



GOVERNMENT OF NCT OF DELHI
PUBLIC WORKS DEPARTMENT
5TH LEVEL "B" WING
DELHI SECRETARIAT: NEW DELHI

प्रमुख अभियंता

अवधी सं. 10960

दिनांक 5/9/18

Dated: 05/09/18

No.F.10(6)/PWD-I/Misc./2016/Vol-IV/ 12256

To,

The Engineer-in-Chief,
Public Works Department
Govt. of NCT of Delhi
MSO Building, IP Estate
New Delhi-110002

प्रमुख अभियंता

निदेशक (कार्य एवं रखा.)

निदेशक (अनुक्षण)

उप सतकत अधिकारी

उनिदेशक (कार्य/रखा/अनु.जन प्र. शी.)

Sub: Forwarding of letters/orders.

Sir,
them.

Please find enclosed herewith the copy of the following letters/circular with necessary action as mentioned against

Sl.N o.	PUC No. and Subject	Remarks
1.	Letter no. IIRM-RDD/T/08/2018-19 dated 30.07.2018 received from Director & Head (HRM), National Productivity Council (Under Ministry of Industry. Govt. of India regarding residential programme on "Effective Office Management & RTI" from 19 th - 23 rd November, 2018 at Kanyakumari.	For information and necessary action.
2.	Letter no. NPC/HQ/IT/TRG/06/2018-19 dated 23.07.2018 received from Group Head (IT & KM), National Productivity Council (Under Ministry of Industry. Govt. of India regarding residential training programme on "Leadership Challenges in Digital Economy" from October 08.12.2018 at Kanyakumari-request for Nominations.	For information and necessary action.
3.	Letter no. NPC/HQ/IT/TRG/07/2018-19 dated 25/07/2018 received from Group Head (IT & KM), National Productivity Council (Under Ministry of Industry. Govt. of India regarding residential training programme on "Good Government & Transparency through RTI" from November 12-16, 2018 at Port Blair-request for Nominations.	For information and necessary action.
4.	Letter no. IIRM-RDD/T/07/2018-19 dated 20/07/2018 received from Director & Head (HRM), National Productivity Council (Under Ministry of Industry. Govt. of India regarding residential programme on "Innovation & Change Management of Organizational Excellence" from 22 nd -26 th October, 2018 at Gangtok.	For information and necessary action.
5.	Circular no. F/I.Tax/2018-19/GAD/Accounts/560 dated 27/08/2018 received from Dy. Controller Accounts (GAD), GNCTD regarding Computation of Income Tax for financial year 2018-19 submission of savings and details of Income etc.	For information and necessary action.
6.	Letter no. F.19(04)/2016/S.IV/1495-1495 dated 31/07/2018 received from Dy. Secretary (Services), GNCTD regarding reiteration of instructions relating to reservation in temporary appointments	For information and necessary action.
7.	Letter no. 2018/109 G dated 14.08.2018 received from Director, Jaipur Productivity Centre regarding 109 TH residential Programme on "Knowledge Management" from October 22 nd - 26 th , 2018 at Jaipur.	For information and necessary action.
8.	Letter no. 669(7)/UD/Smart-City/2015/605-3610 dated 20/08/2018 received from Dy. Secretary, UD, GNCTD regarding nomination for a Board Member for the New Delhi Municipal Council Smart City Limited.	For information.
9.	Letter no. DJB/AC(G)-I/20/2018/D-814 dated 28/08/2018 received from Asstt. Commissioner-(G)-I, Delhi Jal Board regarding selection Grade Pay/Scale to Lift Operator.	For necessary action.

Encl: As above.

Yours Sincerely,

(DHARAMBIR SINGH)

SECTION OFFICER (PWD/ADMN)

कर्मचारी प्रमुख अभियंता को निवेदन
सं. ई-कर्मचारी/पी/संगठन/2018/5748 दि. 11/9/18
प्रतिक्रिया सूचना को संलग्न करने के लिए कृपया
① को संलग्न करने की कृपया करें

सहायक प्रशासनिक अधिकारी

कार्यालय प्रमुख अभियंता

लो० नि० वि०, दिल्ली सरकार

12 वां तल, पुलिस मुख्यालय,

GA
10/9/18
11/9/18

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhawan, 5-6, Institutional Area,

Lodi Road, New Delhi - 110 003

No. HRM-RDD/T/08/2018-19

Date: 30/07/2018

Pr. Secretary
PwD Secretariat
Govt. of N.C.T. of Delhi
5th Level B Wing Delhi Secretariat IP Estate
New Delhi 110002

SECRETARIAT
Delhi
Dy. No. PWD/2018/22514
Date 29/08/2018

Subject: Residential programme on "Effective Office Management & RTI" from 19th -23rd November, 2018 at Kanyakumari.

