

Executive Committee Session, New Delhi Feb 12, 2019

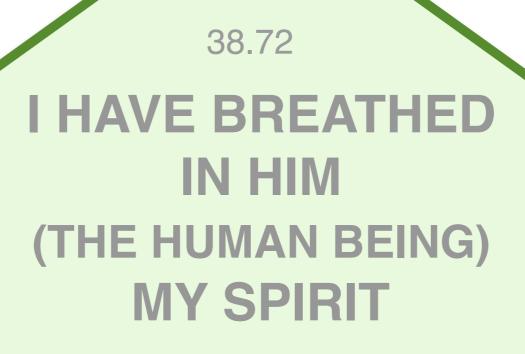
Key to Successful Administration

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God's purpose of creating humanity





(Thus, we the human beings are under obligation to imbibe some of godly qualities.)



6.152 **Fulfill God's covenant**

(and the covenants you make with one another in God's Name)



You have to be 100% committed to God and to your responsibilities



17:34

Fulfill your contracts; contracts will be asked about.

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You have to be honest to yourself



You should always listen to your conscience



52.21 كُلُّ ٱمْرِئٍ بِمَا كُسَبَ رَهِينً

Each individual is in pledge for his deeds



Must deeply and regularly read and understand the nuances of Law, Rules and Instructions that you are supposed to implement.



This is the Mandate you're trying to implement

Q 59.7 - Wealth should remain in circulation: IT SHOULD NOT REMAIN CONCENTRATED IN A FEW HANDS.



Constitution of India Article 39 (a), (b), (c)

The State shall direct its policy towards securing-

- (a) That the citizens, men and women equally, have the right to an adequate means of livelihood;
- (b) That the ownership and control of the material resources of the community are so distributed as best to subserve the common good;
- (c) That the operation of the economic system does not result in the concentration of wealth and means of production to the common detriment;

Make your own **Action Plan** Annual Quarterly Monthly Weekly



Keep an Annual Diary and maintain record of work done and Work to be done



3:159

Consult others in affairs of the moment.

Then, after you have taken a decision put your trust in God,

For God loves those who put their trust in Him.

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Write your Self Assessment



Read Newspaper Daily Particularly the news & articles that are relevant to your work



Fill each minute with 60 useful seconds



Be punctual and attentive in prayers



Make regular efforts to understand God's message in what you recite during prayers



4.1

Duly observe the rights of the WOMBS THAT BORE YOU

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Try to finish dinner within an hour after sunset



Eat less during dinner



Sleep early Wake up early



Shower Daily



Have early, heavy breakfast



Avoid red meat Emphasize on vegetarian food and sea food



Ensure daily walk and / or physical exercise



Sajda is helpful in facilitating greater blood flow to the brain



Also during sajda heart remains higher than brain





2.58

God likes Sajda (prostration) as expression of Thanks to Him

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Try to work in office in standing position



Filing of papers in a proper fashion is very important



Maintain Personal File also



Must learn how to work on Computer

Today's keyboard is the Qalam that is mentioned in the first revelation of Holy Quran



Best persons are those whose behavior is best with people beneficiaries customers colleagues subordinates superiors





Be helpful to neighbours



Even temporary companionship imposes some obligation on a decent and civilized person,

which requires that the other person must not be troubled and should be treated well



4.36

God expects us to be good to the neighbor who is near, the neighbor who is distant and the companion by our side (on the way, in the locality, in the workplace, etc.)

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ہزار طاقت ہو سو دلیلیں ہوں پھر بھی لہجے میں عاجزی سے ادب کی لذت دعا کی خوشبو بسا کے رکھنا کمال یہ ہے

Hazaar taaqat ho sau daleelein hon, phir bhi lahje mein aajzi se; Adab ki lazzat dua ki khushbu basaa ke rakhna, kamaal ye hai.





The best among you is the one who does not harm others with his tongue and hands



No Gheebat





The Prophet

was a role model of:

Exemplary character قابل تقلید چال چلن अनुकरणीय चरित्र

دردمندی' خدا پرستی' شفقت

Kindness, compassion, mercy

दयालुता, करुणा, अनुकंपा

حق شناسی' احسان مندی' فراخ دلی

Gratitude, thankfulness, abundance

आभार, , कृतज्ञता, उदारता

جرات و شجاعت' ہے باکی' خود عکاسی

Courage, fearlessness, self reflection साहस, निडरता, आत्म प्रतिबिम्बन

مقصود رسالت میں یقین کامل

Unwavering belief in his mission 7

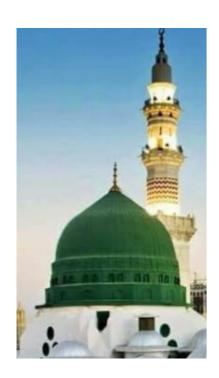


अपने जीवन के ध्येय में अटल विश्वास



Speak good or remain silent





Remember your own faults when you want to mention of others



Attend Annual Refresher Courses



Organize Weekly / Fortnightly Academic Get-togethers



Key to Successful Administration

National Council for Cooperative Training, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 office -: 011-26512062

Email: ncct2006@hotmail.com



Key to Successful Administration

The Council has established its own training structure comprising of the VAMNICOM, Pune at National Level, Five Regional Institutes of Cooperative Management at Chandigarh, Bangalore, Kalyani, Gandhinagar, Patna

and 14 Institutes of Cooperative Management located at Bhopal, Bhubaneswa, Chennai, Dehradun, Guwahati, Hyderabad, Imphal, Jaipur, Kannur, Lucknow, Madurai, Nagpur, Pune and Thiruvananthapuram.



Haj Fund of India



حج کے لئے بچت سے اضافی ثواب ممکن



اللہ ان لوگوں کی مدد کرتا ہے جو اس کی نصرت کے لئے اٹھ کھڑے ہوتے ہیں







آپ کانام ووٹر لسٹ میں نہیں ہے
در اصل دو کروڑ نام غائب ہیں
آپ کو اپنا اور گھر والوں و محلہ والوں کا
نام ووٹر لسٹ میں واپس ڈلوانا ہے
آئیے سیکھیں یہ کیسیے کرنا ہے



