



NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Online Training Programme on

"Office Procedures: Insight to Noting & Drafting"

INTRODUCTION

The present-day workplace, business and governance are characterized by growing uncertainty, fast changing technology and mounting turbulence in socioeconomic environment. Increased complexities of business and administration and the need for accurate and timely information for decision-making have considerably increased the importance of adhering to rules & regulations. It helps employees to understand what is expected of them and what will be the repercussions if any of the rules are violated. It paves way for stable office environment where people feel safe to come to work, to be themselves and go about their desired jobs, also, a better understanding of various rules & regulations limits the possibility of leaving anything to interpretation resulting into a more coherent group of workers.

In present circumstances the expectations from employees in terms of quality, timeliness of output, knowledge about the new and time management are indeed extremely high. As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, an online workshop is designed by NPC on **"Office Procedure: Insight to Noting & Drafting"**

OBJECTIVES

- To expose the participants to various contemporary aspects of File Management System.
- To expose the participants to basic and advance channels, forms, principles, and procedures of Noting & Drafting.
- To expose the participants to various sections of Records & Knowledge Management

PARTICIPANT'S PROFILE

The program has been designed to provide comprehensive input to the Section officers / Assistant Section Officers or PA/PS/Office Secretaries or equivalent in various PSUs/State/Central Govt. departments.

METHODOLOGY

The program will be delivered using the online platform CISCO WEBEX and is based on adult learning principles. It involves a right mix of conceptual deliberations, case studies and interactive discussions.

FACULTY

National Productivity Council faculty and experts from the field would conduct the program.

DATE & TIMINGS

10th – 12th May 2021 (Monday to Wednesday) – 02.00 pm to 05.00 pm

PARTICIPATION FEE

Participation Fee- Rs 7900/- + GST

For those employed in MSME Course fee – Rs 5900/-+GST

Relevant link for registration will be sent to all the participants 1 day before the workshop. Participants will also be provided prior assistance for requisite technical support. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries; however, participants can also send their specific questions in advance for optimum utilization of available time.

Nominations may be sent through:

1. Participants sponsored by organisations may enroll themselves by email to the undersigned and providing participants' name, designation, Company Name, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination.

For making payment through NEFT, details are as under: ECS Details (For Fee payment):

Bank Name: Indian Overseas Bank,
Branch: 70 Golf Link, New Delhi,
Bank Account No: 026501000009207,
IFCS/RTGS/NEFT Code: IOB-A0000265,
PAN No: AAATN0402F
TAN NO: JPRN00099B
GST No: 08AAATN0402F1Z6

2. In case of participants, registering in individual capacity they may register themselves on our website <https://www.npcindia.gov.in/NPC/User/webinarpage> and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 08.05.2021. You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

National Productivity Council

For further information or clarification kindly contact:

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