Dear Sir/Madam,

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees. These learnings then could be constructively translated within organizations for increasing the Productivity, Quality and Profitability

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed the residential programme on "Effective Office Management & RTI" from 19th -23rd November, 2018 at Kanyakumari. wherein we invite your active participation. The accompanying brochure provides further detail about the programme.

We are sure that the programme will be very useful. You may like to sponsor some of your officials to participate in this programme. Seats are very limited therefore, you may like to send your nominations at the earliest.

Looking forward to your early response.

Yours faithfully,

Umashankar Prasad

(Umashankar Prasad)
Director & Head(HRM)

Encl: Programme Brochure



NATIONAL PRODUCTIVITY COUNCIL
www.npcindia.gov.in

ANNOUNCES RESIDENTIAL PROGRAMME ON

Effective Office Management & RTI

19th November-23rd November, 2018 at Kanyakumari

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 & 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: 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
- ❖ PAN No: AAATN0402F, Service Tax Registration No. CE/DL-1/953/NPC/2001.
- ❖ GST Registration Number : 07AAATN0402F1Z8
- ❖ ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi, SB A/C No. 026501000009207 ; MICR – 110020007 ; IIFSC No. IOBA0000265.

FORTHCOMING TRAINING PROGRAMMES				
Programme	Venue	Dates	Last Date	Participation Fee
Leadership & teamwork for performance Excellence	Goa	10-14 Dec. 2018	30-11-2018	Rs.48000/-+GST (Residential) Rs.38000/-+GST (Non-Residential)
Innovation & Change Management for Organizational Excellence	Port Blair	28 Jan-1 Feb 2019	18-01-2019	Rs.54000/-+GST (Residential) Rs.44000/-+GST (Non-Residential)
Effective office Management & RTI	Port Blair	04-08 Feb. 2019	24-01-2019	Rs.54000/-+GST (Residential) Rs.44000/-+GST (Non-Residential)

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

CONTACT DETAILS:

Smt. Vidhu Jindal, Section Officer – 011-24607305, Mobile: 9899307114

E-mail: vidhu.jindal@npcindia.gov.in

Shri Manish Sharma, Deputy Director – HRM Group, Tel: 011-24607338,

M: 9687605896; E-mail: manish.sharma@npcindia.gov.in

Shri Umashankar Prasad, Director & Head – HRM Group, Tel: 011-24607337;

E-mail: us.prasad@npcindia.gov.in

Correspondence Address: National Productivity Council, Utpadakta Bhavan,
5-6 Institutional Area, Lodhi Road, New Delhi – 110003, EPABX Lines: 24690331.

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhawan, 5-6, Institutional Area,

Lodi Road, New Delhi - 110 003

P.O. No.: NPC/HQ/IT/TRG/06/2018-19

Date: 23/07/2018

Pr. Secretary

PWD Secretariat

Govt. Of N.C.T. Of Delhi

5th Level, B Wing, Delhi Secretariat, I.P. Estate

New Delhi 110002

By No. PWD/2018/22503
Date 29/08/2018

Sub: Residential Training Programme on "Leadership Challenges in Digital Economy" From October 08-12, 2018 at Kanyakumari - Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on "Leadership Challenges in Digital Economy" From October 08-12, 2018 at Kanyakumari.

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Government Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions. The details of the programme and their coverage are provided with brochure enclosed herewith.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs 48,000/- plus 18% GST Per Participant. The Non-residential participation fees will be Rs. 38000/- plus 18% GST per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

Thanking you and looking forward to receive nominations.

SS (Auel)

30/8

SS (Auel)
Per
30-8-18

Yours faithfully

(Nikhil Panchbhai)

Group Head (IT & KM)

D/S (A)
31/8
Ms. Anand

Encl: Programme Brochure

FACULTY AND METHODOLOGY

The faculty would include specialists from NPC & invited speakers from organizations of eminence. The methodology would lay emphasis on experiential learning through presentations, discussions and case studies besides conceptual tutorials.

VENUE & DATES

Programme Dates & Venues	Oct. 08-12, 2018 at Kanyakumari
Programme Code	NPC/HQ/IT/TRG/06/2018-19
Check in time at Hotel/Resort	Oct. 08, 2018 Afternoon
Check out time at Hotel/Resort	Oct. 12, 2018 Forenoon

NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

REGISTRATION

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and Payable at New Delhi may be forwarded to: Sh. Nikhil Panchbhai, Group Head (IT & KM).

