



JANSEVA

Cooperative Credit Society Ltd, Mumbai

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Key to Successful Administration

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President
Zakat Foundation of India



Key to Successful Administration

**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)**

Key to Successful Administration

**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**

Key to Successful Administration

**You should always
listen to your conscience**

52.21

كُلُّ أَمْرِيٍّ بِمَا كَسَبَ رَهِينٌ

**Each individual is
in pledge
for his deeds**

Key to Successful Administration

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;**

Key to Successful Administration

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

Key to Successful Administration

**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

Key to Successful Administration

**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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Key to Successful Administration

**Try to work in office in
standing position**

Key to Successful Administration

**Filing of papers
in a proper fashion
is very important**

Key to Successful Administration

**Maintain
Personal File
also**

Key to Successful Administration

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.**

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**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



MERRY LEARNING

The Prophet
(PEACE BE UPON HIM)

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 'بے باکی' خود عکاسی

Courage, fearlessness, self reflection

साहस, निडरता, आत्म प्रतिबिम्बन

مقصود رسالت میں یقین کامل

Unwavering belief in his mission

अपने जीवन के ध्येय में अटल विश्वास

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Foundation
of India
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Speak good
or remain silent



Remember
your own faults
when you want to
mention of others

Key to Successful Administration

Attend Annual Refresher Courses

Key to Successful Administration

**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 بیچت سے
اضافی ثواب ممکن

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



آپ کا نام 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 کیسے کرنا ہے



the organizers of this program

