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 & PEDAGOGY
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
- GST Registration Number : 07AAATN0402F1Z8
- ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi, SB A/C No. 026501000009207 ; MICR – 110020007 ; IFSC No. IOBA0002655.

FORTHCOMING TRAINING PROGRAMMES

<table>
<thead>
<tr>
<th>Programme</th>
<th>Venue</th>
<th>Dates</th>
<th>Last Date</th>
<th>Participation Fee</th>
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<tbody>
<tr>
<td>Leadership &amp; teamwork for performance</td>
<td>Goa</td>
<td>10-14 Dec, 2018</td>
<td>30-11-2018</td>
<td>Rs.48000/- +GST (Residential)</td>
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<td>Management Excellence</td>
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<td>Rs.38000/- +GST (Non-Residential)</td>
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<td>Innovation &amp; Change Management</td>
<td>Port Blair</td>
<td>28 Jan-1 Feb, 2019</td>
<td>18-01-2019</td>
<td>Rs.54000/- +GST (Residential)</td>
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<td>Management Excellence</td>
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<td>Rs.44000/- +GST (Non-Residential)</td>
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<tr>
<td>Effective office Management &amp; RTI</td>
<td>Port Blair</td>
<td>04-08 Feb, 2019</td>
<td>24-01-2019</td>
<td>Rs.54000/- +GST (Residential)</td>
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<td>Rs.44000/- +GST (Non-Residential)</td>
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For further details of programme, please visit: www.npcindia.gov.in

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5-6 Institutional Area, Lodhi Road, New Delhi – 110003, EPABX Lines : 24690331.