PAYMENT DETAILS

- ❖ Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- ❖ PAN NO : AAATNO402F, GST No. AAATN0402FST002
- ❖ ECS Payment Details : Indian Overseas Bank, 70, Golf Link, New Delhi Branch ; A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265
- ❖ In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS

- ❖ GST applicable as per GOI Rules.
- ❖ Due to limited number of seats, it is recommended to inform us at the earliest about participation.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Participation Fee
Good Governance & Transparency through RTI	Port Blair	Nov. 12-16, 2018	Rs.51000/--+GST (Residential) Rs.40000/--+GST (Non-Residential)
Digital Transformation through eGovernance	Goa	Dec. 17-21, 2018	Rs.48000/--+GST (Residential) Rs.38000/--+GST (Non-Residential)

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

FOR FURTHER DETAILS PLEASE CONTACT

Shri Nikhil Panchbhai, Group Head (IT&KM)

Ph.: 011-24607321/ Mobile No: 08368398480;

E-Mail: nikhil.p@npcindia.gov.in

Ms. Usha Singh, JFO (IT&KM)

Ph.: 011-24607319

E-mail: usha.singh@npcindia.gov.in

FAX No-011-24615002

Website: www.npcindia.gov.in

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhawan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003

P.O. No.: NPC/HQ/IT/TRG/07/2018-19

Date: 25/07/2018

Pr. Secretary
PWD Secretariat
Govt. Of N.C.T. Of Delhi
5th Level, B Wing, Delhi Secretariat, I.P. Estate.
New Delhi 110002

Pr. Secretary
Govt. Of N.C.T. Of Delhi
5th Level, B Wing, Delhi Secretariat, I.P. Estate.
New Delhi 110002
DY No. PWP/2018/22505
Date 29/08/2018

Sub: Residential Training Programme on "Good Governance & Transparency through RTI" From November 12-16, 2018 at Port Blair- Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on "Good Governance & Transparency through RTI" From November 12-16, 2018 at Port Blair

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Government Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions. The details of the programme and their coverage are provided with brochure enclosed herewith.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs 51,000/- plus 18% GST Per Participant. The Non-residential participation fees will be Rs. 40000/- plus 18% GST per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

Thanking you and looking forward to receive nominations.

Yours faithfully

(Nikhil Panchbhai)
Group Head (IT & KM)

Encl: Programme Brochure



NATIONAL PRODUCTIVITY COUNCIL
www.npcindia.gov.in

ANNOUNCES RESIDENTIAL PROGRAMME ON

**“Good Governance & Transparency through RTI”
From November 12-16, 2018 at Port Blair**

INTRODUCTION

In the knowledge society, in which we live today, acquisition of information and new knowledge and its application have intense and pervasive impact on processes of taking informed decisions, resulting in overall productivity gains. RTI Act has empowered common man to observe and scrutinize the public actions with a view to developing an understanding about the outcome of public activities and/or providing feed back for rectifying the deficiencies in policy planning and the execution of programmes. The Act has become a milestone in the direction to bring systematic change in governance through introducing participation, transparency, accountability and probity in administration. This program has been designed to address the challenges faced by RTI respondents & others across all government departments. This program will enrich participants with effective communication skill to reply to RTI queries.

COURSE COVERAGE

- ❖ Introduction to Good Governance
- ❖ Roles and Responsibilities of the Stakeholders in RTI
- ❖ Role of ICT in RTI / Records Management
- ❖ RTI Application, Process, RTI Appeal and Complaint Process
- ❖ Role ICs & Case Studies
- ❖ Process reforms for Service Delivery in Government Sector

TARGET GROUP

The programme is aimed at officials of all levels from state and central Governments, Public Sector Units, Financial/Academic/ Research Institutions.

PARTICIPANT FEE

The programme fees on residential basis is Rs 51000/- plus 18% GST per Participant. The Non-residential participation fees will be Rs. 40000/- plus 18% GST per participant. **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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.** The residential participation fee includes the boarding/lodging charges and cost of programme material. The programme is residential.

FACULTY AND METHODOLOGY

The faculty would include specialists from NPC & invited speakers from organizations of eminence. The methodology would lay emphasis on experiential learning through presentations, discussions and case studies besides conceptual tutorials.

