



## **NATIONAL PRODUCTIVITY COUNCIL ANNOUNCES RESIDENTIAL PROGRAMME ON EFFECTIVE OFFICE MANAGEMENT & RTI 04th Feb-08th Feb, 2019 at Port Blair**

### **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. 54,000/- Plus applicable GST (at present @18%) per participant.

**Fee on Non Residential basis:** Rs.44, 000/- Plus applicable GST (at present @18%) per participant.

**Check In at Hotel/Resort:** 12 Noon Onwards on 04th February, 2019

**Check Out at Hotel/Resort:** Before 12 Noon on 08th February, 2019

### **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**

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. **by 24th January 2019** 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/11/2018-19**

## GENERAL INSTRUCTIONS

- ❖ Please book the tickets after receiving confirmation from our end.
- ❖ 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 and sight visits 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.
- ❖ Please note that NPC would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.

## 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.
- ❖ 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 Per Participant
Negotiation & Conflict Resolution Strategies	Goa 11th-15th March 2019	1st March 2019	Rs. 48,000/- +GST (Residential) Rs.38,000/- +GST (Non Residential)
Leadership & Teamwork for Performance	Manali 20th May-24th May 2019	10th May 2019	50,000/- +GST (Residential) 40,000/- +GST (Non Residential)
Excellence Improving Self Productivity-Managing the mind	Ooty 10th June-14th June 2019	31st May 2019	50,000/- +GST (Residential) 40,000/- +GST (Non Residential)

For further details of programme , please visit : [npcindia.gov.in](http://npcindia.gov.in)

## CONTACT DETAILS:

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