

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

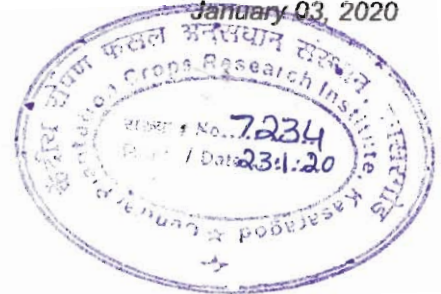
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No.2020/127 M

January 03, 2020



THE DIRECTOR
CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
KUDLU P.O.
KASARAGOD-671124
KERALA

Dear Sir / Madam,

You will be glad to know that Jaipur Productivity Centre (JPC), Jaipur is organising its **127th Residential Programme** on **"Effective Office Administration & Management, Focus: RTI Act & Digital India"** at **Hotel Redfox, Jaipur** from **March 02-06, 2020**.

The programme aims at improving the effectiveness of decision making and implementing process through modern office management, administration and man management. It also aims to provide insight to concepts and steps required for successful implementation of provisions of RTI Act 2005.

The brochure outlining details of programme coverage and programme methodology is enclosed for your kind perusal. The programme fee of Rs.45000/- plus GST @18.00 % (Rs. Forty Five Thousand plus GST @18.00%) per participant is inclusive of boarding and lodging for the participant, cost of reading material, stationery etc.

We are sure you will take full advantage of the programme and nominate a couple of middle / senior officers and executives from your organisation. The nomination form is also enclosed with the brochure. The last date of receiving nominations is **February 17, 2020**.

Kindly feel free to write to us if you have any queries.

Thanking you and looking forward for an early response.

Yours sincerely,

C.M. Khurana

(C.M. Khurana)
Director

Encl: Brochure and Nomination Form

HRD
AK
15/1/2020

HW
16/1/2020
CS
24/1/2020

127th Residential Programme
on

**EFFECTIVE OFFICE
ADMINISTRATION
& MANAGEMENT**
(Focus: RTI & Digital India)

At
Hotel Redfox
Jaipur

March 02-06, 2020



**JAIPUR PRODUCTIVITY CENTRE
JAIPUR**

INTRODUCTION :

The present day business and governance is characterised by growing size of organisations, fast changing technology, mounting turbulence in socio-economic environment. Governments are spending massive amounts for Digital India, an umbrella programme, and using technology to create a participative, transparent and responsive government for providing a better deal to the citizens of the country.

Increased complexities of business and administration and also the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it. Office is the real nerve centre of any organisation. The performance of any organisation can be directly linked to the manner in which an office operates and performs its functions.

RTI Act 2005 provides right to information for citizens to secure access to information under the control of public authorities, in order to provide transparency and accountability.

OBJECTIVES :

- To expose the participants to the new concepts of the office in e-age.
- To develop and discuss implementation plan for taking advantage of new tools and techniques.
- To share experiences on various aspects of RTI Act 2005.

CONTENTS :

- Future Work
- Office Administration & Management
- Digital India, IOT, AI, ML
- RTI Act 2005 and its applicability
- Obligations of Public Authorities
- Disposal of RTI Applications
- Managing Conflicts
- Employee Empowerment
- Stress Management
- Time Management
- Managing Change

Participants' Profile:

The 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, NHM, Service and Autonomous organisations, TEQIP Institutions, Educational and Research Organisations etc.

FACULTY:

Senior Consultants from the Jaipur Productivity Centre and experts from the field would conduct the training programme.

VENUE & DURATION :

Hotel Redfox, Jaipur
March 02 -06, 2020

Check-in 02-03-2020 (FN)
Check-out 06-03-2020 (AN)

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

PARTICIPATION FEE :

Rs 45000/- plus GST @ 18.00% (Rs. Forty Five Thousand plus GST @ 18.00%) per participant. This is inclusive of Course Material and the arrangement of boarding and lodging for the participant during the training programme.

Demand Draft should be drawn in favour of "Jaipur Productivity Centre, Jaipur" payable at Jaipur

PAN	AABTJ3316K
GSTIN	08AABTJ3316K1ZN

LAST DATE FOR REGISTRATION:

Nominations accompanied by participation fee should reach JPC Jaipur latest by **February 17, 2020**

ENQUIRIES:

Programme Director (DI)
Jaipur Productivity Centre
41, Income Tax Colony - 2,
P.O. Malviya Nagar,
Jagatpura Road,
Jaipur- 302 017
PHONE : 8209671541, 9414271490, 9610111392
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NOMINATION FORM
127th Residential Programme on
Effective Office Administration
& Management
(Focus: RTI Act & Digital India)
March 02-06, 2020

SPONSORING ORGANISATION :	
ADDRESS: Fax: Phone: E-mail:	
PARTICIPANTS DETAILS (Name & Designation)	ADDRESS E-mail, Mobile
1.	
2.	
3.	
4.	
FEE: Rs 45000/- plus GST @ 18% (Rs. Forty Five Thousand plus GST @ 18.00%) 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 : UTIB0000031	

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.jpcjaipur.org

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

Forthcoming Residential Programmes*

Programmes	Dates
Advanced Programme for Executive Secretaries, Personal Assistants & Office Staff	January 6-10 2020 in Goa
Decision Making & Problem Solving	February 10-14, 2020 in Goa
Effective Office Administration & Management, Focus: RTi Act & Digital India	March 02-06, 2020 at Jaipur
Stress & Time Management	April 2020 at Ooty
Advanced Programme for Executive Secretaries, Personal Assistants & Office Staff	May 2020 at Mussoorie
Transformational Leadership & Change Management	June 2020 at Mussoorie
Effective Office Administration & Management, Focus: RTI & Digital India	August 2020 at Jaipur
Advanced Programme for Executive Secretaries, Personal Assistants & Office Staff	September 2020 at Goa

* Participation Fee is Rs.45000/- plus GST @ 18.00% per participant during 2019-20 and Rs.47500/- plus 18% thereafter.

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



Productivity for Growth and Prosperity