VENUE & DATES

Programme Dates & Venues	Nov. 12-16, 2018 at Port Blair
Programme Code	NPC/HQ/IT/TRG/07/2018-19
Check in time at Hotel/Resort	Nov. 12, 2018 Afternoon
Check out time at Hotel/Resort	Nov. 16, 2018 Forenoon

NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

REGISTRATION

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and Payable at New Delhi may be forwarded to: Sh. Nikhil Panchbhai, Group Head (IT & KM).

PAYMENT DETAILS

- ❖ Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- ❖ PAN NO : AAATNO402F, GST No. AAATN0402FST002
- ❖ ECS Payment Details : Indian Overseas Bank, 70, Golf Link, New Delhi Branch ; A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265
- ❖ In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS

- ❖ GST applicable as per GOI Rules.
- ❖ Due to limited number of seats, it is recommended to inform us at the earliest about participation.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Participation Fee
Digital Transformation through eGovernance	Goa	Dec. 17-21, 2018	Rs.48000/++GST (Residential) Rs.38000/++GST (Non-Residential)
Role of ICT in driving Government Performance	Port Blair	Jan. 14-18, 2019	Rs.51000/++GST (Residential) Rs.40000/++GST (Non-Residential)

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

FOR FURTHER DETAILS PLEASE CONTACT

Shri Nikhil Panchbhai, Group Head (IT&KM)

Ph.: 011-24607321/ Mobile No: 08368398480;

E-Mail: nikhil.p@npcindia.gov.in

Ms. Usha Singh, JFO (IT&KM)

Ph.: 011-24607319

E-mail: usha.singh@npcindia.gov.in

FAX No-011-24615002

Website: www.npcindia.gov.in

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इंस्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhawan, 5-6, Institutional Area,

Lodi Road, New Delhi - 110 003

RECEIVED AT
NATIONAL PRODUCTIVITY COUNCIL

Dy No: PWD/2018/22352
Date: 29/08/2018

No. HRM-RDD/T/07/2018-19

Date: 20/07/2018

Pr. Secretary
PwD Secretariat
Govt. of N.C.T. of Delhi
5th Level B Wing Delhi Secretariat IP Estate
New Delhi 110002

Subject: Residential programme on "Innovation & Change Management for Organisational Excellence" from 22nd -26th October, 2018 at Gangtok.

Dear Sir/Madam,

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees. These learnings then could be constructively translated within organizations for increasing the Productivity, Quality and Profitability

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed the residential programme on "Innovation & Change Management for Organisational Excellence" from 22nd -26th October, 2018 at Gangtok. wherein we invite your active participation. The accompanying brochure provides further detail about the programme.

We are sure that the programme will be very useful. You may like to sponsor some of your officials to participate in this programme. Seats are very limited therefore, you may like to send your nominations at the earliest.

Looking forward to your early response.

Yours faithfully,

Umashankar Prasad

(Umashankar Prasad)
Director & Head(HRM)

SL
31/8/18

Ms. Arany

Encl: Programme Brochure



NATIONAL PRODUCTIVITY COUNCIL
www.npcindia.gov.in

ANNOUNCES RESIDENTIAL PROGRAMME ON

Innovation & Change Management For Organizational Excellence
22nd October- 26th October, 2018 at Gangtok

INTRODUCTION

With the rise of globalized and connected economy, the competition has increased many folds on the business and government organizations to increase the performance continually for meeting the requirements of citizens which translates to continually evolving the organization to achieve new level of performance and adapt to constantly changing environment of Technology and Cultures.

This programme has been designed to help the employees recognize the need for organizational growth so that the organizations keep on evolving to be competitive. Further, the programme will help participants identify proper innovation and change management strategies to be able to contribute in making organization of future.

BROAD COURSE CONTENTS

- ❖ Understanding the concept of Organization Development
- ❖ Develop & Design effective innovative system
- ❖ Developing an organization innovation agenda
- ❖ Driving the change management in your organization

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 22 October, 2018

Check Out at Hotel/Resort: Before 12 Noon on 26 October, 2018

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.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(ACCOUNTS BRANCH)
DELHI SECRETARIAT, I.P. ESTATE: NEW DELHI

CIRCULAR

DELHI SECRETARIAT
P.W.D/2018/22341
29/08/2018

SUB :- Computation of Income Tax for the financial year 2018-19 – Submission of savings and details of Income etc.

As per the provision of the Income Tax Act, 1961, any income chargeable under the head salary subject to deduction of Tax at source at the rate appropriate to the estimated salary of the year after permissible deductions. Further, the orders on the subject stipulate that tax should be deducted proportionately by the DDO.

