



GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

REPORT OF SPECIAL TRAINING ON “OFFICE PROCEDURE & LETTER WRITING” HELD AT THE UNIVERSITY FROM 16th -18th JULY, 2014

Gujarat Technological University has organized three days special training on “Office Procedure & Letter Writing” held in association with the Regional Training Centre (RTC), Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad from 16-18 July, 2014. The purpose is to improve the existing office procedure, drafting of letters and noting. The detailed day wise report is summarized below.



Date: 16th July, 2014



The training started with the registration process at 9:00 am. There were about 73 participants who are benefited from this training. The program was inaugurated by Hon'ble Vice Chancellor at 9:30 am in the presence of Ms. Shabana Kureshi, Dy. Director, RTC-SPIPA, Ahmedabad & Mr. R. V. Suthar (Dy. Secretary, Home Dept., Govt. of Gujarat). Mr. R. H. Rajput, Chief Accounts Officer has requested to Mr. G. P. Vadodaria, I/C Registrar to welcome Ms. Shabana Kureshi, Mr. R. V. Suthar and all the participants. Ms. Shabana Kureshi has introduced the role of the Regional Training Centre, SPIPA,

Ahmedabad in training the government employees and enhancing the performance with well experienced speakers.

Dr. Akshai Aggarwal, Hon'ble Vice Chancellor of the university has emphasized of providing quality service to all the stake holders associated with the university particularly the students by giving excellent service satisfaction. His vision is to make the administrative procedure hassle free and the students get maximum satisfaction from the university officials when he/she visit the university for any work related to student activities.



Mr. R. V. Suthar presently working as Dy. Secretary, Home Ministry, Govt. of Gujarat has given the introduction about the office procedure including structure, objectives, importance of the registry section, registration of post, acceptance and the method of distribution of the post received. He emphasized on people friendly communication and explained about less government and more governance. He explained that the work should be equally distributed. The rules/guideline should be simple which people can understand. The officers are bound to give appropriate reply to the public.



Mr. B. R. Thakor (Retd., Dy. Secretary, GAD, Govt. of Gujarat) explained about importance of work sheet, classification of cases, time limit of cases and the six bundle method.. The concerned person of the table should read the remarks of the officer and consider the importance of each letter. There should be written order of work assignment. He has kept the attention of the participants live with relevant examples of government offices in local language with humor. He has shown how to write Demi Official (DO) letter.

Date: 17th July, 2014



Mr. H. H. Barot, (Retd. Office Superintendent in Directorate of Accounts and Treasury, Government of Gujarat). He had good knowledge of accounting and auditing. He explained about writing an application to the government department by an employee and making a submission to the office where he/she works. He explained the importance of the service book of government employees.

Mr. C. P. Zinzuvadiaya presently working as deputy secretary in Gujarat Vigilance Commission, Government of Gujarat. He explained about the delivery of post, importance of outward register, written delivery notes on post, accounts of post, maintenance of files, numbering and labelling of files. He also explained about filing methods, file register, record of confidential files and flagging, etc.



Mr. B. R. Thakor delivered very good lecture on note writing. He explained objective of note writing, its necessity, methods of putting note and basic instructions about how to write a note and shared funny incidents on note writing.

Date: 18th July, 2014

Mr. Manish Shah, Under Secretary, Protocol, GAD, Govt. of Gujarat was welcomed by Mr. Rajesh Ramani, Asst. Professor of GTU. He has written two book on General Knowledge. He explained the importance of the communication. He described various terminology associated with office procedure. He has shown the important formats of various letters/notes with Power Point presentation and shared it with the audience.



Mr. B. R. Thakor explained the ways to control the delay of awaiting cases and the reasons behind the delay in work. He explained about the disposal of closed files and the destruction of files to keep the record up to date which facilitate location of files easily.



Mr. S. V. Gadhvi has been associated with the university in many programs. He explained the importance of personality development and evaluation of the office procedure in his aggressive method of telling anecdotes. He explained the manner of communication to the public, the behavior of a public servant in day to day affairs of working life.

The feedback about the training had also been taken from the participants of this three days special training program on office procedure and letter writing. They explained their opinion about the training and shared what they learned from this training and how this training will be useful to them in their day to day working at GTU. The training was useful to clarify the office procedure doubts regarding administrative procedure.



Dr. G. P. Vadodaria thanked the Regional Training Centre-SPIPA, Ahmedabad for conducting this special training on office procedure and letter writing. He also thanked all the staff involved in this training of RTC and all the participants of the university. The participants were given certificates at the end by Mr. A. K. Patel, Asst. Director, SPIPA was present during valedictory session. The arrangement for tea/coffee and working lunch has been made by RTC-SPIPA,

Ahmedabad. This training was successfully coordinated by Mr. R. H. Rajput, Chief Accounts Officer & APIO, RTI Cell of the university.

Reported by: Rajesh Ramani, Asst. Professor, Gujarat Technological University.