

integrated training & policy research

(Training Division)

201, Lal Ratan Building, West Patel Nagar, New Delhi-110 008.

email: itprdelhi@rediffmail.com;
trgdivision@gmail.com

Phone No.011-2570 0234, Fax: 011-25894783

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To

The HOD/ Heads of Pers/Admn/HRD/Fin.

All the Govt. Deptts, Autonomous Bodies & PSUs

Sub: Technical Workshop on "Effective Office Management" from 1st to 3rd Nov. 2012

Sir/Madam,

Enclosed please find a Brochure on the above Training Programme to be organized by us at New Delhi. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training techniques to the participants so that they also become capable of providing the necessary guidance and on-the-job training to their colleagues/staff working under them in the furtherance of the training objectives

Keeping the above in view, we invite your kind attention to the programme coverage of our training as given in enclosed Brochure. We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional & zonal offices for participation in each training programme.

We would also welcome any invitation from your side for In-house Training programme at your premises.

Thanking you in anticipation.

Yours Truly

D.K. Jha

Coordinator (Admn.)

Mob. 09871910333

Technical Workshop on “**Effective Office Management**” from 1st to 3rd Nov. 2012

Programme Coverage:-

1. General Principles of Office Procedures
2. '5S for good housekeeping'
3. Guidelines on Noting & Drafting procedures
4. General Conditions of Service, Leave Rules & Maintenance of Service Book
5. Records Management for Effective Implementation of RTI Act
6. Time Management
7. Stress Management
8. Motivation & Team Building
9. Essentials of Conduct Rules & Discipline Rules

Methodology: Lectures, Practical exercises, Assimilation Exercises, discussions, Reinforcement, Quizzes.

Programme Management: Apart from own faculty resource persons of eminence will be invited to chair sessions in their areas of specialization subject to availability Guest faculty will inter alia be drawn from concerned departments.

Programme Duration & Schedule: In the 3 day prog. there will be 12 sessions 4 each day. Each session will be of 75 minutes duration. The prog. will be from 10 AM to 5 PM.

Tea/ Coffee Break: 11:15AM to 11:30AM & 03:15PM to 03:30PM;

Lunch: 01:00PM to 02:00PM

Reporting time & Place: The participants will report at 9.45 AM at the **Venue** Shankar Road, Rajender Nagar, New Delhi

Venue:- Hotel Bharat Continental, Shankar Road, Rajender Nagar, New Delhi (Flanked by Fire Station & Rajendra Place Metro Station)

Arrangement by us: Working lunch, Diner, Breakfast Tea/Coffee with snacks, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt. **Arrangement of Accommodation:** Hotel Meghan Palace, (Walking distance from the Venue) double bed on twin sharing basis.

Fee:

A. Non-Residential:- Rs.8000/- (Rupees eight thousand only) per participant.

B. Residential: - Rs.14,000/- (Rupees fourteen thousand only) per participant.

Admission Procedure: Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible after the receipt of nomination.

Nominations: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chques should be payable at New Delhi drawn in favor of **Integrated Training & Policy Research**, New Delhi.

Each Nomination should contain information on the Following Points:

1. Name & complete address of the Organization nominating the participants
2. Name of the Participants with Mob. No. phone, email ID
3. Designation
4. Experience
5. Academic Qualification
6. Residential / Nonresidential
7. Name of Nominating Authority, Designation.
8. Details of DD/ Cheque (Payable at Delhi) /Pay order/Cash/ at the time of registration.
9. It should bear the signature of the Nominating authority or authorized Officer.

About Us

Our organization is a Society Registered under the Societies Registration of Act of 1860. The functional area of our activity is Training the Officers and Staff of Govt. Deptts, Autonomous

Bodies & PSUs. We also do system study in regard to Personnel Management, Financial Management, and Material Management & Labour Legislation. Its training programmes are intended for middle & senior middle level officers of the Govt. Depts. Autonomous Bodies & PSUs. spread all across the country. These Programmes are conducted through workshops (3 to 4 days) designed to enable the participants to brush of their knowledge of rules & procedures, through talks from experts & close interaction with the faculty & the participants.

In addition we also undertake preparation of procedure manuals in the sphere of Personnel, Financial Management, legal matters & updating recruitment rules based on latest guidelines of Govt. and Supreme Court Judgments. We can undertake maintenance of Reservation Roster for Implementation of Reservation Policy as per Govt directive on annual contract basis cost will depend on cadre strength, promotion & appointment maid during the year.

