



दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लोनिवि,
12वां तल, बहु-मंजिला भवन, इंदिरा स्थ संपदा, नई दिल्ली: 110002
☎ 23490260, 23724560, 23311293 फैक्स 23319021
Toll Free Complaint No. 1800 11 0093
वेबसाइट: <http://pwd.delhigovt.nic.in>
ई-मेल: pwdhqdelhi@gmail.com/dppwdhqdelhi@gmail.com



संख्या: 10(1)/प्रमुख अभि./निदेशक/लोनिवि/2018/7002(H) दिनांक 16.11.2018

सेवा में

प्रधान मुख्य अभियंता(अनु.),
लोनिवि, एमएसओ भवन,
नई दिल्ली ।

प्रधान मुख्य अभियंता(परि.),
लोनिवि, एमएसओ भवन,
नई दिल्ली ।

विषय: Residential Development programme for office Secretaries,
personal Assistants & office staff P.O.S. & A/E from January
07-11-2019 at Hotel Lapaz Gardens Vasco da Gama (Goa).

संदर्भ:-

उपरोक्त विषय पर प्राप्त पत्र की प्रतिलिपि संलग्न की जा रही है । आपसे अनुरोध है
कि उपरोक्त प्रशिक्षण हेतु इच्छुक अधिकारियों के नामांकन इस कार्यालय को दिनांक 15-12-2018
तक भिजवाए ।

संलग्न: उपरोक्तानुसार ।


(सुमासिनी)

सहायक प्रशासनिक अधिकारी

✓ प्रतिलिपि:- लोनिवि वेबसाइट ।

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



Jaipur Productivity Centre

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

No.2019 / 112 G
October 26, 2018

ENGINEER-IN-CHIEF
PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
MSO BUILDING
I.P.ESTATE
NEW DELHI- 110002
NCT OF DELHI

आयडी नं. 13375
दिनांक 12/11/18
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Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 112th Residential "Development Programme for Office Secretaries, Personal Assistants & Office Staff, Focus: e-Age" from January 07-11, 2019 at Hotel Lapaz Gardens, Vasco-da-Gama (Goa).

The programme aims to enrich the qualities required for office staff to become asset for the organisation and to provide the participants exposure in the areas of computer usefulness in office work as well as prepare them to come up to the highest expectations of senior executives.

The brochure giving programme details and methodology is enclosed for your kind perusal. The participation fee of Rs.42000/- plus GST @18% per participant (Rs. Forty Two Thousand plus GST @18%) is inclusive of boarding and lodging arrangement, cost of the reading material, stationery 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 programme is designed for a group size of about 25 and the nominations would be accepted on first-cum-first served basis. The last date of the nomination along with the participation fee is **December 24, 2018**.

Information about our programmes can also be downloaded from our website www.jpcjaipur.org. Kindly feel free to write to us in case any further clarification is required.

Thanking you and looking forward to an early response,

Yours sincerely,

C.M.Khurana

(C.M.Khurana)
Director

Encl; a,a

Productivity for Growth and Prosperity

19/11

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, Modernisation, 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

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

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
Finance for Non Financial Officials / Executives, Focus: Financial Decisions	November 12-16, 2018 at Goa
Transformational Leadership & Change Management	December 17-21, 2018 at Udaipur
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	January 7-11, 2019 at Goa
Stress & Time Management for Managerial Effectiveness	February 11-15, 2019 at Goa
Effective Office Administration & Management, Focus: RTI & Digital India	March 11-15, 2019 at Jaipur
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	April 08-12, 2019 at Ooty (T.N.)

* 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

TQM & Six Sigma	November 22-23, 2018 At Jaipur
Process Management	January 21-22, 2019 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

112th Residential Programme

on

DEVELOPMENT PROGRAMME FOR OFFICE SECRETARIES, PERSONAL ASSISTANTS & OFFICE STAFF (Focus: e-Age)

At
Goa

January 07-11, 2019



JAIPUR PRODUCTIVITY CENTRE
JAIPUR



The present day business and governance is characterised by growing size of organisations, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration, 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 and staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed very high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in Internet, these have triggered the new concepts and patterns of management thought as well as methods of organising and managing work.

OBJECTIVE

- To expose the participants to the new concepts of managing the office in e-age.
- To define the new role of office staff in the changing work environment.
- To expose the participants in area of new e-age tools and Digital India.
- To prepare the office staff to come up to the highest expectations of the boss.

CONTENTS

- Changing Role of Office
- Executive Expectations from office staff
- Secretarial/Personal Effectiveness
- Records Generation & Management
- Emerging Concepts/tools in e-Age
- Digital India/IOT
- Conflict Management
- Teamwork and Co-operation
- Business Communication and Inter-personnel skills
- Managing Time at Workplace
- Stress Management

PARTICIPANTS

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level office staff from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks, Research and Service organisation etc.

FACULTY

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

DURATION & VENUE

Hotel Lapaz Gardens, Vasco-da-Gama (Goa)
January 07-11, 2019
Check-in: 07.01.2019 (FN)
Check-out: 11.01.2019 (AN)

PARTICIPATION FEE

Rs.42000/- plus GST @18% (Rs. Forty Two Thousand plus GST @18%) per participant inclusive of Course Material, Boarding and Lodging arrangements during the programme.

The Demand Draft / Cheque should be drawn in favour of Jaipur Productivity Centre, Jaipur
For accompanying spouse, charges would be approximately Rs.6000/- for the whole duration, payable to the hotel

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GSTIN 08AABTJ3316K1ZN

LAST DATE FOR REGISTRATION

The last date for the receipt of nomination along with the fee is December 24, 2018

ENQUIRIES

The Programme Director (DP)
Jaipur Productivity Centre
41, Income Tax Colony - 2,
Jagatpura Road, P.O. Malviya Nagar
Jaipur - 302017
Fax: 0141-2750473
Phone: 09414271490, 09610111392
e-mail: jpcjaipur@rediffmail.com
cmkhurana.jpr@gmail.com

NOMINATION FORM

112th RESIDENTIAL DEVELOPMENT PROGRAMME FOR OFFICE SECRETARIES, PERSONAL ASSISTANTS & OFFICE STAFF

(Focus: e-Age)

January 07-11, 2019

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% per participant Demand Draft 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:	UTIE00000091