

F. No. 31/Fin. (Estb-III)/2017/ 1469
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT.
I.P. ESTATE, NEW DELHI 110002
CD No:- 012433322

Dy. Secy (PD) 20849
10/08/18

Dated: 03/8/18

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. Sr. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any organisation/deptt.)

SS (PD)

10/8/18



(MANOJ KUMAR)

DY. SECRETARY-V (FINANCE)

List of paper forwarded

S.No.	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1.	Department of Economic Affairs (Budget Division), Ministry of Finance, Government of India	No. 5(1)-B(PD)/2018 , dated: 17.07.2018	Endorsement to orders of interest rate on GPF accumulation.



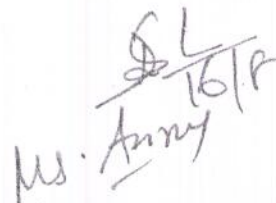
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14.8.18

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Ms. Anny
16/8

(PUBLISHED IN PART I SECTION 1 OF GAZETTE OF INDIA)

F.No. 5(1)-B(PD)/2018
Government of India
Ministry of Finance
Department of Economic Affairs
(Budget Division)

New Delhi, the 17th July 2018

RESOLUTION

It is announced for general information that during the year 2018-2019, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 7.6% (Seven point six percent) w.e.f. 1st July 2018 to 30th September 2018. This rate will be in force w.e.f. 1st July 2018. The funds concerned are

1. The General Provident Fund (Central Services)
2. The Contributory Provident Fund (India)
3. The All India Services Provident Fund
4. The State Railway Provident Fund.
5. The General Provident Fund (Defence Services)
6. The Indian Ordnance Department Provident Fund
7. The Indian Ordnance Factories Workmen's Provident Fund.
8. The Indian Naval Dockyard Workmen's Provident Fund.
9. The Defence Services Officers' Provident Fund
10. The Armed Forces Personnel Provident Fund

2. Ordered that the Resolution be published in Gazette of India

To

The Manager, (Technical Branch)
Government of India Press, Mayapuri, Delhi.

F.No.5(1)-B(PD)/2018

Copy forwarded to all Ministries/Departments of Government of India, President's Secretariat, Vice-President's Secretariat, Prime Minister's Office, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Union Public Service Commission, Supreme Court, Election Commission and NITI Aayog

Copy also forwarded to :-

1. Comptroller & Auditor General of India and all offices under his control
2. Chairman, Pension Fund Regulatory and Development Authority
3. Controller General of Accounts (10 copies)
4. Ministry of Personnel Public Grievances and Pension (Pension Unit/All India Services Division)
5. Financial Adviser of Ministries/Departments (5 copies)
6. Chief Controller of Accounts/Controller of Accounts of Ministries/Departments
7. Controller General of Defence Accounts
8. Finance Secretary of all State Governments and Union Territories
9. Secretary to Governors/LL Governors of all States/Union Territories
10. Secretary Staff Side, National Council of JCM
11. All Members, Staff Side National Council of JCM
12. NIC - For uploading on webhost.

(A.S. Chowdhury)
Under Secretary (Budget)

(भारत के राजपत्र के भाग 1, खण्ड 1 में प्रकाशनाय)

फाइल नं. 5(1)-बी(सी.डी.)/2018
भारत सरकार
वित्त विभाग
आर्थिक मामलों विभाग
(बजट प्रभाग)

नई दिल्ली दिनांक 17 जुलाई 2018

संकल्प

इस अधिसूचना के द्वारा यह घोषणा की जा रही है कि वर्ष 2018-2019 के दौरान सरकार द्वारा प्रेषित निधि तथा इसी प्रकार की अन्य निधियों के अभिग्राहकों को उनके अपने अपने प्राचीन खाते का 7.6 प्रतिशत, 2018 से 30 सितम्बर, 2018 तक 7.6% (सात प्रतिशत छह प्रतिशत) की दर पर 1 जुलाई, 2018 से 30 सितम्बर, 2018 तक का ब्याज देकर देना होगा।

