



National Productivity Council

**Training Programme
on**

**Advance Course on Secretarial Effectiveness:
Capacity Building**

PROGRAMME CODE: (TP/23-24/19)

12-16 June 2023

(Mussoorie)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The present-day business and governance are characterized by growing size of Organization, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration and the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it.

Senior executives now, more than ever, need support from their secretaries to achieve the goals of the organization. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed extremely high. To aid this, knowledge of noting drafting is a key skill in any office. This means that an employee with appropriate noting drafting knowledge is virtually an asset to the office. Noting and drafting is critical as it assists in the decision-making process carried out by the appointed officers. Noting drafting knowledge provides a tangible and reliable link between every officer in the entire hierarchy up to the level of the competent authority. The primary purpose of the process is to allow discourse over the specific topic while maintaining a record of the same for retrospective review

3. LEARNING OBJECTIVES

- To expose the participants to the new concepts of managing the office in ever changing times with draft an appropriate and effective communication in each situation.
- To define the new role of a secretary in the changing work environment.
- To prepare the secretaries to understand the noting and drafting skills and apply functional approach to noting.

4. BROAD PROGRAMME COVERAGE

- Changing Role of Executive Secretary
- Executive Expectations from a Secretary
- Secretarial Effectiveness
- Office System & Productivity
- Records Generation & Management
- Noting and Drafting
- Teamwork and Co-operation
- Business Communication and Inter-personnel skills
- Managing Time at Workplace

5. METHODOLOGY

Methodology of the programme would be participative in nature. The sessions would be interactive based on conceptual deliberations, presentation, case studies, success stories, management games and group discussion

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including Executive Secretaries, Private Secretaries, PPS, Personal Assistants, Stenographers, Junior & Middle level officials attached with sr. level executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc.

7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME DATE, VENUE & FEES

Programme Date & Code	<i>June 12-16, 2023 (TP/22-23/19)</i>	
Program Venue	Mussoorie	
Programme Fee	Residential Participants ₹ 55500/- + 18% GST	Non-Residential Participants ₹ 35500/- + 18% GST
For Residential Participants	Check-in at hotel: 12/06/2022 11 am Check-out from Hotel: 16/06/2022 10 am early check-in is subject to availability of room at hotel	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** State Bank of India, Bapu Nagar, Jaipur - 302004 Branch; A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur, TAN No. JPR00099B
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 08AAATN0402F1Z6

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

**The Training Coordinator
National Productivity Council
SB-96, JLN Marg Bapu Nagar
Jaipur - 302004**

**Email: jaipur@npcindia.gov.in, aditi.mishra@npcindia.gov.in
Tel: 011-2703573, 2702935, 9928226777**

- **Last date for Receiving of nominations: 2nd June 2022**

11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Date & Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

GST No.

Contact Number:

Email ID:

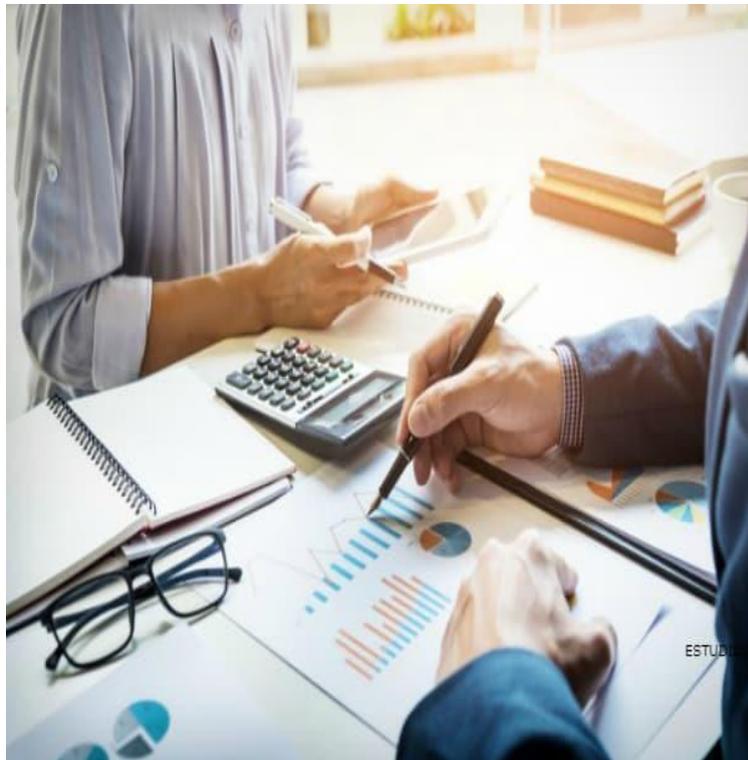
Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** State Bank of India, Bapu Nagar, Jaipur - 302004 Branch; A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 03147
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
- Programme Fees per Participant plus GST to be paid in advance or on receipt of invoice.
- PAN No: AAATN0402F, GSTIN: 08AAATN0402F1Z6

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Government of India
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