



Ministry of Urban Development  
Government of India



Directorate of Municipal Administration  
Government of Karnataka



*"Office Management Programme for FDAs"*

*Capsule 2*

**Batch – 02** (combined 03 and 04 batches of Capsule 1)

Date: 06/12/2016 to 08/12/2016

Venue: Hall No. 03, Netravati Hostel, SIUD, Mysuru

**Dr. Shashikala Sitaram**

Course Director  
Mob: 9845121840

**Smt Pooja R.P.**

Course Assistant  
Mob: 8792429279



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## **Aim:**

- To equip FDAs of AMRUT Cities on office management, service rules, record management and the new pension schemes.

## **Objectives:**

**At the end of the training the participants will be able to:**

- a) Explain Office Procedure
- b) Describe KCS and Service Matters
- c) List processes involved in Record Management
- d) Identify the processes in New Pension Scheme
- e) Explain best practices in E-governance

## **Training Methods:**

1. Presentation through PPTs
2. Film Viewing
3. Case Studies.
4. Group Exercises/activities
5. Discussion

## **Target Group**

First Division Assistance handling administration of Urban Local Bodies of AMRUT Cities/Towns who have attended Capsule 1/Orientation Programme

**Office Management Programme for FDAs  
Capsule 2 Implemented Schedule**

**Day 1: 6<sup>th</sup> December 2016**

<b>Time</b>	<b>Topics / Sessions</b>	<b>Resource Persons</b>
09.30 am to 10.00 am	Registration Filling of self –assessment form	Course Assistant and Course Coordinator
10.00 am to 10.30 am	Inauguration	<b>Shri. Venkatesh Kadagadkai</b> K.M.A.S., Director, SIUD, Mysuru.
<b>11.30 am to 11:45 am Tea Break</b>		
<b>Theme: Office Management</b>		
11.45 am to 1.45 pm	Office Procedure	<b>Shri. Mallana</b> Principal , DTI, Hassan (Retd) Mob: 8123088879
<b>01.45 pm to 02.30 pm Lunch Break</b>		
02.30 pm to 04. 30 pm	KCS and Service Matters	<b>Shri Marulasiddappa</b> Tahsildar ( Retd) Mob: 9448237953
<b>03.30 pm to 03:45 pm Tea Break</b>		
<b>Theme: Computer Skills</b>		
04.45 pm To 05.45 pm	Computer Skills: Opening of e-mail account	Course Coordinator and Assistants

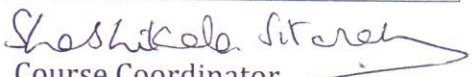
**Day 2: 7<sup>th</sup> December 2016**

<b>Time</b>	<b>Topics / Sessions</b>	<b>Resource Persons</b>
<b>Theme: Office Management</b>		
09.15 am to 0.930 am	Recap	Course Coordinator
09.30 am to 11. 30 am	New Pension Scheme	<b>Shri. Nagesh Hebbar</b> District Treasury, Mysuru Mob: 9980299210
<b>11.30 am to 11:45 am Tea Break</b>		

11.45 am to 01.45 pm	Preparation and Maintenance of SR	<b>Shri. Devendra Prabhu</b> Deputy Director (Retd) Mob: 9620726575
<b>01.45 pm to 02.30 pm Lunch Break</b>		
02.30 pm to 04.30 pm	Legal Compliance and RTI : Case Laws	<b>Shri. Ashok</b> Faculty, SIUD Mob: 9900750181
<b>03.30 pm to 03:45 pm Tea Break</b>		
04.30 pm to 05.30 pm	Computer Skills: Microsoft word	<b>Shri. Nagendra.P.</b> System Analyst, Mysuru. Mob: 9448335102

### Day 3: 8<sup>th</sup> December 2016

<i>Time</i>	<i>Topics / Sessions</i>	<i>Resource Persons</i>
09.15 am to 09.30 am	Recap	Course Coordinator
09.30 am to 11.30 am	Computer Skills- Excel, PPT preparation, Introduction to NUDI	<b>Shri. Nagendra.P.</b> System Analyst, Mysuru. Mob: 9448335102
<b>11.30 am to 11:45 am Tea Break</b>		
11.45 am to 1.45 pm	Record Management	<b>Shri. Malleshwarappa</b> Principal, DTI, Bangalore (Retd) Mob: 9902203182
<b>01.45 pm to 02.30 pm Lunch Break</b>		
02.30 pm to 04.45 pm	AMRUT reforms, e-governance and discussion of best practice in IT	<b>Smt Geeta A.</b> Faculty, SIUD, Mysuru. Mob: 9449281809
<b>Theme: Administrative Efficiency and Reforms</b>		
<b>03.30 pm to 03:45 pm Tea Break</b>		
04.45 pm to 05.15 pm	Way Forward Evaluation, Valedictory	<b>Shri. Venkatesh Kadagadkai K.M.A.S.,</b> <b>Dr. Shashikala Sitaram</b>

  
 Course Coordinator  
**(Dr. Shashikala Sitaram)**

