

Report

Residential Training Programme on “**Effective Office Administration & Management**” was organized by National Productivity Council, Lodhi Road, New Delhi- 110003, at Port Blair from **11th February to 15th February 2014**. Following topics were covered during the programme and a class notes consisting all the said topics were given to every participants.

Contents

1. Introduction to office administration
2. Leadership and communication skills
3. Human resource management
4. Management office environment and systems
5. Highlights of GFR 2005 and RTI 2005
6. Managerial capability and Managerial Effectiveness
7. Organizational communication and team performance
8. Styles and strategies for managing an organization
9. Trends and challenges in office administration: E-office framework
10. CCS(CCA) Rules 1964
11. APAR and promotional rules

Resource person: Dr. Rajat Sharma and Shri S.K.Puri

List of Participants:

1. Dr. S. shanmugam, 2. Dr. N. Murugan, 3. Dr. L.S. Solanki, 4. Shri K. Ravindranath
5. Ms. Meenakshi Bheevgade, 6. Ms. Jasswini, 7. Ms. Sonia Singh, 8. Dr. K. Marimuthu
9. Sh. M.s.Gusain, 10. Sh. Sunil Wankhede, 11. Sh. N.D. Ramesh, 12. Dr. V.Venu Gopal Reddy
13. Sh. M.N.Maurya, 14. Dr. G. Sankara Sekhar Raju, 15. Sh. S.K.Bhatia, 16. Sh. Y.K.Bhaskar
17. Sh. Soumyan Banerjee, 18. Sh. Joginder Singh, 19. Sh. Gopal Banik, 20. Dr. J.N.Jha
21. Dr. S.S.Gill, 22. Dr. M.S.Saini, 23. Er. J.S.Grewal, 24. Dr. A. Kandaswamy,
25. Sh. Deepak Gupta