We also have on our panel experienced retired Govt. Officers to conduct enquiries & submit reasoned enquiry report in disciplinary cases. We can also under take preparation of comprehensive replies to court cases

We also undertake IN-HOUSE training program sponsored by large organization and conduct them in the premises of the organization. Some organizations/ Institute may also require special Training Programme to cover topics of their exclusive interest to cater to this ITPR can design tailor made programmes also.

We have 40 highly experienced faculties in their field & not only they are subject expert in the various topics but also experts in the Training Technique areas. Besides guest faculty is taken from amongst Sr. Officers in Central Govt. Deptts. concerned. We may added that more than 800 Organisations/ Institutions evinced in our previous programme.

A list of Selected Institutions/Deptts. evinced in our Trg Prog.- AAKANKSHA, *AIIMS *Assam University-Silcher, *Aruna Asaf Ali Govt. Hospital *Aeronautical Quality Assurance *APEDA, *ABV IIT-Gwalior, *Agharkar Research Institute-Pune *Assam Gas Based Power Plant *All India Radio & Doordarshan, *A.P. Road Devt. Corporation, *Bridge & Roof Co. (I) Ltd. *Bhabha Atomic Research Centre, *Bharat Dynamics Ltd. *Building Materials & Technology Promotion Council *BIBCOL-Bulandshahr *BCCL-Dhanbad *Brahmputra Board *Birsa Agricultural University *Bank Note Press-Dewas *BCI-Prasar Bharti *Bhagwan Mahavir Hospital *CAPART *Christian Medical College *Central Forensic Science Laboratory *Centre for Cultural Resources & Training-Dwarka *CEMILAC-Hyderabad, *Central Drugs Laboratory *Central Ground Water Board, CGHS-(HQs) & Bangalore, *Central Potato Research Intt.-Shimla, *Coal India Ltd. *CPDOTI- Bangalore, Commander Works Engineer-Secunderabad, *Central Council for Research in Homoeopathy *Central Institute of Psychiatry-Ranchi *CIPET *Central Institute of Indian Languages *Central University of (Gulberga, Bihar, Gujrat.) *CQA-(Medak, Chennai, Ahmadnagar, Kanpur), *Central Cottage Industries Corporation of (I) Ltd. *Central Electronics Engineering Research Institute-Pilani *Central Agricultural University-Manipur, *Central Wool Devt. Board, *CDAC-(Delhi, Noida) *Central Institute of Road Transport, *Computer Centre (Min. of Statistics & Programme Implementation). *Council of Leather Export, *Competition Commission of India *Chief Construction Engineer (R&D)-North, *Children's Film Society, India, CSIR (HQs)-New Delhi, *Defence Research Laboratory *DMD Establishment *Delhi Pollution Control Committee. *Dr. B. Barooh Cancer Institute *Delhi Public Library *Deen Dayal

Upadhyay Hospital *Delhi Transco Ltd.*Directorate of Health Services-M.P., *Directorate of Forensic Science (Min. of Home Affairs),*Directorate of Film Festivals *Directorate of Cashewnut& Cocoa Devt..-Kochi, *Directorate General of Quality Assurance (EE), *Directorate of Cold Water Fisheries Research *Directorate General of Hydrocarbons, *Directorate General of Health Services (HQs), *Delhi State Cancer Institute, *Delhi Institute of Tool Engineering *ERNET India Ltd. *Ed.CIL, *Electronics Regional Test Laboratory *Export Inspection Council of India *Electronics Test & Devt. Centre *Electronics & Computer Software Export Promotion Council. *FCI Arawali Gypsum & Minerals India Ltd. *Fluid Control Research Institute, Gallium Arsenide Enabling Technology Centre, *Guru Govind Singh Indraprastha University *Goa Shipyard Ltd. *GAIL,*Govt. Examiner of Questioned Documents (Directorate of Forensic Sciences) *HQs Chief Engineer, *Deptt. of Defence Research & Devt. (HQ. ATVP) *ITBP *Information & Library Network Centre-Ahmedabad *International Institute of Population Sciences, *Indian Institute of Packaging, *ICMR-HQ *I.B.P Co. Ltd. *Institute of Life Sciences, *Institute of Hotel Management Catering Technology& Applied Nutrition-Mumbai & Bangalore, *Institute of Liver & Builliary Sciences *Inter- University Accelerator Centre (a center of UGC) *Indo Denish Tool Room,*Indo German Tool Room *Indian Institute of Ports Management, *Indian Institute of Science Education & Research-West Bengal, *Indian Institute of Public Administration, *Indian Council of Philosophical Research, *Indian Institute of Management-(Bangalore, Indore, Kolkata, Ahmadabad, Kozhikode), *Indian Institute of Astrophysics-Bangalore *Institute. of Pesticide Formulation Technology; *Indian Institute of Tropical Meteorology *ISRO-Bangalore, *Indian Statistical Board-Kolkata & Delhi,*Indian Nursing Council, *Indian Institute of Space Research- Kerala, *Indian Council of Forestry Research and Education-Dehradun *Indira Gandhi National Forest Academy *IUCCA-Pune *Institute of Animal Health & Veterinary Biologicals, *Indian Institute of Interogative Medicine, *Institute of Health Management, *INS Hansa, *IIT-(Delhi, Bombay, Roodkee, Kharagpur, Chennai, Patna) *Joint Plant Committee-Kolkata, *Joint Cipher Bureau *Indian Association for the Cultivation of Sciences *Indian Institute of Science Education & Research *Indian Plywood Industries Research,*Kalakshetra Foundation,