Till August, the tax being deducted on the basis of the last year gross salary and now from September 2018 onwards the tax shall be deducted on the estimated salary for the year 2018-19 of each employee. Detail of the deductions (made on salary bill) available with GAD(Accounts) shall only be considered for exemption as per the provision of Income Tax Act. Other savings, if any, against which the employee intends to avail exemption during the current financial year, should be intimated to DDO(GAD) immediately, so that benefit of same be given to concerned.

In the past it has been observed that employee give details of proposed savings which they have to do by the end of the year and onus for not deducting the correct amount of Income Tax lies on DDO, the saving actually made shall be considered for the calculation of Income Tax.

All concerned may also ensure that their PAN is available with DDO(GAD) if tax is liable to be deducted on their salaries failing which tax on double the rates shall be deducted as per the provision of Income Tax Rules.

THIS MAY BE TREATED AS MOST URGENT.

DY. CONTROLLER ACCOUNTS (GAD)

No .F/I.TAX/2018-19/GAD/ACCOUNTS/560

TO

1. The P.S. to All/Pr. Secretaries/ Secretaries/HODs on the strength of GAD, with the request to circulate to all employees serving in their department.
2. PA to Spl. Secy./Addl. Secy./Jt. Secy./on the strength of GAD.
3. The Dy. Secy. -I,II,III,IV(GAD).
4. Reader to ACP(Security),Delhi Sectt.
5. Dy. Secy.-I with the request to upload the circular on the web page of GAD.
6. Bill Assistants, GAD (Accounts)
7. Guard File.

Ms. Arany

10
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT - (BRANCH-IV)
7TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P.ESTATE, NEW DELHI-110002**

No.F.19(04)/2016/S.IV/1485-1495

Dated: 31/07/18

To,

All Head of Departments / Local /
Autonomous Bodies / PSUs,
Govt. of N.C.T. of Delhi,
Delhi / New Delhi

PWD SECRETARIAT
Govt. of N.C.T. of Delhi
5TH Level, B-Wing
Dy No. PWD/2018/22200
Date 28/08/2018

Sub: **Reiteration of instructions relating to reservation in temporary appointments - regarding.**

PWD SECRETARIAT
Govt. of N.C.T. of Delhi
5TH Level, B-Wing
Dy No. PWD/2018/22200
Date 28/08/18

Sir / Madam,

I am directed to enclose herewith a copy of DoPT's O.M. No.36036/3/2018-Estt.(Res) dated 15.05.2018 issued on the subject cited above, vide which DoPT, Govt. of India has reiterated its earlier OM No. 27/4/67(II)-Estt.(SCT) dated 24.09.1968, wherein it has been mentioned that reservations are to be made for Scheduled Castes and Scheduled Tribes in all temporary appointments, except appointments which are to last for less than 45 days.

As in the matter of reservation in civil posts under Govt. of N.C.T. of Delhi, this Govt. is guided by OMs / Instructions etc. issued by Govt. of India from time to time, the instructions laid down in above-mentioned O.M. dated 15.01.2018 are hereby circulated, which should be followed in letter & spirit.

SSC(Pwd)

This issues with the approval of Chief Secretary, Delhi.

Yours faithfully,

MV
28/8

Encls: As above

(ASHWANI KUMAR MEHTA)
DY. SECRETARY (SERVICES)

No.F.19(04)/2016/S.IV/1485-1495

Dated: 31/07/18

Copy forwarded for information to: -

1. Secretary to Lt. Governor, Delhi, Govt. of N.C.T. of Delhi.
2. Addl. Secretary to the Chief Minister, Govt. of N.C.T. of Delhi.
3. O.S.D. to the Chief Secretary, Govt. of N.C.T. of Delhi.
4. Secretaries to all Ministers, Govt. of N.C.T. of Delhi.
5. Section Officer (Services-I, II, III, ACP cell), Delhi Secretariat, Govt. of N.C.T. of Delhi.
6. Section Officer (Coordination), Services Department, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi, with the request to immediately place this on the website of Services Department for information of all concerned.
7. Guard File.

3/8
DS(A)
30.8.18
M. Arora

(ASHWANI KUMAR MEHTA)
DY. SECRETARY (SERVICES)

31/8/18

M. Arora

816

No. 36036/3/2018-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment (Reservation - I) Section

North Block, New Delhi
Dated May 15, 2018

OFFICE MEMORANDUM

Subject: Reiteration of instructions relating to reservation in temporary appointments - regarding

The undersigned is directed to say that as per the extant guidelines issued vide Office Memorandum No. 27/4/67(II)-Estt.(SCT) dated 24.09.1968, reservations are to be made for Scheduled Castes and Scheduled Tribes in all temporary appointments, except appointments which are to last for less than 45 days.

