

Government of Haryana
Chief Secretary's Office
Department of Training

Dated, Chandigarh the 21st November, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Residential Program on Capacity Building on "Administrative Skills for higher Productivity in the Organizations" during 03-08 December 2023 at Madurai & Rameswaram (T.N).

Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith an e-mail letter dated 09.11.2023 received from Dr. R. D. Mishra, Director Greater Noida Productivity Council D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt Greater Noida- 201308, has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

Bunish Ram
21/11/2023

Deputy Superintendent, Training

Endst. No. 42/03/2023-3Trg. Dated Chandigarh, the 21st November, 2023.

A copy of the above is forwarded to, **Dr. R. D. Mishra, Director Greater Noida Productivity Council D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt Greater Noida- 201308**, w.r.t his email letter dated 09.11.2023.

Bunish Ram
21/11/2023

Deputy Superintendent, Training

Fwd: Residential Program on Capacity Building on "Administrative Skills for higher Productivity in the Organizations"

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

149247

10/11/2023

2
10/11/23
3 try.

9 November 2023 at 09:48

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Tuesday, November 7, 2023 11:24:27 PM
Subject: Fwd: Residential Program on Capacity Building on "Administrative Skills for higher Productivity in the Organizations"

From: rdmishra1234@gmail.com
Sent: Wednesday, November 8, 2023 12:22:19 PM
Subject: Residential Program on Capacity Building on "Administrative Skills for higher Productivity in the Organizations"

Ref no: GNPC/AS/Dec 2023

Dt: 22 Oct 2023

MD/CEO/GM(HR) /Training Head

Dear Sir,

Sub: Residential Program on Capacity Building on "Administrative Skills for higher Productivity in the Organizations" during 03 to 08 Dec 2023 (Six days & Five Nights stay, two nights at Madurai, & three nights at Rameswaram) at Madurai & Rameswaram (TN)

Administrative skills comprise both hard and soft skills held by those in administrative positions of the organisation irrespective of position. They are primarily responsible for smooth running of organisations taking care of all rules and regulations which have been laid down and therefore help organisations achieve their objectives for survival and growth. Depending on each business, those in administrative positions will have a different set of administrative skills. In Govt organisations administrative skills comprises various gamuts of topics like, Managing Challenges, CCS rule Purchase procedure, NPS, Leadership Skills Preventive Vigilance Effective Communication Skills Managing Conflicts Stress management etc.

Greater Noida Productivity Council (GNPC) an autonomous body affiliated to National Productivity Council, GoI, is engaged in the pursuit of improving productivity in all segments of society through Training & Consultancy.

We are Sure, you would like to avail this opportunity by nominating a few delegates in the above program.

The detail brochure is enclosed

Thanking you

Yours sincerely

Dr. R. D. Mishra
Director
Greater Noida Productivity Council
(Affiliated to National Productivity Council)
Ex, Director & Head, National Productivity Council,
D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt
Greater Noida-201308 (G.B. Nagar) NCR
09415474544 / 0120-4504142
Web: gnpcouncil.org

Greater Noida Productivity Council

(Affiliated to National Productivity Council)

D-2/207, Krishna Apra Royal Plaza

Alpha-1, Commercial Belt, Greater Noida- 201308

Ph: 0120- 4504142 (M)9415474544

E-mail- gnpcouncil@gmail.com

director@gnpcouncil.org Web: gnpcouncil.org



ग्रेटर नोएडा उत्पादकता परिषद

(राष्ट्रीय उत्पादकता परिषद के अधीन)

कॉन्फ़ीरेंस आर डी 2/ 207, कृष्णा अपरा रॉयल

प्लेजा, अल्फा-1, कॉमर्शियल बेल्ट, ग्रेटर नोएडा

201308, (जी.सी. बेल्ट) एन. सी. आर

0120- 4504142, 9415474544

gnpcouncil@gmail.com

director@gnpcouncil.org gnpcouncil.org

Ref no: GNPC/AS/Dec 2023

Dt: 22 Oct 2023

MD/CEO/GM(HR) /Training Head

Dear Sir,

Sub: Residential Program on Capacity Building on “Administrative Skills for higher Productivity in the Organizations” during 03 to 08 Dec 2023 (Six days & Five Nights stay, two nights at Madurai, & three nights at Rameswaram) at Madurai & Rameswaram (TN)

Administrative skills comprise both hard and soft skills held by those in administrative positions of the organisation irrespective of position. They are primarily responsible for smooth running of organisations taking care of all rules and regulations which have been laid down and therefore help organisations achieve their objectives for survival and growth. Depending on each business, those in administrative positions will have a different set of administrative skills. In Govt organisations administrative skills comprises various gamuts of topics like, Managing Challenges, CCS rule Purchase procedure, NPS, Leadership Skills Preventive Vigilance Effective Communication Skills Managing Conflicts Stress management etc. .

Greater Noida Productivity Council (GNPC) an autonomous body affiliated to National Productivity Council, GoI, is engaged in the pursuit of improving productivity in all segments of society through Training & Consultancy.

We are Sure, you would like to avail this opportunity by nominating a few delegates in the above program.

