



Online Training Programme on

“Office Procedures: Insight to Noting & Drafting”

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. It was Founded in 1958 as tripartite, non-profit organization with equal representation from the government, employers, and workers’ organisations apart from technical and professional institutions on its governing council to promote productivity culture in India. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, a two-day online workshop is being organized by NPC on **“Office Procedures: Insight to Noting & Drafting”** on **29.11.2021 to 30.11.2021**.

Noting drafting knowledge is a key component of everyday working of a Government Office. This means that an employee with appropriate noting drafting knowledge is virtually an asset to the government. 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. ... In essence, the main function of noting and drafting is to complete the process of disposal of a case.

Program Objectives

- Know the terms “Noting” and “Drafting”
- Understood the noting skills and drafting skills
- Apply functional approach to Noting
- Draft an appropriate & effective communication in each situation

Target Audience: The program is designed specifically for Section Officers/Assistant Section Officers or PA/PS/ Office secretaries or equivalent

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

Date & Timings: 29th November 2021 (Monday) – 02.00 pm to 05.00 pm
30th November 2021 (Tuesday) - 02.00 pm to 05.00 pm

Participation Fee: Rs 5900/- + GST(18%)
(*For those employed in MSME Course fee – Rs 3900/-+GST(18%))

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 25.11.2021.** You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For further information or clarification kindly contact:

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