

Fwd: NPC, Jaipur Launches Residential (Jaisalmer) & Online Training Programs during January 2023 - March 2023

From : Shri Naresh Kumar <csdelhi@nic.in>

Subject : Fwd: NPC, Jaipur Launches Residential (Jaisalmer) & Online Training Programs during January 2023 - March 2023

To : Ashish Madhaorao More <secservices@nic.in>

Tue, Dec 27, 2022 02:40 PM

From: "Anoop Thakur" <pstolg.delhi@delhi.gov.in>

To: "Shri Naresh Kumar" <csdelhi@nic.in>

Sent: Tuesday, December 27, 2022 2:05:17 PM

Subject: Fwd: NPC, Jaipur Launches Residential (Jaisalmer) & Online Training Programs during January 2023 - March 2023

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From: "aditi mishra" <aditi.mishra@npcindia.gov.in>

To: "Aditi Mishra" <aditi.mishra@npcindia.gov.in>

Sent: Tuesday, December 27, 2022 2:01:29 PM

Subject: NPC, Jaipur Launches Residential (Jaisalmer) & Online Training Programs during January 2023 - March 2023

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programmes.

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. NPC is organizing following Residential Training Programs at **Jaisalmer** during **February and March 2023**, along with a series of **online training programs**. We are sure that you would take advantage of the programmes and nominate a few officials from your organization. **For further information or clarification kindly contact the undersigned.**

Appended are the program brochures and calendar for your kind reference.

Program Name	Dates	Location	Course Fee
Administrative Effectiveness: Focus- HR	14-18 February 2023	Jaisalmer	Rs. 55500/- + 18% GST (R) Rs. 30000 /- +18% GST (NR)
Advance Course on Secretarial Effectiveness: Focus Noting & Drafting	27-31 March 2023	Jaisalmer	Rs. 55500 /-+ 18% GST (R) Rs. 30000/- +18% GST (NR)
Tendering Process & Contract Management	05-06 January 2023	Online	Rs. 6900/- +18% GST

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GeM – Insight to Public e-Procurement of Goods	12-13 January 2023	Online	Rs. 6900/- +18% GST
Reservation in Services for SC/ST/OBC/PWD/EWS	19-20 January 2023	Online	Rs. 6900/- +18% GST
Pay Fixation	24-25 January 2023	Online	Rs. 6900/- +18% GST
GeM – Insight to Public Procurement of Goods	02-03 February 2023	Online	Rs. 6900/- +18% GST
Vigilance & Disciplinary Proceedings: Insight to role of IO/PO	23-24 February	Online	Rs. 6900/- +18% GST
Establishment Rules	07-08 March 2023	Online	Rs. 6900/- +18% GST

NATIONAL PRODUCTIVITY COUNCIL

Residential Training Program

“Advance Course on Secretarial Effectiveness: Focus- Noting & Drafting”

25-29 March 2023 at Jaisalmer

INTRODUCTION

The presentday 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 are indeed extremely high. To aid this, knowledge of Noting drafting is a key skill in any 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

OBJECTIVES:

- To expose the participants to the new concepts of managing the office in ever changing times.
- To define the new role of a secretary in the changing work environment.
- Understand the noting and drafting skills
- Apply functional approach to Noting
- Draft an appropriate & effective communication in each situation

TARGET GROUP

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.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 55,500 /- + 18% plus GST Per Participant. The Non- residential participation fees will be Rs. 30500/- + 18% plus GST Per Participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential & nonresidential can be opted as per choice.

FACULTY

The faculty would include specialists from NPC& invited speakers from organizations of eminence.

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.



SCHEDULE

Programme Dates	March 25-29, 2023
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	March 25, 2023, AN
Departure day (Check out time from forenoon onwards at Hotel/Resort)	March 29, 2023, FN
Programme Starts at	March 25, 2023 at 4 PM
Programme Closes at	March 29, 2023, at 11 AM

**\*\*Early Check-In and Late Check-out is subject to availability of room at hotel and charges thus incurred will have to be settled by the participant directly to the hotel**

REGISTRATION:

Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no. whether residential or nonresidential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by **20 March, 2023** respectively to Programme Director National Productivity Council Regional Directorate –Jaipur SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

Bank Name: State Bank of India,  
Branch: Bhawani Sing Road, Bapu Nagar, Jaipur 302004  
Bank Account No: 40084592614, **Branch Code:** 031477  
IFCS/RTGS/NEFT Code: SBIN0031477,  
MICR Code: 302002118  
PAN No: AAATN0402F  
TAN NO: JPRN00099B **GST No:** 08AAATN0402F1Z6

In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS: - GST as per GOI Rules (presently @ 18%) **GST No. of the organization must be provided.** Due to limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time.

\*Overstay if any has to be settled by participants directly.

Yours Thankfully

Aditi Mishra  
Deputy. Director  
9928226777  
National Productivity Council  
(Under M/o Commerce & Industries,  
Department of Industrial Policy & Promotion, GOI)  
SB-96, JLN Marg  
Bapu Nagar, Jaipur - 302004  
Phone: 0141-2703573, Fax: 0141-2703573  
web : [www.npcindia.gov.in](http://www.npcindia.gov.in)

सादर,  
राष्ट्रीय उत्पादकता परिषद्  
वाणिज्य एवं उद्योग मन्त्रालय भारत सरकार के अन्तर्गत  
एसबी 96, जवाहर लाल नेहरू मार्ग,  
बापू नगर, जयपुर 302004  
Think Before You Print!, Save Paper - Save Trees!!, Every 3000 sheets of paper cost us a tree. Lets Conserve!!!

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Regards  
O/o The Chief Secretary, Delhi