The detail brochure is enclosed

Thanking you

Yours sincerely

(Dr R.D.Mishra)

Director

About Greater Noida Productivity Council

GNPC is a nonprofit making organization registered under the societies registration act, 1860 (Registration No. 034160/15) and is affiliated to National Productivity Council Government of India. The constitution of Greater Noida Productivity Council comprises of a tripartite agreement among employers, employees and government representatives. The council is devoted to enhance Productivity in Industrial as well as service oriented organizations through high-tech scientific applications and major focus on Technical and Managerial consultancy, Productivity Improvement, Lean Manufacturing, In-company training on various technical and non-technical topics for improving living standards of people in country. Greater Noida Productivity Council also undertakes to organize Residential Programmes on different topics for senior, middle and Junior level executives at different locations in India and Abroad

The major areas of services offered are:

1. Process Management
2. Human Resource Management
3. TQM and Quality Management
4. Energy Management
5. Plant Engineering
6. Energy Management
7. Environment Management

Enquiry & Registration

Send E-mail for faster response
Email: gnpccouncil@gmail.com, rdmishra1234@gmail.com
and write to

Dr. R.D. Mishra, Director
Greater Noida Productivity Council
D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt
Greater Noida- 201308 (G.B. Nagar) NCR
Mob: 0120- 4504142, 9415474544

Organisations sponsored in our previous programmes

Currency Note Press, Ex-Im Bank of India, THDC, North Gujarat University, Ministry of Health & Family Welfare, New Delhi, South Eastern Coalfields Ltd, DoPT, ICAR, KRIBHCO, UP Agri Deptt, RCF Ltd, NTPC, IOL Bongoigaon, RBI, WAPCOS Ltd, NDMC, YASHAD Pune, HINDALCO HLL, UP Agriculture Department BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjung Hospital Delhi, Dr. Ambedkar Hospital Delhi, UP Health System Development Corporation, Gujarat Chemical & Fertilizer, M.R. Medical Collage, Gulbarga, Karnataka etc.

Introduction

Administrative skills are qualities that help you complete tasks related to managing a business. This might involve responsibilities such as filing paperwork, meeting with internal and external stakeholders, presenting important information, developing processes, managing conflicts, answering employee's questions and more. This is coupled with present day hospital governance which is characterized by growing size of organizations, fast changing technology, and mounting turbulence in socioeconomic environment & provide customer satisfaction, increased complexities of business and administration, the need for accurate and timely information for decision-making have considerably increased the importance of the administrative team managing it.

Programme Objective

- To expose the participants to the new concept of managing the organisation in e-age.
- To define the new role of administrative staff in the changing work environment.

Programme Coverage

1. Managerial challenges for maximum performance
2. Purchase procedure with Gem guidelines
3. CCS rules and its implications
4. Payment sanctions rule and pay fixation criterion
5. Modified Assured Career Progression (MACP) guidelines
6. RTI and its implications on Office Work.
7. Legal Issues and its resolution
8. Grant in aid and its accountability
9. Preventive vigilance & vigilance rule for transparency in working.
10. National Pension Scheme vs. Old Pension Scheme
11. Managing Conflict for higher performance
12. Developing competency in Leadership Skills
13. Managing and working in a Team
14. Managing Time & Stress at Work
15. Case Study & Syndicate discussion for stimulating brain storming.

Residential Programmes

on

"Capacity Building On Administrative Skills For Higher Productivity in the Organization"

During- 03-08 December 2023

at

Madurai & Rameswaram (T.N)



Greater Noida Productivity Council

(Affiliated to National Productivity Council)

D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt
Greater Noida- 201308 (G.B. Nagar) NCR
Mob: 0120- 4914119, 9415474544
E-mail: gnpccouncil@gmail.com, director@gnpccouncil.org
gnpccprogramme@gmail.com
Web: gnpccouncil.org

Participant's Profile

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Agriculture Department Co-operative Sector, Universities, Academic Institutions etc. This programme is also suitable for Research institutions, Agriculture department, GST department, Income tax Department, service and autonomous organizations.

Participation Fee (Residential)

Rs 68,500/- (Sixty eight thousands five hundred) plus GST @ 18 % per participants, 5 night & 6 days stay with all meals, Seminar fee, reading material, including sightseeing visits for Experiential learning.

Registration & Payment

Nomination Indicating the name (s) of the participants, designation, address, mobile no. & e-mail id, etc. along with a crossed cheque / demand draft for the participation favoring Greater Noida Productivity Council and payable at Noida.

Our PAN No. is AACAG3904C, GST No. 09AACAG3904C1Z5

For ECS and on line payment, Bank details is as such (if depositing in bank then send us scanned copy of deposit slip)

ICICI Bank, Account No. 628401059872, Sector-50, Noida 201308
RTGS/NEFT/IFST Code ICIC0006284

Venue And Dates:

Any Hotel/ Resort at Madurai & Rameswaram (T.N)

During- 03-08 December 2023 (Six days & Five night stay)

Check In: 03 December 2023 11:00 am Onward

Check Out: 08 December 2023 before 11:00 am

Faculty:

- Dr. R.D. Mishra, Director with GNPC, with having 40 Years of professional experience, as well as experts from Institutions and Organization will steer the program.
- Sh. V.P. Sharma, M.Sc, LL.B, Faculty of GNPC having experience of more than 40 years on the above related subjects.
- Highly Experienced Legal faculty also.