



NATIONAL PRODUCTIVITY COUNCIL

राष्ट्रीय उत्पादकता परिषद NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ई-5, जी.आई.डी.सी. इलेक्ट्रॉनिक्स एस्टेट, सेक्टर-26, गांधीनगर-382 028, गुजरात, भारत.
E-5, GIDC Electronics Estate, Sector-26, Gandhinagar-382028. Gujarat, India.

No: IE / GN / T12 / 198 / 2017-18

Date: 04th July, 2017

Professor & Dean
College of Technology and Engineering
University Rd, Ganesh Nagar,
Udaipur Rajasthan 313001



Sub : Request for nomination in the training programme on "Advance Course on Modern Office and Productivity Management" from 23rd to 27th October, 2017 at Mount Abu, Rajasthan.

Dear Sir/Madam,

National Productivity Council, Regional Directorate, Gandhinagar, Gujarat is pleased to announce its Residential Training Programme on "Advance Course on Modern Office and Productivity Management" from 23rd to 27th October, 2017 at Mount Abu (Rajasthan).

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping above in view, the training programme aims at providing an insight to the participants about various tools and techniques on Modern Office and Productivity Management.

The training programme has been designed for All level executives/ managers/ officers/ Staff of various functions from regulatory authorities, central and state govt. department, PSUs, corporations, banks, co-operative sectors, educational institutes, colleges, boards, autonomous organizations etc.

The brochure giving programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs. 46,500/- + 18 % GST** (Rs. Forty Six Thousand Five Hundred Only + 18 % GST) for residential participants is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or **Rs. 28,000/- + 18 % GST** (Rs. Twenty Eight Thousand Only + 18 % GST) for non-residential participants is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this and nominate a few officials from your organization. The detailed brochure is also available on <http://www.npcindia.gov.in> Kindly feel free to call us on 079 - 232 87344, or mail at: gandhinagar@npcindia.gov.in, in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you,

Yours sincerely,

Regional Director

Phone : 079-23287344, 23287345 Fax : 079-23287443 E-mail : gandhinagar@npcindia.gov.in Website : www.npcindia.gov.in

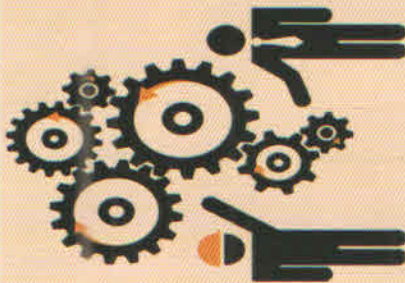
Headquarters : "Utpadakta Bhavan", Lodi Road, New Delhi - 110 003.

Office at Bangalore - Bhopal - Mumbai - Kolkatta - Chandigarh - Guwahati - Kanpur
Chennai - Patna - Bhubaneshwar - Hyberabad - Jaipur




FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Advance Course on Secretarial Effectiveness Focus on Modern IT practices	20 th - 24 th November 2017	Diu- Sornnath	Rs. 46500 + 18% GST (Residential) Rs. 28,000 + 18% GST (Non Residential)
Effective Office Management with focus on office productivity tools	18 th - 22 th December 2017	Goa	Rs. 46500 + 18% GST (Residential) Rs. 28,000 + 18% GST (Non Residential)

For further details of program, please visit : www.npcindia.gov.in



CONTACT DETAILS:

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CORRESPONDENCE ADDRESS
NATIONAL PRODUCTIVITY COUNCIL

E-5, G.I.D.C. Electronic Estate, Gandhinagar, Gujarat, India-382 028



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ANNOUNCES RESIDENTIAL PROGRAMME ON

“Advance Course on Modern Office and Productivity Management”

From 23rd to 27th October, 2017 at Mount Abu, Rajasthan.



INTRODUCTION

As you are aware that Office management is the administrative handling, controlling & maintaining a balance process of work inside the office of an organization, the office management is therefore responsible for planning, organizing and controlling the processes and the evaluating the outcome.

The role of office manager and office administrator has changed drastically over the years as it is very important for an office manager/office administrator to get maximum office and employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environments that every employee contributes maximum according to his/her potential. Modern office management has become a prime concern of each and every employee who does the work but also gets the work done by his/her subordinate. The "Office of future" with three forces Computer, Communication and Human Resources has triggered the emergence of new concept and pattern

In today's economic climate, Regulatory authorities, Public & Service Sector organizations face unprecedented pressure – not only to achieve the goals set by governments and meet the expectations of citizens – but also to deliver increased productivity and efficiency. Modern Office and Productivity Management is therefore much more than merely telling a person what to do with better management practices them until it is done. Rather, it is an integral part of the manager and the employee's job. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part of the reform for the general welfare of all groups in society as well as the nation.

OBJECTIVES : The programme aims at providing:

- To discuss about Modern Office Management Practices
- To discuss about roles and responsibilities of office Manager/Office administrator
- To discuss implementation of advance management techniques for improving managerial effectiveness for better office management.
- To improve leadership, managerial and administrative skills among the participants.

COVERAGE

- Introduction to modern office management
- Office automation and communication tools in offices management
- Modern Practices in team building, Time Management, Communication & Change Management
- Leadership, managerial and administrative skills
- 5S & Kaizen Implementation in office
- Effective supervision and Administration in office
- Knowledge Management
- Role of IT in Govt. Office Applications

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, Corporations, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

The participation fee on Residential basis : Rs. 46,500/- Plus 18% GST per participant.
The participation fee on Nonresidential basis: Rs. 28,000/- Plus 18% GST per participant.

Check In at Hotel/Resort: 11.00AM Onwards on 23rd October 2017

Check Out at Hotel/Resort: Before 11.00 AM on 27th October 2017

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 : 13TH OCTOBER 2017

The nominating authority should ensure that the nominations are sent with Nominating authority's & 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: IE/GN/T12/198/2017-18**

GENERAL INSTRUCTIONS :

The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s), Course material, Site visits and Faculty Charges.

- 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.
- NPC will not bare any charges towards participant's to and fro travel from their residence to training program venue.

PAYMENT DETAILS

- Fee is to be paid by DD/Cheque/ECS in the name of

"National Productivity Council"

Payable at Gandhinagar, Gujarat

PAN No: AAATN0402F

Service Tax Registration No. AAATN0402FST008

- **ECS Payment Details :**

Indian Overseas Bank, 70, Golf Link Branch, New Delhi,

SB A/C No. 02650100009207 ; MICR – 110020007

IFSC No. IOBA0000265

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.

**It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.*

HOTEL ACCOMMODATION (For Residential Participants):

Bikaner Palace Hotel, Mount Abu