



*Atal Mission for Rejuvenation
and Urban Transformation*

**Capsule-II
Training Programme
on
“Office Management of ULBs”**

Date: 05- 07 December 2016

Venue: Hall No. 04, Nethravathi Hostel, SIUD, Mysuru

B. Yoganath Singh

Course Director

Rathna B

Course Assistant

Session Time

Time	Session
9-30am to 10-30am	I Session
10-30am to 11-30am	II Session
11-30am to 11-45am	Coffee/Tea break
11-45am to 12-45pm	III Session
12-45pm to 01-45pm	IV Session
01-45pm to 02-30pm	Lunch Break
02-30pm to 03-30pm	V Session
03-30pm to 03-45pm	Coffee/Tea break
03-45pm to 04-45pm	VI Session

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Aim:

Aims at office managerial skills for office managers to bring better administration by equipping them with KTPP Act, Record management, computer skills, etc., in managing day to day affairs of their ULBs.

Objectives

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

- ❖ Describe Management of ULB offices for better administration
- ❖ Identify steps involved in processing letters
- ❖ Prepare model Tender documents
- ❖ Explain Office procedure as per KCSR
- ❖ Describe Public Disclosure law and Transparency in Public Acts- procedures and documents,
- ❖ Explain citizen charter and Sakala- a citizen centric time bound services
- ❖ List the areas for e-governance initiatives, Describe the GIS and MIS technology advantages to ULBs

Training Methods:

1. Presentation through PPTs
2. Group Discussions.
3. Group Exercises/activities.

Target Group

Office Mangers ULBs of the AMRUT Cities/Towns.

Note: Group Work/Activities will be continued after the session timings.

“Office Management of ULBs”

Day: 1: Date: 05.12.2016

<i>Time</i>	<i>Topics / Sessions</i>	<i>Resource Persons</i>
9.30 to 10.00	Registration Listing Expectations	Training Assistant Course Director
10.00 to 10.15	Inaugural Function Key Note Address	Sri Venkatesh Kadagadkai Director
10.15 to 11.30	Introduction to Office Management	B. Yoganath Singh Faculty & Course Director
11.45 to 12.45	Procurement of Works, Goods & Services • Tendering – KTPP Act and e- tendering	Sri. Ramachandraswamy Rtd Faculty ATI, Mysuru M:9449264416
12.45 to 01.45		
02.30 to 03-30	Tender documents Model Tender Documents preparation	
03.45 to 04.45	Model Tender Documents preparation	
4.45 onwards	Computer Classes	Sri. Nagenda P System Analyst Central Institute for Indian Languages (CIIL), Mysuru M:9448335102

Day: 2: Date: 06.12.2016

<i>Time</i>	<i>Topics / Sessions</i>	<i>Resource Persons</i>
9.30 to 11.30	Right to Information Act Appeals and Legal compliance with reference to RTI	B. Yoganath Singh
11.45 to 01.45	Reforms and e- governance • AMRUT reforms; citizen engagement; e- governance; Smart applications, IT based good practices; service management and citizen interface	Sri. Rangaswamy, Deputy Director KMDMS (MRC), Bangalore M: 9945541467
2.30-3.30	Office management Office Procedures	Sri.Mallesappa Rtd, Principal DTI, Bengaluru M:9902203182
03.45 to 04.45	Office Procedures	Sri.Mallesappa
4.45 onwards	Computer Classes	Sri. Nagenda P System Analyst Central Institute for Indian Languages (CIIL), Mysuru M:9448335102

Day: 3: Date: 07.12.2016

Time	Topics / Sessions	Resource Persons
9.30 to 11.30	Good Governance <ul style="list-style-type: none">• Transparency, Accountability and Responsive Administration- Acts & Citizen centric administration	B. Yoganath Singh
11.45 to 12.45	Public Relations and Interpersonal skills	Dr. G. Venkateshkumar Professor, Department of Psychology, University Of Mysuru M: 9448058140
12.45 to 1.45	Stress Management	
02.30 to 03-30	Preparation of reports using computer	Sri. Nagenda P System Analyst Central Institute for Indian Languages (CIIL), Mysuru M:9448335102
03.45 to 04.45	Discussion and Presentation	by Participants
04.45 to 05.15	Evaluation & Valedictory	Sri. Venkatesh Kadagadkai B. Yoganath Singh

B. Yoganath Singh
Course Director