2. It has been brought to the notice of this Department by the Hon'ble National Commission for Scheduled Tribes that the Office Memorandum dated 24.09.1968 is old and the instructions laid down in the OM must be reiterated. It is, therefore, reiterated that, in respect of appointments to Central Government posts and services, there shall be reservation for Scheduled Caste/ Scheduled Tribe/ Other Backward Class candidates in temporary appointments which are to last for 45 days or more

3. All Ministries/ Departments/ Organizations are requested to please bring the contents of this O.M. to the notice of all concerned for information and compliance.

R. Saraswat
(Raju Saraswat)
Under Secretary
Tele - 23092110

To:

1. The Secretaries of all Ministries/Departments of the Government of India
2. The Chairman, Railway Board, Rail Bhawan, New Delhi.
3. National Commission for Scheduled Caste, Lok Nayak Bhavan, New Delhi.
4. National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
5. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, Delhi
6. Office of the Comptroller and Auditor General of India
7. Supreme Court of India/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ NITI Ayog
8. Union Public Service Commission/ Staff Selection Commission
9. Director, ISTM, Old JNU Campus, Old Palms Marg, New Delhi-110067
10. Information and Facilitation Centre, DOPT, North Block, New Delhi
11. NIC, for placing this O.M. in the website of the Department.
12. Hindi Section for providing a Hindi translation

जयपुर उत्पादकता केन्द्र
41, इन्कम टैक्स कॉलोनी-2,
पोस्ट मालवीय नगर,
जगतपुरा रोड़, जयपुर- 302 017



Jaipur Productivity Centre
41, Income Tax Colony - 2, P.O. Malviya Nagar,
Jagatpura Road, Jaipur - 302 017
Fax : 0141-2750473 Ph.: 09414271490, 09610111392
Website : www.jpcjaipur.org
E-mail : jpcjaipur@rediffmail.com

No.2018 / 109 G
August 14, 2018

PRINCIPAL SECRETARY
PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
PWD SECRETARIAT, 5th LEVEL, 'B' WING
DELHI SECRETARIAT, I.P.ESTATE
NEW DELHI- 110002
NCT OF DELHI

RECEIVED AT
SECRETARIAT of Delhi
5th Level, 'B' Wing
Dy No. PWD/2018/219/8
Date 23/08/2018

Dear Sir / Madam,

Jaipur Productivity Centre, Jaipur is pleased to announce its 109th Residential Programme on "Knowledge Management" from **October 22-26, 2018** at Jaipur.

The aim of this programme is to provide insight to the role of the "Management of Knowledge" in an organisation for meeting the expectations of the people / stakeholders. The brochure giving programme details and methodology is enclosed for your kind perusal. The programme fee of Rs.42000/- plus GST @ 18.00 % (Rs. Forty Two Thousand plus GST @ 18.00 % only) is inclusive of boarding and lodging arrangement for the participant and programme material etc.

The programme has been designed for officials from various functions and departments of private, public, co-operative sector organisations/institutions, research and educational organisations, banks, financial institutions, autonomous organisations, central and state government ministries and departments etc.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The last date of the nomination along with the participation fee is **October 08, 2018**.

Kindly feel free to write to us in case any further clarification is required.

Thanking you and looking forward for an early response,

SS (Prod) *

3/0 DS(A)
30.8.18
SO(Admin)

Yours sincerely,

C.M.Khurana

(C.M.Khurana)
Director

Encl: Programme Brochure

Productivity for Growth and Prosperity

Ms. Anjali

JAIPUR PRODUCTIVITY CENTRE

Jaipur Productivity Centre (JPC) is an autonomous not-for-profit organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

Our Major activity is to promote productivity consciousness in Government Departments / Organizations, Public Sector Undertakings (PSUs), Corporate, Banks, Small & Medium Industries, Co-operative Societies, Research Organizations and Educational Institutions etc. through Training & Consultancy in Managerial Skills, Management Innovation, Modernization, Human Resource Development (HRD) and e-Governance.

We undertake the training and consultancy in the below mentioned areas.

