

**Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474 , 23241427 Fax: 040 23240403**

F. No. Pr.CCIT/AP&TS/Training Circular/2019-20

Date: 04/10/2019

Training Circular

Sub: Training Programme on “Advance Course on Secretarial Effectiveness: Capacity Building Programme” from 09th to 13th December, 2019 at Saira Fort Sarovar Portico, Jaisalmer - Circulation for Nominations - reg.

Please find enclosed herewith the letter dated 18.09.2019 regarding the Training Programme on “Advance Course on Secretarial Effectiveness: Capacity Building Programme” from 09th to 13th December, 2019 at Saira Fort Sarovar Portico, Jaisalmer for officials working across different functional areas of management including Executive Secretaries, Private Secretaries, PPS, Personal Assistant, Stenographers, Junior & Middle level officials attached with sr. executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc. for Circulation.

Further it is informed that the above training course is a paid course. The course fee is **Rs. 49,500/-**(plus GST at applicable rates presently 18 per cent) for residential participants, **Rs. 30,000/-**(plus GST at applicable rates presently 18 per cent) for non- residential participants. The last date for receiving willingness of Officers in this office is **15-11-2019**. The willingness application(s) should be send along with Demand Draft drawn in favour of “National Productivity Council” payable at New Delhi.


(M. MOHAN BABU)
Deputy Commissioner of Income Tax,
(Hqrs.)(Admin.),
O/o. Pr.CCIT, AP & TS, Hyd.

Encl: As above.

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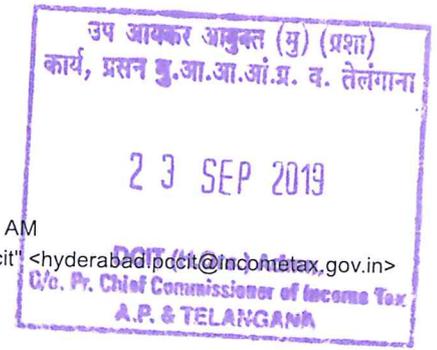
Subject: Fwd: Training Programme on "Advance Course on Secretarial Effectiveness: Capacity Building Programme" from December 09-13, 2019 at Jaisalmer - Request for Nominations.

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp

Date: 09/18/19 09:07 AM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

Brochure Jaisalmer.pdf (207kB)



9/20/19

----- Original Message -----

From: Santosh Kumar <santosh.kumar@npcindia.gov.in>

Date: Sep 18, 2019 7:14:27 AM

Subject: Training Programme on "Advance Course on Secretarial Effectiveness: Capacity Building Programme" from December 09-13, 2019 at Jaisalmer - Request for Nominations.

To: Santosh Kumar <santosh.kumar@npcindia.gov.in>

DC(Hqs)
✓

P.O. No.: JP/2019-20/9

Dt.: 18/09/2019

Sub: Training Programme on "Advance Course on Secretarial Effectiveness: Capacity Building Programme" from December 09-13, 2019 at Jaisalmer - Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on "Advance Course on Secretarial Effectiveness: Capacity Building Programme" from December 09-13, 2019 at Saira Fort Sarovar Portico, Jaisalmer.

The programme is designed for officials working across different functional areas of management including Executive Secretaries, Private Secretaries, PPS, Personal Assistants, Stenographers, Junior & Middle level officials attached with sr. executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc.. The details of the programme and their coverage are provided with brochure enclosed herewith.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs 49,500/- plus 18% GST Per Participant. The Non-residential participation fees will be Rs. 30000/- plus 18% GST per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

Thanking you and looking forward to receive nominations.

Yours faithfully

Mukesh Singh

Regional Director

National Productivity Council

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

Regional Directorate -Jaipur

Stamp

SB-96, JLN Marg, Bapu Nagar,

Jaipur – 302017, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No: 09414387196

E-Mail: mukesh.singh@npcindia.gov.in, jaipur@npcindia.gov.in

Encl: Programme Brochure



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

Announces Training Programme on **Advance Course on Secretarial Effectiveness: Capacity Building Programme** From 09-13, December 2019 at Jaisalmer

INTRODUCTION

The present day business and governance is characterized by growing size of Organization, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration and 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 to achieve the goals of the organization. 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 organization and managing work.

OBJECTIVES:

- To expose the participants to the new concepts of managing the office in ever changing times.
- To define the new role of a secretary in the changing work environment.
- To expose the participants in area of new HR & IT tools.
- To prepare the secretaries to come up to the highest expectations of the boss.

CONTENTS:

- Changing Role of Executive Secretary
- Executive Expectations from a Secretary
- Secretarial Effectiveness
- Office System & Productivity
- Records Generation & Management
- Emerging Concepts/tools in e-Age
- Teamwork and Co-operation
- Business Communication and Inter-personnel skills
- Managing Time at Workplace

TARGET GROUP

The programme is designed for officials working across different functional areas of management including Executive Secretaries, Private Secretaries, PPS, Personal Assistants, Stenographers, Junior & Middle level officials attached with sr. level executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 49,500 /- + 18% plus GST Per Participant. The Non-residential participation fees will be Rs. 30000/- + 18% plus GST Per Participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential & non residential can be opted as per option..

FACULTY

The faculty would include specialists from NPC & invited speakers from organizations of eminence.

METHODOLOGY

Methodology of the programme would be participative in nature. The sessions would be interactive based on conceptual deliberations, presentation, case studies, success stories, management games and group discussion.

VENUE & DATES

Programme Dates & Venues	December 09-13, 2019 at Saira Fort Sarovar Portico, Jaisalmer
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	December 09, 2019 AN
Departure day (Check out time from forenoon onwards at Hotel/Resort)	December 13, 2019 FN

Early Check-In and Late Check-out is subject to availability of room at hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, phone, mobile no. whether residential or non residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by November 22, 2019 respectively.

**The Programme Director
National Productivity Council
Regional Directorate –Jaipur
SB-96, JLN Marg, Bapu Nagar,
Jaipur – 302017
Rajasthan**

PAYMENT DETAILS:

1. Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
2. PAN NO : AAATNO402F, GST No. 08AAATN0402F1Z6
3. ECS Payment Details : IndianOverseas Bank, 70, Golf Link, New Delhi Branch ;
A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265
4. In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS:-

- Some Non-residential participants can also be accommodated in the programmes at reduced fees, on specific requests for the same.
- GST as per GOI Rules (presently @ 18%) may be revised as per GOI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Overstay if any has to be settled by participants directly.

FOR FURTHER DETAILS PLEASE CONTACT:

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