

Ref: NAD/12/17

20.07.2017

WORKSHOP ON NOTING & DRAFTING WITH OFFICE PROCEDURES

National Academy of Human Resource Development (NAHRD) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on Noting & Drafting with Office Procedures is being organized by NAHRD from **12.12.2017 to 14.12.2017 at Jaipur**.

The above mentioned workshop is for the benefit of officials working in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. The program has been designed to apprise the cutting edge level employees and first level supervisory officers about the guidelines on Noting & Drafting as contained in the Central Secretariat Manual of Office Procedure of the Government of India. The participants will also be imparted knowledge about office procedures and skills in drafting various forms of communications used in offices of the Central Government, attached and subordinate offices and other autonomous bodies including Constitutional and Statutory organizations. The participants will also be apprised about various elements of file management and record management in Government offices. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Overview of Office Procedures
- Roles & Responsibilities of Office Personnel
- Definition & Guidelines for Noting
- Definition & Guidelines for Drafting
- Various aspects of communications and their characteristics
- Practical exercises in Noting & Drafting
- Records Management in Government
- How to prepare an effective Note & Draft

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is having vast experience in matters retaining to establishment matters, office procedures, etc.

Sh. Mahabir Singh Kasana is a renowned trainer in the field of Right to Information. He is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. He has developed a training package for RTI which has been distributed to all State Administrative Training Institutes. He is having vast experience in matters retaining to establishment matters, office procedures, noting and drafting, etc.

Other ex- faculty member(s) from ISTM, Department of Personnel and Training, Govt. of India may be invited as guest faculty.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy –Rs. 35,000/- plus GST @ 18% per participant

Double Occupancy* –Rs. 30,000/- plus GST @ 18% per participant

*Available only for organizations nominating even number of participants. In case of revision in nature of taxes/ rate of taxes, taxes applicable on the date of nomination will be applicable.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. Spouse/ Family members are welcome on additional all inclusive nominal charges.

Venue:

Hotel Sarovar Portico Jaipur, Queens Road, Vaishali Nagar, Jaipur

Check In- 12.12.2017 (12 Noon) Check Out- 15.12.2017 (12 Noon)

The workshop will commence at 3:30PM on 12.12.2017 and will conclude at 6:00PM on 14.12.2017.

Nominations may be send through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Devep payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website.

Bank: HDFC Bank Ltd. A/c No. 13582020002980. CA. IFSC Code. HDFC0001358

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:**Rohit Agarwal**

Email- rohit@nahr.d.in

Phone- +91 9873057803

Vivek Manchanda

Email-vivek@nahr.d.in

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, fees shall be liable to be forfeited. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation before nominating. Last date of accepting nominations is 30.11.2017.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD