

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F. 10(335)/Admn-I/Misc/2016/DSW/Estt/1573

Dated: 22/11/18

CIRCULAR

Sub: Training Programme on the subject - "Office System & Office Procedure, Tools of Office Management, E mail policy of the Government, Noting & Drafting, Records Management, Personnel Department's Duties in relation to Social Equity, Stress and its impact on work and methods of managing stress" from 23rd to 25th January 2019 (Wednesday to Friday) at GOA

Please find enclosed herewith a copy of Circular No. PISR/SRD/274/2019/TRG dt 29/10/2018 received from Parsam Institute of Statutory Rules, No.52/1, Model House 1st Street, N.R. Colony, Basvanagudi, Bengaluru-560 004 on the above cited training programmes to be held from 23rd to 25 Jan 2019 at Goa, for your information & further necessary action.


Section Officer (Admn-I)

Encl: As above.

To

- ✓ 1. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.

F. 10(335)/Admn-I/Misc/2016/DSW/Estt/


Dated:

Copy for information to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.


Section Officer (Admn-I)

1657/CC
20/11/18


22/11/2018
Ms. Kachan



PARSAM INSTITUTE OF STATUTORY RULES

No.52/1, Model House 1st Street, N.R. Colony, Basavanagudi, BENGALURU-560 004.

Ph : 080-41205575, Telefax : 080-26612538

Mobile: 098450 50663 (Mr. P.S. Prakash), 098452 48899 (Mr. P.N.Balaji)

E-mail: info@parsaminstitute.com Web: www.parsaminstitute.com

Circular No. PISR/SRD/274/2019/TRG

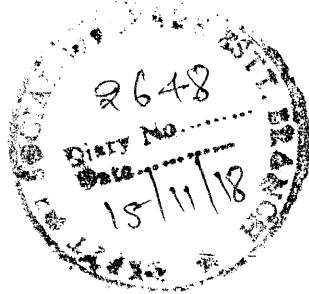
Date : 29/10/2018

The Senior Superintendent (Admn)
Department of Social Welfare
Govt of NCT of Delhi
GLNS Complex, Delhi Gate,
New Delhi 110002
Ph: 011-23382687
Fax:

3454/DD(A)
16.11.18

**PROGRAMME VENUE
GOA**

Please quote your
ID: 211 - 1409



Sir/Madam,

Kind Attn:

10/11

Sub: Training Programme on the subject - "Office System & Office Procedure, Tools of Office Management, Email policy of the Government, Noting & Drafting, Records Management, Personnel Department's Duties in relation to Social Equity, Stress and its impact on work and methods of managing stress" from 23rd to 25th January 2019 [Wednesday to Friday] at GOA.

Sp
19/11
Sh. Sanyal

Knowledge gaps and skill variations are correctable by training the personnel at various levels to suit the needs in any organization. The "Training" is a tool to sharpen the skills of work force, be at higher levels or at lower levels. Our Institute, believes in a motto that everyone should have an opportunity for expert training, is providing training on various aspects of service rules, human resource management and financial regulations to employees of various Central & State Government Organisations & also to IT companies like INFOSYS, BESCO, and AIR FORCE etc. We are also conducting training programmes designed to suit the practical needs of our valued customers.

Now, we request you to sponsor as many Officers / Officials as possible from your Headquarters as well as from your Zonal/Regional and other subordinate offices.

I. PROGRAMME COVERAGE

- Correspondence
- Drafting & Office Notes
- Office Procedures & Management
- Personnel Department's duties in relation to Social Equity (SC / ST / OBC / otherwise able persons)
- Preparation of Rosters
- Public & Employees' Grievances Redressal Machinery
- Management of stress in work

Clientele satisfaction bears testimony to efficient functioning of any establishment. To achieve such satisfaction, service delivery should be very prompt. The Government is switching over its functioning to Digital mode for transparent governance and timely delivery of services. For this purpose procedures in office management are to be toned up simultaneously with human resources management. In these days of information explosion and increased awareness in the members of the public, efficient office management is all the more important. The Democratic modern management prescribes that Administration should be governed by Rule of Law and not by caprice, which is taking primary place. The awareness of public for need for transparency in governance is adding to the stress of employees. Management of stress is of primary importance for efficiency and smooth functioning. This programme has been designed to cover all such aspects.

II. FEE STRUCTURE : (a) Course fee is included in all the four options.
(b) Fee payable is per candidate basis (plus GST @ 18%)

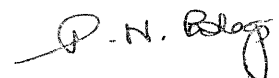
1.	Non Residential	Rs. 10000 + GST @ 18%
2.	Residential (Non - AC Room - On sharing basis)	Rs. 16000 + GST @ 18%
3.	Residential (Non - AC Room - Single Occupancy)	Rs. 20000 + GST @ 18%
* Options 2 & 3 - Residential course fee includes accommodation only (does not include breakfast & dinner)		
4.	Residential (AC Room - Single Occupancy) includes breakfast and dinner	Rs. 25000 + GST @ 18%

* Our GST No. 29AAOFP3202D1ZF.

* Fee payable in favour of "Parsam Institute of Statutory Rules" at Bengaluru.

III. VENUE : GOA

Yours faithfully,



(P.N. Balaji)

Director.

For more details, please visit
www.parsaminstitute.com