



NATIONAL PRODUCTIVITY COUNCIL
www.npcindia.gov.in

ANNOUNCES RESIDENTIAL PROGRAMME ON

Effective Office Management & RTI

19th November-23rd November, 2018 at Kanyakumari

INTRODUCTION

Effective Office Management has become the prime concern of each and every employee who not only does the work but also get the work done by their subordinates. The office of the future with its three forces computer, communication and human resources has triggered the emergence of new concepts and patterns of management thoughts. The work pattern as well as pattern of the working group has changed abruptly.

To cope up with this changing scenario, NPC has tailored this programme for the benefit of Indian Organization with a view to utilize the available concepts and technology.

Knowledge of RTI and its application in the work field will culminate confidence in the mind of the employees. It will help the employee to know which information he is liable to share and which information he is liable to get from the appropriate authority. It is similar to knowledge empowerment where transparency of information is the buzz word.

BROAD COURSE CONTENTS

- ❖ Concept of Office Management : HR Perspective
- ❖ Office Automation and Communication Tools in the Office Management
- ❖ To create awareness about importance of Right to Information Act
- ❖ To deliberate on the role of RTI on Effective Office Management

PARTICIPANTS PROFILE

All employees across all levels , working in Ministries , Central & State Government Departments, Central and State PSUs , Banks and financial institutions , Boards, Administrative Bodies , Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis: Rs. 48,000/- Plus applicable GST (at present @18%) per participant.

Fee on Non Residential basis: Rs.38, 000/- Plus applicable Service Tax (at present @18%) per participant.

Check In at Hotel/Resort: 12 Noon Onwards on 19 November, 2018

Check Out at Hotel/Resort: Before 12 Noon on 23 November, 2018

FACULTY & PEDAGODY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field .The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 09 November, 2018

The nominating authority should ensure that the nominations are sent with Nominating authority & Participant's Name , Designation , Department/Section/E-Mail ,Landline, Fax & Mobile Nos. in letter without fail to facilitate proper communication .For any correspondence related to this programme please mention the reference no.:

P.O No: NPC/HQ/HRM/T/08/2018-19

GENERAL INSTRUCTIONS

- ❖ The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S) and site visits. The Non residential fee covers the Training charges & working lunch only.
- ❖ The spouse/Family members are welcome on nominal charges per person per day covering the cost of B&L and site visits, payable directly to Hotel before check-out.
- ❖ The fee once deposited is Non-refundable, however substitutions are allowed.
- ❖ Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.

PAYMENT DETAILS

- ❖ Fee is to be paid by DD/Cheque in the name of "National Productivity Council" Payable at New Delhi
- ❖ PAN No: AAATN0402F, Service Tax Registration No. CE/DL-1/953/NPC/2001.
- ❖ GST Registration Number : 07AAATN0402F1Z8
- ❖ ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi , SB A/C No. 026501000009207 ; MICR - 110020007 ; IIFSC No. IOBA0000265.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee
Leadership & teamwork for performance Excellence	Goa	10-14 Dec. 2018	30-11-2018	Rs.48000/-+GST (Residential) Rs.38000/-+GST (Non-Residential)
Innovation & Change Management for Organizational Excellence	Port Blair	28 Jan-1 Feb 2019	18-01-2019	Rs.54000/-+GST (Residential) Rs.44000/-+GST (Non-Residential)
Effective office Management & RTI	Port Blair	04-08 Feb. 2019	24-01-2019	Rs.54000/-+GST (Residential) Rs.44000/-+GST (Non-Residential)

For further details of programme, please visit: www.npcindia.gov.in

CONTACT DETAILS:

Smt. Vidhu Jindal, Section Officer – 011-24607305, Mobile: 9899307114

E-mail: vidhu.jindal@npcindia.gov.in

Shri Manish Sharma, Deputy Director – HRM Group, Tel: 011-24607338,

M: 9687605896; E-mail: manish.sharma@npcindia.gov.in

Shri Umashankar Prasad, Director & Head – HRM Group, Tel: 011-24607337;

E-mail: us.prasad@npcindia.gov.in

Correspondence Address: National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003, EPABX Lines : 24690331.