1. सामान्य मरिचक निधि (केंद्रीय सेवाएँ)
2. अंतर्दायी मरिचक निधि (भारत)
3. अखिला भारतीय सेवा मरिचक निधि
4. राज्य रेलवे मरिचक निधि
5. सामान्य मरिचक निधि (रक्षा सेवाएँ)
6. भारतीय आर्युध्द विभाग मरिचक निधि
7. भारतीय आर्युध्द कारखाने कामगार मरिचक निधि
8. भारतीय नौसेना नाविक मरिचक निधि
9. रक्षा अधिकारियों मरिचक निधि
10. रक्षाएत संकाय कार्मिक मरिचक निधि
2. आर्युध्द निधि अंतर्गत निधि, जो रक्षा विभाग के अधीन में प्रेषित निधि द्वारा

(अजना यशिश्ठा)
उप सचिव (बजट)

सहायक (प्रौद्योगिकी शाखा)
प्रमुख सचिव (बजट)
नयापुरी दिल्ली

फाइल नं. 5(1)-बी(सी.डी.)/2018

भारत सरकार के सभी मंत्रालयों/विभागों, राष्ट्रपति कार्यालय, उप-राष्ट्रपति कार्यालय, प्रधानमंत्री कार्यालय, लोक सभा सचिवालय, राज्य सभा सचिवालय, संविधान सचिवालय, संघ लोक सेवा आयोग, रक्षा विभाग, निर्माण आयोग और अन्य संविभागों को प्रति संकेत

निम्नलिखित जगहों पर प्रेषित:-

1. भारत के नियंत्रक और महालेखा परीक्षक और उसके नियंत्रण/अखिल सहाय कार्यालय
2. आर्युध्द निधि (विभिन्न) और रक्षा मंत्रालय
3. राजस्व निदेशक (10 प्रतियाँ)
4. आर्थिक सौकर विभाग और वित्त मंत्रालय (विभिन्न सूचना/अखिल भारत शाखा)
5. न्याय/विभागीय के विभाग, सचिवालय (5 प्रतियाँ)
6. मंत्रालय/विभागों के मुख्य निदेशक/सहाय निदेशक
7. रक्षा विभाग मरिचक निधि
8. सभी राज्य सरकारों के वित्त सचिवों के लिए सचिवालय
9. सभी राज्य/संघ राज्य क्षेत्रों के राजस्व सचिव/सचिव
10. सचिव (सचिव) और राष्ट्रीय कार्यपालक परिषद
11. सभी राज्य सचिव एवं राष्ट्रीय कार्यपालक परिषद
12. निदेशक (बजट शाखा)

(अजना यशिश्ठा)
उप सचिव (बजट)

(असम श्याम चौधुरी)
उप सचिव (बजट)

F. No. 4(7)/Fin. (Estb-III)/15/part file/ 1420
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (Estb.-III) DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.
CD:-012415196

FM SECRETARIAT
 Dy No. PWD/2018/21037
 Date 14/08/18

Dated:- 30/7/18

CIRCULAR

Please find enclosed herewith the following letter no. 15039/78/2018-UT(Coord.) dated: 12/07/2018 (alongwith enclosures) received from Ministry of Home Affairs, Government of India seeking information regarding Autonomous Institutions.

S. No.	Letter No. & date	Received from	Subject
1.	Letter No. 15039/78/2018-UT(Coord.) dated: 12/07/2018	Ministry of Home Affairs, Government of India	Information regarding Autonomous Institutions

It is therefore requested to provide the requisite information directly to Ministry.

S.S. (A) 13/8

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(MANOJ KUMAR)
 DY. SECRETARY, FINANCE

To:-

DS(A) 14.8.18

1. All Pr.Secretaries/Secretaries/Head of Department(s) of all the departments/Autonomous Bodies/Corporations under Govt. of NCT of Delhi.
2. Sr. Analyst with the direction to upload the same on Website of Finance Department.

Ms. Arny 16/8

OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
10 JUL 2018
Dy. No.

471/10/14722
23/7/18

No. 15039/78/2018-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

Delhi: Sachivalaya
Govt. of NCT of Delhi
SPEED POST
REMINDER
18 JUL 2018
Dy. No. CLAD/2018/33280
North Block, New Delhi
Dated the 12 July, 2018

To

1. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
2. The Advisor to the Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
5. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
6. The Chief Secretary, Government of Puducherry, Puducherry.
7. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

[Handwritten signature]
18.7.18

[Handwritten signature]
Praseem (Praseem)

[Handwritten signature]

Subject: Information regarding Autonomous Institutions.