*Kendriya Vidyalaya Sangathan (Nine candidate in our previous Prog.), *Khadi & Village Industries Commission *KRIBHCO-Surat *Lady Harding Medical College & Hospital *Material Organisation, *Naval Store Depot, *Manganese Ore (I) Ltd,. *Military Engineering Services,*Moulana Azad National Urdu University, *Mazgaon Dock Ltd. *Min. of New & Renewable Energy, *Min. of Tourism;*Min. of Micro, Small & Medium Enterprises; *Min. of Rural Development; *Ministry of Petroleum & Natural Gas *Medical Council of India, *Ministry of Water Resources, *Ministry of Environment and Forests (RO) *MANAGE-Hyderabad, *Mizoram University, *Northern India Textile Research Association,*National Accreditation Board for Testing & Calibration Laboratory, *National Power Training Institute (ER), *National Institute of Urban Affairs, *National Institute of Pharmaceutical Education& Research, *National Institute of Siddha, *National Brain Research Centre,*National Assessment & Accreditation Council, *National Aerospace Lab,*National Film Devt. Corporation Ltd. *National Training Academy (ESIC), *NIFT-Chennai, *NIPER-Chandigarh, *NTTTR-(Chandigarh, Bhopal), *NEERI-Kolkata, *NIEPA, *National AIDS Control Organisation *NHAI, *National Water Devt. Agency, *Naval Dockyard *Note Mudran (P) Ltd. (RBI) *North Eastern Electric Power Corporation Ltd.*National School of Drama,*National Institute of Mentally Handicapped *National Centre for Cell Sciences *National Research Devt. Corporation

*National Informatics Centre (NIC);*Nehru Memorial Museum Library, *NERIST-Arunanchal Pradesh,*National Museum of Natural History *National Intt. of Health & Family Welfare, *NEIGRIH&S-Shilong, *National Institute of Plant Genome Research,*National Institute of Nutrition, *Lakshmbai National Institute of Physical Education-Gwalior,*National Institute of Open Schooling *National Institute of Miners Health *National Institute of Physically Handicapped. *National Test House-Kolkata,*National Seeds Corporation Ltd.*National Fertilizers Ltd. *State AIDS Control Society- (Chandigarh, Delhi, U.P., Manipur, Nagaland, Orissa, A.P.) *O/o the Jute Commissioner-Kolkata *ONGC, *Oil India Ltd. *Oil Industry Development Board, *Pawan Hans Helicopters, *Pt. D.U. Intt. For the Physically Handicapped *PEC-University of Technology, *Power Finance Corporation Ltd. *Petroleum Planning & Analysis Cell, Punjab & Sindh Bank, *Protection of Plant Varieties & Farmers' Rights Authority, *Rampur Raja Library, *Rashtriya Mahila Kosh, ***RBI-(Chandigarh, Hyderabad, Bangalore & Guwahati)**, *Regional Centre for Biotechnology, *Regional Centre for Military Airworthiness,*Salim Ali Centre for Ornithology & Natural History. *State Institute of Health & Family Welfare-Gujrat, *SSB, *S.V. National Institute of Rehabilitation Training & Research ***S.V.P. National Police Academy** *S.V.P. Institute of Textile Management, *Sangeet Natak Academy *Safdarjung Hospital, *SJVN Ltd.-Shimla *Security Printing & Minting Corporation Ltd., *STPI-(Bhubnaswar, Guwahati, Noida) *School of Planning & Architecture,*Steel Authority of India Ltd. *Space Application Centre *Shri Ramchandra University *SEBI-Mumbai, *S.N. Bose National Centre for Basic Sciences *Space Application Centre (ISRO) *Spices Board,*South Eastern Coalfields Ltd. *The Singareni Collieries Co. Ltd. *The State Trading Corporation of (I) Ltd. *Technology Information Forecasting & Assessment Council, *Telecom Engineering Centre (Deptt. of Telecommunications) *Tehri Hydro Devt. Corporation Ltd. *The Institute of Company Secretary of India, *The Handicraft & Handlooms Export Corporation of India Ltd, *Tropical Forest Research Institute, *Tool Room & Training Centre, *Tobacco Board,*TCIL, *University of Agricultural Sciences-Bangalore, *University College of Medical Sciences (University of Delhi) *Vikram Sarabhai Space Centre,*Veterinary, Animal Fisheries University, *Vigyan Prasar *Forest Research Institute-Dehradun, *West Bengal Pollution Control Board,*Wild Life Institute of India, ***Various Organisations of **ICMR, **CSIR, **ICAR, **NITs (Min. of HRD), **CQA & **DRDO (Min. of Defence).**

