

SOCIETY FOR ECONOMIC RESEARCH & TRAINING

RZ-42B/210, J-Block, Gali No.3, West Sagarpur, New Delhi - 110046

Telfax No. 011-49066483 Website: www.sertdelhi.org E-mail: director@sertdelhi.org

To
All Ministries / Department of the Govt. of India,
All Attached and Subordinate Offices of Govt. of India
Secretary, UPSC/Election Commission/Central Vigilance
Commission, New Delhi
Comptroller & Auditor General of India, New Delhi
Chief Secretary of All State Govt. & UT Administration

Ref. No. SERT/A-271B/2023
Dated: 29.03.2023

Sir/Madam,

As you may be aware, our Institute (SERT) has been organizing premier training program / Workshop on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the need requirements received from our client organizations, we are organizing the below mentioned training program.

We request you to sponsor as many officials as possible from your headquarters as well as from your Zonal/Regional and other subordinate offices.

Workshop On

“Effective Office Management & Office Procedures for PA/PS, Stenographer & Office Staff” From 2nd to 4th August 2023 at New Delhi

➤ BACKGROUND:-

In our experience we found that personal staff do attend various training programmes organized by this Institute on service rules. Such programmes may contain a passing reference to the role of personnel staff in administration. Such courses do not fully meet the training requirements of such staff. As noticed, demand for a course covering the required subjects in the area of performance of personnel staff has come up as a necessity.

➤ PARTICIPATION PROFILE:-

The programme has been designed to meet the requirements of supervisory personnel and junior/middle level managers employed in factories, mines, plants, office establishments, construction sites, service organizations, field operations, Executive's, Admin, MT Supervisors, PAs, Stores house staff & Ministerial staff.

➤ VENUE:- Hotel Sarovar Portico, Narayana New Delhi.

➤ REPORTING TIME:-

- Non-Residential Participants will have to be report at 1:00 P.M. on 02.08.2023, at Sarovar Portico, Narayana, New Delhi
- **RESIDENTIAL CANDIDATE:** Check in 2nd August 2023 (12:30 Hours) & Check out 5th August 2023 (11:00 Hours).

➤ PROGRAM DURATION AND SCHEDULE:-

The Workshop will commence at 02:30PM on 02.08.2023 and will conclude at 5:00PM on 04.08.2023.

➤ **PROGRAM COVERAGE:-**

- The Role of personnel staff in improving the image of the office
- Expectations of a Boss from PS/PA & personal staff
- Quality of good personnel staff
- General Principal of Office Procedure
- Noting & Drafting Skills
- Filing System & Records Management
- Effective Communication skills & Interpersonal Skills

➤ **PARTICIPATION FEE:-**

- **Non-Residential:** Rs. 18500 + 18% GST = Total Rs. 21830/- Per participant (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate. working lunch, Tea/coffee & other Estt. Charges.
- **Residential:**
- **On twin sharing basis** Rs. 27500 + 18% GST = Total Rs. 32450/- Per participant if the Organisation in nominating two officials (same gender).
- **Single Occupancy:** Rs.35000 + 18% GST total Rs. 41300/- Per participant.
- The participation Residential fee covers the cost of lodging, boarding, meals & study material of the participants.

➤ **REGISTRATION:-**

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No., with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of **"Society for Economic Research & Training" payable at New Delhi.**

LAST DATE:- Registration for the programmes Residential & Non-Residential is **24th July 2023.** Nomination can also be forwarded after the last date on Enquiry/Confirmation.

DETAILS FOR ECS PAYMENT:-

**Bank Name: HDFC BANK. Address: Plot No.28, Block-B, Community Centre, Janakpuri, New Delhi – 110058.
CA Account No.: 01292000019064 NEFT IFS Code: HDFC0000129, MICR Code No.: 110240016
Account Type: Current Account (Code-0129) PAN No.: AADAS4228C GST No. 07AADAS4228C1ZT**

Note: Facility of on-line registration is available vide our website www.sertdelhi.org

For further information or clarification kindly contact:

Anuj Sharma
Programme Coordinator
Email: sert_ayush@rediffmail.com
Phone: +91-8604864938

Neeraj Kumar
Director
Email: director@sertdelhi.org
Phone: +91-7011558302