Sir,

I am directed to refer to this Ministry's letter of even number dated 22/05/2017 (copy enclosed) wherein it was requested to furnish requisite information as per enclosed proforma for onward transfer to Ministry of Statistics & P.I., Central Statistics Office (National Accounts Division-2A), Sardar Patel Bhawan, New Delhi.

2. In view of both its importance and urgency, it is requested to furnish the requisite information as per attached format to this Ministry positively both in hard and soft copy (at soplg@nic.in) by 20/07/2018.

Encl : As above

Yours faithfully,

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

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CR No. 1251 448/786

No. I-34020/55/2018-Coord-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya
(Coordination-I Section, CIC Division)

16/5

859/UT(Coord-I)/18
18/5/18

North Block, New Delhi
Dated the 15th May, 2018

OFFICE MEMORANDUM

Subject:- Information regarding Autonomous Institutions.

The undersigned is directed to send herewith a copy of letter no. M-11018/AB/2017-NAD-2A dated 12.4.2018 received from Ministry of Statistics & P.I., Central Statistics Office on the above mentioned subject.

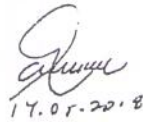
2. All Divisional Heads are requested to kindly send the requisite information to Coordination-I Section (assttc1-mha@nic.in) in enclosed proforma **by 24.5.2018 positively**. It has been noted that some Divisions furnish information in a piecemeal manner. Therefore all the Divisions are requested to furnish consolidated information to this Division.

Encl: As above

15.5.18
(D.P. Tripathy)
Director (Coord.-I)
Phone No. 23092252

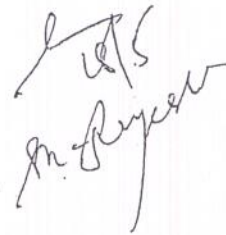
To

1. RGI.
2. AS(UT)
3. All Joint Secretaries in MHA (P)/Adviser (P-1)

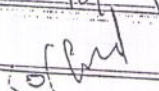

17.05.2018

Advisor (UT)





18/5



SPEED POST

5

R&I/P.T.

22/5/18

No. 15039/78/2018-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi
Dated the 22nd May, 2018

To

1. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
 2. The Advisor to the Administrator, UT of Lakshadweep, Kavaratti.
 3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
 4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
 5. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
 6. The Chief Secretary, Government of Puducherry, Puducherry.
 7. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
- The Commissioner of Police, Delhi Police Head Quarter I.P. Estate New Delhi.
Information regarding Autonomous Institutions.

Subject: Information regarding Autonomous Institutions.
Sir, MHA (NE)
Reference: 34020/532/2018-Coord-I dated 15/05/2018 along-with copy of letter No. M-11018/AB/2017-NAD-2A dated 12/04/2018 received from Ministry of Statistics & P.I., Central Statistics Office (National Accounts Division-2A) on the above mentioned subject.

2. In view of both its importance and urgency, it is requested to furnish the requisite information as per attached format to this Ministry positively both in hard and soft copy (at soplg@nic.in).

Encl : As above

Yours faithfully,

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

Mc

g. No. 754 - Coord-I
26.04.18

SN-1(R)

(1)

O/o JS (C&PG)

Dy. No. 1233749
Date: 20/4

M-11018/AB/2017-NAD-2A
Government of India
Ministry of statistics & P.I.
Central Statistics Office
National Accounts Division-2A

Room no. 404-B
Sardar Patel Bhawan
Parliament Street
New Delhi-110001
Dated: 12.04.2018

To

The Joint Secretary
Coordination,
Room No. 188,
M/o Home Affairs
North Block
New Delhi-110001

Sub: Information regarding Autonomous Institutions

Sir/Madam,

As you may be aware, the National Accounts Division (NAD), Central Statistics Office (CSO), M/o Statistics and Programme Implementation compiles National Income and other macroeconomic aggregates viz., Gross Domestic Product (GDP), Capital Formation, Consumption Expenditure and Saving etc. of the country. These estimates are brought out in the annual publication "National Accounts Statistics (NAS)". For preparing the General Government estimates, data contained in the Annual accounts of Autonomous Institutions are also required.

