing Board
	Authority		Integrated Pest Management (ICAR)- New Delhi		
*	Goa State Urban Development Agency	*	National Institute of Agricultural Extension Management	*	Vehicle Rech. & Development Estt. –Min. Of Defence- Ahmednagar
*	Goa Public work Department	*	NATIONAL INSTITUTE OF OCEAN TECHNOLOGY, Chennai	*	Victoria Memorial Hall- Kolkata
*	Goa Water Resource Department	*	National Cooperative Devt Corpn. GOI-New Delhi	*	Vaikunth Mehta National Institute of Cooperative Management, Pune
*	Himachal Pradesh Power Corporation Ltd	*	National Council For Cement & Building Materials-Haryana	*	University Of Agriculture Sciences- Bangalore
*	Haryana Warehousing Corporation	*	National Council For Teacher education- Bangalore & New Delhi	*	University Of Delhi
*	Haryana Power Generation Corporation,	*	National Crime Records Bureau-Min Of Home Affairs	*	UP Public Works Department
*	Haryana Pollution Control Board	*	National dairy Development Board- New Delhi	*	UP Samaj Kalyan Nirman Nigam Ltd
*	Haryana Forest Development Corporation	*	National Fertilizers Ltd M.P., NIT, Jamshedpur, Raurkela	*	YWCA Of India
*	Himachal Pradesh Power Corporation Ltd	*	National Hydroelectric Power Corporation Ltd.	*	Yamuna Expressway Industrial Development Authority, Greater Noida,
*	Himalayan Forest Research Instt. Min. Of Env. & Forests-H.P.	*	National Informatics Centre (9 candidates in a workshop)	*	
*	Housing & Urban Development Corporation Ltd. New Delhi	*	National Institute For Research in Reproductive Health (ICMR)Mumbai	*	
*	Haryana Housing Board	*	National Institute Of Agriculture Extn. Management- Hyderabad	*	
*	Haryana State Electronic Dev. Corporation Ltd	*	National Institute Of Design-Min. Of Textile- Ahmedabad	*	
*	Haryana Police Housing Corporation Ltd,	*	National Institute Of Virology (ICMR)- Pune	*	
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- Haryana Power Generation Corporation
- National Institute Of Education Planning & Administration-New Delhi