

NATIONAL COUNCIL FOR TRAINING & SOCIAL RESEARCH

NEW DELHI - INDIA



ELEVATE YOUR ADMINISTRATIVE PROWESS

Office procedures including Noting
and Drafting

1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara, Ghaziabad - 201012

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ABOUT US

The National Council for Training & Social Research (NCTSR), serves as an autonomous body supporting various sectors of the Indian industry. Our core mission is to enhance the skills and knowledge of government officers from Central, State, and subsidiary services. By doing so, we contribute to the effectiveness and efficiency of administrative services within central and state governments.

We offer specialised programs empowering executives in government and the corporate sector with global insights. Through collaborations with international partners, our Capacity Building program spans leadership, managerial skills, and smart city development, equipping participants to address global challenges and drive urban sustainability.

WHY CHOOSE US?



Government Empowerment

NCTSR is dedicated to enhancing the capabilities of government officers, ensuring they can streamline administrative processes, improve communication, and contribute to the efficiency and effectiveness of administrative services.

1

Global Insights and Collaboration:

Our programs leverage international partnerships, providing a global perspective on office procedures and effective communication, addressing contemporary challenges in these areas.

2

Comprehensive Capacity Building:

NCTSR's multifaceted Capacity Building program equips participants to lead with excellence in office procedures, noting, drafting, and more, supporting urban sustainability and efficient governance.

3



SCHEDULE

Day 1 - Mastering Office Procedures:

Session 1: Understanding Office Procedures

The significance of streamlined administrative processes
Key elements of efficient office procedures

Session 2: Streamlining Administrative Processes

Strategies for improving administrative efficiency
Case studies on successful office procedure optimization

Session 3: Noting and Drafting Basics

The role of noting and drafting in official communication
Key components of effective communication

Session 4: Practical Office Procedure Workshops

Hands-on exercises in optimizing office processes
Group activities and process improvement

Day 2 - Effective Noting and Drafting:

Session 5: Noting and Drafting Excellence

Best practices in official communication
Writing clear and concise notes and drafts

Session 6: Documenting Official Communication

Techniques for documenting official communication effectively
Mock noting and drafting exercises

Session 7: Decision-Making through Documentation

The role of documentation in decision-making
Real-world scenarios and case studies

Session 8: Graduation and Certification

TRAINING

Efficient office procedures, noting, and drafting are the backbone of seamless administrative services. This specialized training empowers government employees to master these critical skills, enabling them to enhance efficiency, communication, and decision-making in the public sphere.



Office Procedure Mastery:

Learn to streamline administrative processes, improving service delivery.



Effective Noting and Drafting:

Hone your communication skills, ensuring clear and concise official communication.



Interactive Workshops:

Engage in hands-on exercises and real-world case studies for practical skill development.



Enhanced Decision-Making:

Equip yourself to make informed and efficient decisions through effective documentation.

ALL ABOUT BENEFITS

Office Procedure Efficiency



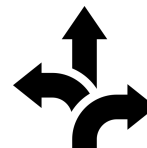
Participants will master office procedures, improving administrative efficiency and streamlining government operations.

Noting and Drafting Proficiency



Participants will enhance their communication skills, ensuring clear and concise official communication and documentation.

Enhanced Decision-Making



Participants will learn how to make informed and efficient decisions through effective documentation, contributing to better governance.

HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

National Council for Training & Social Research
1702, KSN Tower, Plot No 12-14, Sector 3, Vasundhara,
Ghaziabad - 201012
Emails: info@nctsr.in info@nctsr.in
Fax No: +91-120-2682109

PAYMENT DETAILS

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

Beneficiary Name:	National Council for Training & Social Research
Bank Name:	Bank Of Maharastra
Branch:	Greater Noida, Uttarpradesh
Current A/C No:	60459800655
IFSC Code:	MAHB0001294
MICR CODE (9 Digit No.):	110014031

GENERAL CONDITIONS

1. Once you receive confirmation from your end, you can proceed with booking the tickets.
2. If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NCTSR.
3. The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
4. Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
5. The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
6. Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
7. The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
8. NCTSR will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
9. Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NCTSR will not hold responsibility for any medical costs incurred by participants during the program.
10. NCTSR will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
11. Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
12. Upon successful completion of the program, participants will receive a Certificate of Participation.

The Council strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.



GENERAL CONDITIONS

Inclusions:

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant

The training professional fee per participant covers the following:

- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

PARTICIPANTS' PROFILE

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum. Substituting nominees is allowable.

Schedule of Breaks during the Training Session

- MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM
- LUNCHTIME: 01:00 PM to 02:00 PM
- AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

GENERAL CONDITIONS

PROGRAMME DURATION & SCHEDULE

- The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

- Participants are required to arrive for registration at the venue by 9:00 AM.

PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9212114923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.





National Council for Training & Social Research

REGISTRATION APPLICATION FORM

EXECUTIVE DEVELOPMENT PROGRAM

Details of the training

Dates: From _____ To _____
Topic: _____
Venue: _____

Details of nominated participants

Name: _____
Designation: _____
Organization/Department: _____
Office Address: _____
City: _____ City: _____ State: _____
Telephone: (Off.) _____ (Res.) _____
Fax: _____ Mob No.: _____ State: _____

Date: _____

Signature: _____



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