NAD, CSO is in the process of revising its base year from the existing base year of 2011-12 for the GDP and other macroeconomic aggregates.

In view of above, following details are required:

1. List of Autonomous Institutions under your Ministry.
2. Location of Autonomous Institutions (i.e. city & state name).
3. Amount of grant released to the Autonomous Institutions during 2016-17 & 2017-18.
4. Annual Accounts for the year 2016-17 of all the Autonomous Institutions under your Ministry and annual accounts for the year 2017-18.

Kindly provide us with the above mentioned information at the earliest.

Thanking you

Yours faithfully,

(S.C. Malik)

Deputy Director General

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Gupta

10/4 20/4

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26.04.18

Proforma

S.N.	Name of Autonomous Institutions under your Division	Location of Autonomous Institutions(i.e. city & state name)	Amount of grant released to the Autonomous Institutions during 2016-17 & 2017-18.	Annual Accounts* for the year 2016-17 and 2017-18 of the Autonomous Institutions.

* Copy of Annual Accounts for the year 2016-17 and 2017-18 of the Autonomous Institutions may be provided.

PWD SECRETARIAT
GOVT. OF NCT OF DELHI
S&L Wing
By No. PWD(29.18)21571
Date 21/08/2018

GOVERNMENT OF NCT OF DELHI
TRANSPORT DEPARTMENT
5/9 UNDER HILL ROAD: DELHI-110054.

No. SCOT/TPT/2018/4541

Dated: 9.8.2018

Appointment of Nodal Officer to coordinate issues related to Anand Vihar Area

In the meeting held on 29.5.2018 under the Chairmanship of Hon'ble Lt. Governor, Delhi, the following issues came up for discussion regarding area inside and around ISBT Anand Vihar:-

- i. Dust pollution due to unpaved area in and around Anand Vihar ISBT.
- ii. Water sprinkling to control dust pollution.
- iii. Prosecution and fines against violators.
- iv. Unpaved area at bus depot of UPSRTC.

It was decided in the meeting to appoint a nodal officer to coordinate issues of various departments related to Anand Vihar Area.

In accordance with the decision taken in the meeting, Shri K.K. Dahiya, Special Commissioner (Transport), is hereby appointed as Nodal Officer to coordinate issues related to Anand Vihar Area.

SIC
SS (P.W.D.) ✓


(VARSHA JOSHI)
SECRETARY-CUM-COMMISSIONER (TRANSPORT)

Shri K.K. Dahiya,
Special Commissioner (Transport)

- Copy to-
- 1. Pr. Secy (PWD), Govt. of Delhi
 - 2. Secy (Environment), Govt. of Delhi,
 - 3. Secretary (Development), Govt. of Delhi
 - 4. Commissioner, EDMC
 - 5. MD, DSIIDC
 - 6. Special Commissioner of Police (Traffic),
 - 7. DRM, Railways, Delhi
 - 8. MD, UPSRTC
 - 9. Secretary, DPCC

- Copy for information to-
- 1. Pr. Secretary to Hon'ble Lt. Governor, Delhi

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DS (A)

21.8.18

pl. circulate to E-inc.

So (P.W.D.)

SL
22/8
Sh. Sanyal

NATIONAL PRODUCTIVITY COUNCIL

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

REGIONAL DIRECTORATE

4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005

Phones : 0512-2224860, 2224176

Fax : 0512-2224177

E-mail : npckanpur@bsnl.in, kanpur@npcindia.gov.in

Website : www.npcindia.gov.in



राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224860, 2224176

फैक्स : 0512-2224177

ई-मेल : npckanpur@bsnl.in, kanpur@npcindia.gov.in

वेबसाइट : www.npcindia.gov.in

Ref. No. : HR/WC/PA/5-6/2018
Date : 01 August, 2018

The Secretary

PWD

5th Level, 'B' Wing, Delhi Sectt.
New Delhi

PWD SECRETARIAT

Office of PWD of Delhi

5th Level, 'B' Wing

Dy No. PWD/2018/21589

Date 21/8/2018

Subject : Residential Training Programmes on:
"Developing Work Culture through Attitudinal Change" at
Nainital during 22-26 October, 2018
Modern Office Management for Executive Secretaries, PA, PS &
Office Staff" at Goa during 26-30 November, 2018

Dear Sir,

We are pleased to announce Two Residential Training Programmes one on "Developing Work Culture through Attitudinal Change" at Nainital during 22-26 October, 2018 and the other on "Modern Office Management for Executive Secretaries, PA, PS & Office Staff" at Goa during 26-30 November, 2018.

