

Calendar of Training Programmes for the year 2018-19

Sl. No	Title of The Course	Category (State/GoI)	No. of Batches	Duration (Trg Days)	From	To	Target Group	CC
1	Foundation training Program for direct recruit Group I Service Officers	State	2	45	12.03.2018	21.04.2018	Group 1 Officers	Dr.RM
		State			18.06.2018	28.07.2018		Dr.RM
2	Prevention of Corruption in Public Administration	GOI	1	3	26.06.2018	28.06.2018	Supdt. /	Dr.RM
							1st Level Gazted	
3	Protecting Govt Interest in Court Cases	GOI	1	3	22.11.2018	24.11.2018	Supdt. /	Dr.RM
							1st Level Gazted	
4	Children - Exploitation & Protection	GOI	1	3	04.12.2018	06.12.2018	Supdt. /	Dr.RM
							1st Level Gazted	
5	Administration of Criminal Justice-Role of Public Authorities	GOI	1	3	29.01.2019	31.01.2019	Supdt. /	Dr.RM
							1st Level Gazted	
6	Drafting and Pleading Skills under Civil Laws	GOI	1	3	05.02.2019	07.02.2019	Supdt. /	Dr.RM
							1st Level Gazted	
7	Training program on Drafting parawise remarks in court cases	State	1	3	07.05.2018	09.05.2018	Superintendent and above	Dr.GL
			1	3	07.08.2018	09.08.2018		Dr.GL
8	Refresher Training programme to senior Assistant & Superintendent	State	1	5	19.06.2018	23.06.2018	Superintendent and above, Office Heads / Mandal level Officers	Dr.GL
			1	5	23.07.2018	27.07.2018		Dr.GL
9	Training program to Peshie's Staff	State	1	3	23.05.2018	25.05.2018	Peshe's Staff	Dr.GL
10	Training on Service Matters	State	1	3	05.02.2019	07.02.2019	Office Heads/ Mandal level Officers	Dr.GL
			1	3	22.01.2019	24.02.2019		Dr.GL
11	Workshop on Office Management	GoI	1	3	06.06.2018	08.06.2018	Office Heads/ Mandal level Officers	Dr.GL
12	Ethics for Excellence	GoI	1	3	01.08.2018	03.08.2018		Dr.GL
13	Citizen Charter and service Delivery	GoI	1	2	18.07.2018	19.07.2018	Office Heads/ Mandal level Officers	Dr.GL
14	Stress Management	GoI	1	3	09.01.2019	11.01.2019	Office Heads/ Mandal level Officers	Dr.GL
15	Training Programme on Right to Information Act to PIOs / 1st AAs	GoI/ State	4	3	17.7.2018	19.7.2018	1st AAs/ PIOs/ APIOs from HoDs & Secretariat Departments	KSR
					2.8.2018	4.8.2018		KSR
					25.9.2018	27.9.2018		KSR
					4.10.2018	6.10.2018		KSR
16	Training of Trainers Programme on Office Procedures	GoI/ State	2	5	28.8.2018	1.9.2018	Identified Officers from Departments and districts and Faculty from Departmental Trg. Institutions	KSK
					4.3.2019	8.3.2018		KSK
17	Training of Trainers Programme on Noting & Drafting	GoI/ State	2	5	23.10.2018	27.10.2018	Identified Officers from Departments and districts and Faculty from Departmental Trg. Institutions	KSK
					21.1.2019	25.1.2019		KSK
18	Pre-retirement Councelling	GoI/ State	2	3	24.7.2018	26.7.2018	GOs & NGOs from Departments who are going retire in 2 years	KSR
					13.11.2018	15.11.2018		KSR
19	Training Programme on Disciplinary & Vigilance Procedures	GoI/ State	2	3	16.8.2018	18.8.2018	Middle level officers from HoDs and Districts	KSK
					4.12.2018	6.12.2018		KSK

20	Training programme on Service Matters for University Staff	GoI/ State	2	5	27.11.2018	29.11.2018	Supdts / SAs /JAs from Universities	KSK
					18.12.2018	20.12.2018		KSK
21	Refresher Course on RTI to the Officers who underwent ToT Course on RTI	CSS	1	3	15.5.2018	17.5.2018		KSR
22	One day Orientation WS of the Sandwich Programme on 4(1)(b) Manuals	CSS	1	1	20.4.2018			KSR
23	Three day WS of the Sandwich Programme on 4(1)(b) Manuals	CSS	1	3	7.5.2018	9.5.2018		KSR
		CSS	1	2	22.5.2018	23.5.2018		KSR
25	Workshop on Best Practices & Success Stories on RTI	CSS	1	2	5.6.2018	6.6.2018		KSR
26	Refresher Course on RTI to the officers who underwent training of trainers courses on RTI conducted by the Institute	DoPT/CSS	1	3	29.05.2018	31.05.2018	TOTs	GJR
27	Workshop for Preparation of 4(1)(b) Manuals of important line Departments (sandwich programme with one day orientation, 3 days data preparation and 2 days revision and corrections)	DoPT/CSS						GJR
28	One day Orientation WS		1	1	27.04.2018		Selected Departments	GJR
29	3day Data preparation WS		1	3	15.05.2018	17.05.2018		GJR
30	2 day Finalisation WS		1	2	01.06.2018	02.06.2018		GJR
31	Training Programme on Right to Information Act to PIOs / 1st AAs	GOI/ State	1	3	29.05.2018	31.05.2018	1st AAs/ PIOs/ APIOs from Departments and districts	GJR
			1	3	19.06.2018	21.06.2018		GJR
32	Office Procedures	SP	1	3	28.08.2018	30.08.2018	Police Dept	GJR
33	Training programme to Sr.Assts in Promotion Zone as Supdts.	State	1	3	25.09.2018	27.09.2018	All Depts Supdts	GJR
34	Management of the Hostels	State	1	3	24.10.2018	26.10.2018	ATWOs of Tribal welfare, Social welfare and BC welfare	GJR
			1	3	30.10.2018	01.11.2018		GJR
35	Foundation Course for Jr.Assistants	State	1	45	Yet to be decided		New recruited Jr.Assistants	GJR
36	Foundation Course for Cutting edge employees (VROs)	GOI	1	12	Yet to be decided		VROs/RIs	GJR
			1	12	Yet to be decided			GJR
37	Foundation Course for Jr. Assts.	State	1	45	04.06.2018	18.07.2018	JA's, Typists,	KSK
		State	1	45	10.12.2018	23.01.2019	Jr. Stenographers	KSK
38	Refresher Course on Service Matters	State	1	5	07.05.2018	11.05.2018	Supdt. and above	KSK
		State	1	5	18.06.2018	22.06.2018		KSK
		State	1	5	04.03.2019	08.03.2019		KSK
39	Training Programme on Office Procedures	State	1	3	09.01.2019	11.01.2019	NGOs /	KSK
		State	1	3	05.03.2019	07.03.2019	Supdt. and above	KSK
40	Training Programme on Vigilance & Disciplinary Procedures	GoI	1	3	27.12.2018	29.12.2018	Gazetted Level Officers	KSK
41	Training Programme on Office Management	GoI	1	3	25.02.2019	27.02.2019	All Non-Gazetted (Jr. Assts)	KSK
42	Training Programme on Role and Responsibilities of Vigilance & Disciplinary Authorities	GoI	1	3	20.12.2018	22.12.2018	All Non-Gazetted	KSK
43	Training Programme on Pension Rules & Processing of Pension Papers	GoI	1	3	07.01.2019	09.01.2019	All Non-Gazetted	KSK