



Ministry of Urban Development
Government of India



Directorate of Municipal Administration
Government of Karnataka



Atal Mission for Rejuvenation
and Urban Transformation

"Office Management Programme for FDAs"

Capsule 2

Batch – 01 & 02

Date: 14/11/2016 to 16/11/2016

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

Dr. Shashikala Sitaram

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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: 14th November 2016

<i>Time</i>	<i>Topics / Sessions</i>	<i>Resource Persons</i>
09.30 am to 10.00 am	Registration Listing Expectations	Course Assistant and Course Coordinator
10.00 am to 10.30 am	Inauguration	Shri. Venkatesh Kadagadkai K.M.A.S., Director, SIUD, Mysuru.
11.30 am to 11:45 am Tea Break		
Theme: Office Management		
10.30 am to 11.30 am	Roles and Responsibilities of FDAs, FGRIS, Office Superintendent and Other Staff	Dr. B S Shankara Faculty, SIUD Mob: 9448635386
11.45 am to 1.45 pm		
11.45 am to 1.45 pm	Office Procedure	Shri. Devendra Prabhu Principal DTI, Chikamagalur (Retd) Mob: 9620726575
01.45 pm to 02.30 pm Lunch Break		
02.30 pm to 04.45 pm	KCS and Service Matters	Shri. Malleshwarappa Principal, DTI, Bangalore (Retd) Mob: 9902203182
03.30 pm to 03:45 pm Tea Break		
Theme: Computer Skills		
04.45 pm To 05.45 pm	opening e-mail account	Course Coordinator and Assistants

Day 2: 15th November 2016

<i>Time</i>	<i>Topics / Sessions</i>	<i>Resource Persons</i>
Theme: Office Management		
09.30 am to 11.30 am	Preparation and Maintenance of SR	Shri. Dharmalinga Modalayar Principal DTI, Mysuru (Rtd) Mob: 9686102416
11.30 am to 11:45 am Tea Break		
11.45 am to 01.45 pm	Record Management	Shri. Malleshwarappa Principal, DTI, Bangalore (Rtd) Mob: 9902203182