These programmes have been designed for the benefit of organizations in Government Sector, Public Sector, Private Sector, Co-operatives and Service Sector including Banks, Insurance Cos., Education Sector, colleges/universities/institutions, etc.

We trust, you would like to avail this opportunity by nominating couple of employees from appropriate levels from your organization in order to get the benefit in totality.

We are enclosing the brochure which gives details about topics to be covered along with its financial implications.

The Programme is specially designed to equip participants to improve their self-performance vis-a-vis organizational performance in order to improve the productivity, quality and service delivery and finally profitability of their organizations.

Thanking you,

Yours faithfully,

(Rameshwar Dubey)
Regional Director

Encl.: Brochure

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneswar, Chandigarh, Chennai,
Delhi, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

PARTICIPATION FEE

Fee per participant per programme is as follows :

- Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Nainital programme and Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Goa programme on actual fee per participant per programme. Stay will be provided on single occupancy basis. These charges are towards professional fees, board, lodge, course material and industrial / sightseeing visits & GST.

- Delegate coming with spouse will pay an additional Rs. 1500/- (Rupees One Thousand Five Hundred Only) per day towards stay, bed tea, breakfast, lunch, dinner etc. directly to the Hotel and share the same room.

- Delegate coming with Children having the age between 06-12 years will be charged additional Rs. 1000/- (Rupees One Thousand only) per child per day payable directly to the Hotel and share the parent's room.

NOMINATIONS

The organizations may please send the nominations, stating the name, designation, their mobile and contact no. with full address, alongwith required demand draft favouring **National Productivity Council** ten days before start date of the programme positively to the following address. Replacement of enrolled participants will be honoured. Total no. of seats per programme are 30 only. First come first serve criteria will be followed.

National Productivity Council

4th Floor, Kabir Bhawan
(U.P.S.H.C. Ltd.'s Building)

G.T. Road, Kanpur - 208005

Phone: 0512-2224176, 2224860, Fax: 0512-2224177

E-mail: npckanpur@bsnl.in, kanpur@npcindia.gov.in, Visit us at: www.npcindia.gov.in

INQUIRIES

Ramleshwar Dubey
Regional Director

S. K. Nigam
Co-ordinator, (Mob.: 8005175832)

OUR OTHER PROGRAMMES ARE AS FOLLOWS

- Performance Management & 3Ps - PQH Model during 17-21 Dec., 2018 at Goa
- Advance Course on Performance Management & 3Ps - PQH Model during 31 Dec., 2018 to 04 Jan, 2019 at Lakshadweep
- Performance Management for Executive Secretaries, PA, PS & Office Staff during 04-08 Feb, 2019 at Kaziranga (Assam)