In-house Training Programme Completed: 1. MNIT Allahabad six day training Prog. on"Establishment Rules", 2.Indian Council of Historical Research, 3. NIT Warangal, 4. Delhi JAL Board (12 day Trg. Prog. in four batches); 5.Export Inspection Council of India (Min. of Commerce & Industry), 6.Centre for Personnel Talent Management (DRDO, Min. of Defence); 7.Consortium of Educational Communications, (An Inter University Centre of UGC); 8. NIT-Suratkal, 9.Export Inspection Agency, Delhi; HQs. 10.Christian Medical College, Ludhiana 11. Bhakra Beas Management Board-Chandigarh; 12.Indian Instt. of Tropical Meteorology-Pune, 13.Indian Institute of Chemical Technology-Hyderabad, **14. Directorate General of Foreign Trade (Ministry of Commerce),15.Indian Institute of Foreign Trade, 16. IIT-Kanpur, 17. National JALMA Institute for Leprosy & Other Mycobacterial Diseases (ICMR),18.Ministry of Environment & Forests** 19. NIT-Karnataka, 20. Central Pollution Control Board, 21.HQs Goa Naval Area, 22.Coffee Board-Delhi 23.Indian Council of Medical Research (ICMR-HQs) 24. **Ministry of Textiles**, 25.Coffee Board-Bangalore; 26. National Zoological Park. 27. MNIT-Jaipur, 28. Delhi Institute of Tool Engineering (Govt. of NCT of Delhi) 29. Export Inspection Agency-Delhi HQs. 30. MNIT- Allahabad, 31. National Museum (Min. of Culture), 32. Export

Inspection Agency-Delhi HQs. 33.Desert Medicine Research Centre-Jodhpur, 34. Nuclear Power Corporation of (I) Ltd., **35. IIT-Delhi** 36. National Institute of Malaria Research 37. Indian Institute of Packaging- Mumbai; 38.Delhi Public Library. (Min. of Culture) **39. Madras Fertilizers** on "Reservation in Services" 40. National Institute of Biologicals- Noida, 41. MNIT-Bhopal, 42. NIT-Patna, 43. National Council of Philosophical Research, 44. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur, 45. National Institute of Malaria Research, 46. The Patent Office (Deptt. of Industrial Policy & Promotion) 47.Central Council for Research in Homoeopathy (AYUSH), 48.Central Power Research Institute-Bangalore, 49.Tobacco Board-Guntur, 50. Institute of Bioresources and Sustainable Development- Imphal, 51. Cement Corporation of (I) Ltd. 52. Defence Research Development Organisation(**DRDO-HQs**).

Proposal under Consideration for In-house Prog.: BHAVINI, Coal India Ltd., RITES, Rashtriya Sanskrit Sansthan, DAVP-New Delhi, ECGC-Mumbai, Central Power Research Institute-Bangalore; Institute of Agri Business Management-Bikaner, IIM Kolkata, National Institute for Empowerment of Persons with Multiple Disabilities-Chennai.