CONSULTANCY

- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Designing Productivity Norms
- TQM, Quality Circles, Kaizen, 5-S
- Six Sigma and Data Analytics
- Process Management

TRAINING:

- HRD customized programmes
- Project Management
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary
- E-Governance
- Stress & Time Management
- Zero Base & Outcome Budgeting
- TQM, Quality Circles & Six Sigma
- Managerial Leadership & Team Building

Detailed Information of our activities is available on our website: www.jpcaipur.org

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR 302017

Forthcoming Residential Programmes*

Programmes	Dates
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	September 05-09, 2018 in Goa
Emotional Intelligence for Managerial & Personal Effectiveness	September 24-28, 2018 at Ooty(T.N)
Knowledge Management	October 22-26, 2018 at Jaipur
Finance for Non Financial Officials / Executives, Focus: Financial Decisions	November 12-16, 2018 in Goa
Transformational Leadership & Change Management	December 17-21, 2018 at Udaipur

* Participation Fee is Rs.42000/- plus GST @18.00 % thereafter per participant

* Last date for registration is 14 days before commencement of each programme.

Forthcoming Non-Residential Workshops

Systematic Problem Solving	August 20-21, 2018 at Jaipur
Process Management	October 15-16, 2018 At Jaipur

* Participation Fee is Rs.12000/- plus GST @ 18.00% per participant

* Last date for registration is 14 days before commencement of each workshop

109th Residential Programme

on

KNOWLEDGE MANAGEMENT

At
Jaipur

October 22-26, 2018

JPC

जायपुर उत्पादकता केन्द्र

JAIPUR PRODUCTIVITY CENTRE
JAIPUR

JPC

जायपुर उत्पादकता केन्द्र

Productivity for Growth and Prosperity

INTRODUCTION

Knowledge is the capacity for effective action. It caters to critical issues of organisational adaptation, survival and competence in face of increasingly discontinuous environmental change.

The ability to manage knowledge is becoming crucial in today's knowledge economy. The creation and diffusion of knowledge has become increasingly important factor for organisational success in any field.

Resurgent Indian economy along with globalisation and liberalisation has created new challenges for every organisation. The expectations from the organisations are changing very fast. Existing knowledge, ideas, work systems, programmes, products may not be able to deliver the desired results. If the managers/ executives/ professionals have to be effective, they can no longer be content to let the change occur as it will. They must be able to develop strategies to plan, direct and control the change to the advantage of the organisation and lead knowledge workers who have different expectations.

Keeping above in view the programme has been designed to provide inputs for knowledge management to proactively develop strategies, plan to take advantage of fast changing environment and become knowledge leaders.

PROGRAMME OBJECTIVE

- To identify the challenges and pressures for change.
- Understanding significance of knowledge management and its impact on organization.
- To provide the participants an opportunity for sharing of practical experiences on the subject.
- To create an opportunity to gain insight into the processes of management of knowledge.

CONTENTS

- Knowledge Management – An Overview
- Objectives of Knowledge Management
- Knowledge Assets
- Knowledge Exploration / Exploitation
- Approaches for Knowledge Management
- Learning Organisation
- Organisational Effectiveness
- Transar' tional & Transformational Leadership
- Teamwork & Teambuilding Strategies
- Conflicts Management

TARGET GROUP

Change affects all; therefore training and discussions are relevant for all levels of officials from various functions of Government Departments, Private Sector, Public Sector, Co-operative Sectors, Corporations, Banks, Financial Institutions, Service and Autonomous organisations, Educational and Research Organisations etc.

FACULTY

Senior JPC faculty and experts from the field would conduct the programme.

DURATION & VENUE

Redfox Hotel, Jaipur

October-22-26, 2018

Check – in 22.10.2018 (FN)

Check – out 26.10.2018 (AN)

METHODOLOGY

Methodology of 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.

PARTICIPANTION FEE

Rs.42000/- plus GST @ 18.00 % (Rs. Forty Two Thousand plus GST @ 18.00 % only) per participant is inclusive of boarding & lodging arrangement during the programme and the programme material. The demand drafts/ cheques should be drawn in favour of Jaipur Productivity Centre, Jaipur.

For the accompanying spouse the charges would be approximately Rs.5000/- for the whole duration payable to the hotel.