Residential Training Programmes

On

Developing Work Culture through Attitudinal Change

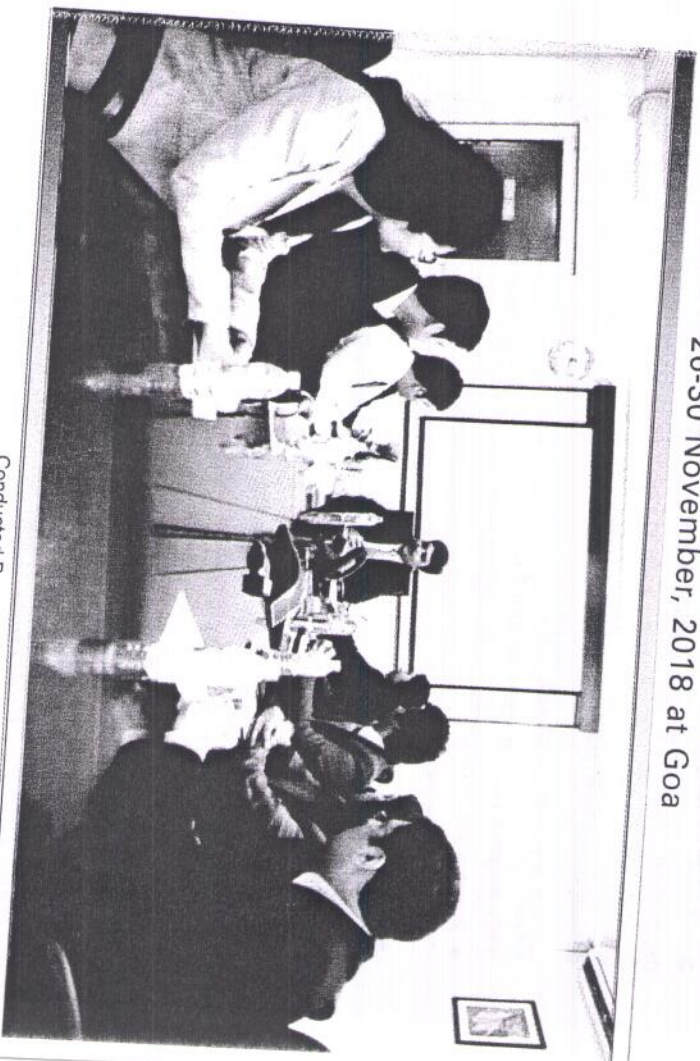
22-26 October, 2018 at Nainital

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Modern Office Management for Executive Secretaries,

PA, PS & Office Staff

26-30 November, 2018 at Goa



Conducted By :



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

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Developing Work Culture through Attitudinal Change

INTRODUCTION

Work culture plays an important role in extracting the best out of employees and making them productive in the organization for a longer duration. The fast changing business environment has brought in unprecedented role changes of all the employees working in an organization affecting its work culture. An organization is said to have a strong work culture when the employees follow the organization's rules and regulations and adhere to the existing guidelines through attitudinal change. When workplace attitudes are more positive, organizations benefit in the form of higher productivity and better customer service, as well as higher organizations' performance.

PROGRAMME - OBJECTIVE

This programme has been designed to :

- Prepare the participants for developing work culture and positive attitude for self-development and for the development of the organization.
- Develop work practices for empowering the employees for better support and making them act consistently.
- Improve communications between management and staff in both directions.

PROGRAMME - COVERAGE

- Developing Work Culture in organizations through PQH Model
- Balancing Work and Family for better work culture
- Developing Positive attitude towards work
- Developing Inter-personal Skills
- Developing Team Work in the Office
- Developing Positive Human Relations at Workplace

PARTICIPANT PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and Financial Institutions, Board, Administrative Bodies, Co-operative Sector, MNCs, Universities/Colleges, Education Sector and Private Sector etc.

FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

PLACE AND DATES

Place : Nainital Date : 22-26 October, 2018

Check in : 22 Oct, 2018 (11:00 AM) Check out : 26 Oct, 2018 (11:00 AM)

Modern Office Management for Executive Secretaries, PA, PS & Office Staff

INTRODUCTION

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office Staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to undergo a sea change.

PROGRAMME - OBJECTIVE

This programme has been designed to :

- Prepare Secretaries and Office Staff to come up to the expectations of executives;
- Enrich them to become an asset for the boss and organization, as a whole;
- Impart better appreciation of their new roles and responsibilities; and
- Provide them exposure in the areas of potential professional growth.

PROGRAMME - COVERAGE

- Emerging Role of Executive Secretaries, PA and Office Staff
- Effective Handling of Key Work Areas
- Managing the Boss and his Office
- Managing Time and Stress at Workplace
- Developing Inter-personal Skills
- Developing Team Work in the Office
- Developing Written and Verbal Communication
- Developing Positive Human Relations and attitude (PQH Model) at Workplace

PARTICIPANT PROFILE

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretarial duties and responsibilities, will be benefitted by this programme.

FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

PLACE AND DATES

Place : Goa Date : 26-30 November, 2018

Check in : 26 November, 2018 (11:00 AM) Check out : 30 November 2018 (11:00 AM)