

Ref: NAD/05/17

10.02.2017

RESIDENTIAL WORKSHOP ON NOTING & DRAFTING AT MUSSOORIE

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, Private Companies, MNCs etc.

We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations/ bodies such as ICAR, LIC of India, RBI, BSF, EIL, BDL, FSSAI, NIT, SBI, NHPC, NABARD, Indian Oil, NTPC, DAVP, IIT; Kharagpur, ONGC, Delhi Police, Coal India, SEBI, DG Shipping, Bank of Baroda, HUDCO, DFCCIL, TRAI, etc.

A workshop on Noting & Drafting is being organized by NAHRD from **30.05.2017 to 02.06.2017 at Mussoorie.**

The above mentioned workshop is for the benefit of staff dealing with pay fixation in Government, Semi Government, Autonomous Bodies and Public Sector undertakings. 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 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
- 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

National Academy of Human Resource Development
Office: A-304, GF, Defence Colony, New Delhi- 110024

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, office and noting, etc.

That apart from faculty mentioned above, prominent ex- faculty from ISTM, Department of Personnel and Training, Government of India would be present as guest faculty.

Multiple workshops on the present subject has already been conducted by the speakers for various ministries/ organizations such as SVP National Police Academy Hyderabad, Lal Bahadur Shastri National Academy of Administration, Defence Headquarters Training Institute, Human Resource Development Centre, CSIR, Department of Atomic Energy, National Postal Academy, Union Territory Civil Services Training Institute, Ministry of Home Affairs, Ministry of Urban Development, Ministry of Agriculture, Ministry of Railways, Ministry of Defense, Ministry of Corporate Affairs, National Seeds Corporation of India, Indian Aviation Academy, Lok Sabha Secretariat, Rajya Sabha Secretariat and many more

Methodology

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

Participation Fee:

Single Occupancy –Rs. 35,000/- plus Service Tax @ 15% per participant

Double Occupancy* –Rs. 30,000/- plus Service Tax @ 15% per participant

*Available only for organizations nominating even number of participants.

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 Madhuban Highlands, Brightland Estate, Charleville Road, Mussoorie

Check In- 30.05.2017 (12 Noon) Check Out- 02.06.2017 (12 Noon)

The workshop will commence at 3:30 PM on 30.05.2017 and will conclude at 6:00 PM on 01.06.2017.

In addition, we also conduct in-house training programs covering different areas such as Sexual Harassment at Workplace, RTI, Corporate Social Responsibility, NPA Management, Executive Development Program, Discipline and Vigilance, Swaps & Derivatives, Leadership Skills, Time Management, Stress Management etc.

Nominations may be send by providing participants' name, designation, contact number & e-mail ID alongwith participation fee in favor of National Academy of Human Resource Development.

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

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Vivek Manchanda

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

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. Limited seats available. Kindly seek confirmation before nominating.

Thanks & Regards



For NAHRD