PAN: AABTJ3316K

GSTIN: 08AABTJ3316K1KN

LAST DATE FOR REGISTRATION

The last date for receipt of nomination along with the fee is **October 08, 2018.**

ENQUIRIES:

Programme Director (KM)
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR - 302017
Phone: 09414271490, 09610111392
Fax: 0141-2750473
Website: www.jpcaipur.org
e-mail: jpcaipur@rediffmail.com

NOMINATION FORM

109th RESIDENTIAL PROGRAMME
ON

KNOWLEDGE MANAGEMENT

October 22-26, 2018

SPONSORING
ORGANISATION :

ADDRESS:

Fax:

Phone:

E-mail:

PARTICIPANTS DETAILS
(Name & Designation)

ADDRESS
E-mail, Mobile

1.	
2.	
3.	
4.	

Fee: Rs.42000/- plus GST @ 18.00% (Rs.49560/-)
per participant. Demand draft/ cheques to be drawn
in favour of Jaipur Productivity Centre, Jaipur.

D.D.No.

Date:

Amount:

Bank:

Bank details for payment by RTGS

A/c Name: Jaipur Productivity Centre
Bank : Axis Bank Ltd
Branch : Tilak Nagar, Jaipur
Account No. 910010013083057
Type of A/c: Savings
MICR Code : 302211003
IFSC Code: UTIB00000031

Sh. No. PWD/2018/22049
Date 22/08/2018

GOVERNMENT OF NCT OF DELHI
URBAN DEVELOPMENT DEPARTMENT
9th LEVEL, C-WING, DELHI SECRETARIAT
L.P. ESTATE, NEW DELHI-110002

F. No:-669(7)/UD/Smart-City/2015/3605-3610

Dated:-30/08/2018

To,

The Chairman
New Delhi Municipal Council
Palika Kendra, Sansad Marg,
New Delhi.

Govt. of NCT of Delhi
23 AUG 2018
6693
Dispy No

Sub:-Nomination for a Board Member for the New Delhi Municipal Council Smart City Limited.

Respected sir,

I am directed to convey the names of the following officers duly nominated as board members of New Delhi Municipal Council Smart City Ltd by the Hon'ble Minister of Urban Development, Govt. of NCT of Delhi.

1. Sh. Manoj K. Parida, Additional Chief Secretary (PWD), Govt. of NCT of Delhi.
2. Sh. Rajiv Yadhuvanshi, Principal Secretary (UD), Govt. of NCT of Delhi.

Yours faithfully,

(Chandra Shekhar)
Deputy Secretary, UD

ACS (PWD)

Copy to:-

1. Sh. Manoj K. Parida, Additional Chief Secretary, Govt. of NCT of Delhi.
2. Sh. Rajiv Yadhuvanshi, Principal Secretary (UD), Govt. of NCT of Delhi.
3. Principal Secretary to Hon'ble Lt. Governor, LG's Secretariat.
4. The Chief Executive Officer, New Delhi Municipal Council Smart City Ltd.
5. General Manager (F&A), New Delhi Municipal Council Smart City Ltd.

Deputy Secretary, UD
Govt. of NCT of Delhi
Ph. No. 011-23392695.

UD/2018/4424
21/08/18

DS (works) on leave
AAC (Ayaz) DS (Action)

De 30/8/18
SO (Action) Sh. Sanyal

PWD/2018/22311
28/08/18

To

The Special Secretary,
PWD Level-05,
B-Wing, Delhi Secretariat
I.P. Estate, New Delhi.

Subject:- Selection Grade Pay/Pay Scale to Lift Operator.

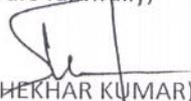
Sir,

A representation has been received in this office from the Lift Operators of Delhi Jal Board regarding above cited subject. It is pertinent to mention herewith that Lift operator in Delhi Jal Board are in the pay scale Rs3050-4590 under 5th CPC), PB-1 Rs.5200-20200 with Grade Pay of Rs.1900/- under 6th CPC and Level-2 in the pay matrix under 7th CPC. Further, they have granted benefit of ACP scheme in the pay scale of Rs.4000-6000 instead of Rs.3200-4900 under 5th CPC. Now, the Lift Operators in DJB are claiming the same benefit of selection grade after completion of 08 years service in the pay scale of Rs.4000-6000 under 5th CPC on the pattern of CPWD/PWD.

Therefore, it is requested to supply the detailed information regarding Selection Grade to the Lift Operator in CPWD/PWD.

An early action is solicited.

Yours faithfully,



(SHEKHAR KUMAR)

ASSISTANT COMMISTIONER-(G)-I

date:- 28/08/18

h
28/8

No. DJB/AC(4)-I/LO/2018/D-014

Copy to:-

1. Director (A&P) for kind information please.

DS(A)

28/8/18
20/8/18
Sh. Singh

25/26/27/