

Government of India
Ministry of Communications
Department of Telecommunications
National Telecommunication Institute for Policy Research Innovation and Training
ALTTC Campus, Raj Nagar, Ghaziabad-201001

3-121/2021-NTI.Admin

Dated 30-05-2023

Subject: Inviting nominations for the 2 Day Workshop on 'Fundamentals of Noting/Drafting' being conducted by NTIPRIT from 14th June 2023 – 15th June 2023.

The efficiency of an organization depends largely on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling secretarial work in a government organization depends on their ability to dispose of matters - mostly receipts, cases etc. with speed and quality, following the procedures prescribed for the purpose. In this regard, National Telecommunications Institute for Policy Research, Innovation and Training (NTIPRIT) is organizing a two day workshop in physical mode on 'Fundamentals of Noting/Drafting' from 14th June 2023 – 15th June 2023 for Officers of Department of Telecommunications.

2. The session plan for the workshop is attached at Annexure-1. Accordingly, it is requested to kindly circulate the information about this workshop among Officers of your division/LSA/Unit and nominate a panel of 2-3 Officers for this workshop. It may be noted that the workshop will be conducted in physical mode at NTIPRIT Ghaziabad. The nominated officers may register for this workshop at https://forms.office.com/Pages/ResponsePage.aspx?id=qtsjcm2mw020sIudmYtpMQvb_zzinExHiYhu5Q6i37NUN0FMWk9KN1hHVIIJQVM2UTJMUK5DOUISWC4u

After successful registration, nominated Officers need to send a mail enclosing duly filled and submitted registration form to the undersigned at adgadm-nti-dot@gov.in. It may be noted that the last date of registration for this workshop is 11th June 2023.

3. Any difficulty in registration or nomination may be brought to the notice of undersigned or Sh. Saurabh Chaturvedi, Director (Admin & MM), NTIPRIT at – dir.admn-nti@gov.in.

 30/05/23

Assistant Director General (A & MM)

NTIPRIT

Encl: As Above

To,

1. All the Heads of LSAs/Sr. DDG (TEC)/ Sr, DDG (NCCS)/ All DDGs DOT HQ/ Joint Wireless Advisor, Department of Telecommunications with a request to nominate officers for this workshop as per details above.

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Copy for kind information to:

1. Sr. PPS to Member (Services)/ Member (Technology)/ Member (Finance), Digital Communications Commission, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Director General (Telecom), Sanchar Bhawan, New Delhi.
3. Sr. PPS to Wireless Advisor, Sanchar Bhawan, New Delhi.
4. PS to Director General, NTIPRIT, Ghaziabad.
5. DDG (Training)/ Director (Training) DOT HQ - with a request to upload the notification on DOT Website
6. DDG (Training) NTIPRIT, Ghaziabad.
7. All Officers of NTIPRIT Ghaziabad.


30/05/23

Assistant Director General (A & MM)

NTIPRIT

Workshop
on
Fundamentals of Noting and Drafting
(Venue: NTIPRIT Ghaziabad
Date: 14-15 June 2023)

The objective of this workshop is to provide a comprehensive and holistic training on office procedures to the Participating Officers so as to develop the ability to dispose of matters/cases with speed and quality following the due procedures prescribed. This course will impart adequate skills and knowledge to the participating officers about making notes and preparation of cabinet decisions for consideration in decision making process. The list of broader topics to be discussed during the workshop is as follows: -

- **Application of Functional approach to Noting**
- **Drafting Official Communication in any given situation**
- **Central Secretariat Manual of Office procedures**
- **Preparation of Cabinet Note**
- **Case studies- Discussion on actual problems faced in dealing with specific cases. Standing Finance Committee/Expenditure Finance Committee**
- **Inter-Ministerial Official Communication**

Session Plan

	Timings	Name of the Session
Day -1 14th June 2023	0930-1030	Registration and Inauguration
	1045-1200	Principles of Noting /Functional Approach to Noting
	1215-1330	Principles of Noting /Functional Approach to Noting
	1430-1545	Principles of Drafting/Forms of Communication
	1600-1715	Principles of Drafting/Forms of Communication
Day-2 15 th June 2023	0930-1030	Inter-Ministerial Official Communication
	1045-1200	Case Study/Exercise on Noting and Drafting
	1215-1330	Conducting Meeting (Preparing agenda, leading discussion to preparing Minutes)
	1430-1545	Cabinet Notes
	1600-1715	Exercise on Cabinet Notes
	1715-1730	Feedback and Certificate distribution

Handwritten Signature
30/05/23