Key to Successful Administration
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God’s purpose of creating humanity
38.72

I HAVE BREATHED IN HIM (THE HUMAN BEING) MY SPIRIT

(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)
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You have to be 100% committed to God and to your responsibilities
17:34

Fulfill your contracts; contracts will be asked about.
You have to be honest to yourself
You should always listen to your conscience
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.

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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;
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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.
Write your Self Assessment
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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**
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
Try to work in office in standing position
Filing of papers in a proper fashion is very important
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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
22.34

Give them glad tidings who humble themselves.
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.)
بڑ तात्पर्य बो सूर दलिलें बौन पहर बही है हेज़ी मिन एज़ी सी
एदब की लजात दुआ की खोशबू बसा के रखना के रूप हो रहा के कमाल यह बी

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 (Peace Be Upon Him) was a role model of:

Exemplary character

Calypso character

Drumming, kindness, compassion, mercy

Dhamma, karan, aukkumpana

Righteousness, goodness, mercy

Gratitude, thankfulness, abundance

Akhara, kirtan, upadana

Grace and courage, bravery, self-reflection

Sahas, niratra, aatma pratibimba

Unwavering belief in his mission

Apne jeevan ke dhrey me aatil vishwaas

Merry Learning
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
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Email : ncct2006@hotmail.com
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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 کے اضافی ثواب ممكن
آپ کانام ووٹر لست میں نہیں پہے
در اصل دو کروڑ نام غائب بیان
آپ کو اپنا اور گھر والون و محل و والون کا
نام ووٹر لست میں واپس دُلوانا پہے
آئیے سیکھیں یہ کیسے کرنا پہے
اِن لام لوکن کی مدد کرتا ہے جو اس کی نصرت کی لئے اُن کہڑے بوتے بیان
the organizers of this program

Thank you