No: 11-36/2014-Trg (Vol. II) Government of India Ministry of Communications & IT Department of Posts (Training Division)

Dak Bhawan, Sansad Marg, New Delhi-110001. Dated: 17.05.2019

To,

- 1. AS&FA, Postal Directorate, New Delhi.
- 2. All Head of Circles.
- 3. CGM (BD&M Directorate/PLI Directorate/Parcel Directorate)
- 4. All Senior DDsG, Dak Bhawan.
- 5. Director, RAKNPA, Ghaziabad (UP).
- 6. All DDsG, Dak Bhawan.
- 7. Directors, All PTCs.
- 8. Assistant Director, RTC, Nashik.

Subject:- Nominations for different training programmes to be conducted by ISTM, New Delhi, during the year 2019-20.

With reference to the subject matter, it is intimated that Annual Training Calendar for the year 2019-20 has recently been released by Institute of Secretariat Training & Management (ISTM), New Delhi, for various training programmes (list enclosed) proposed to be organised during this period.

- 2. In this regard, nomination of officers may kindly be made by each Circle, according to 'Level of participants' mentioned against each training programme, on the link provided on official website of Institute of Secretariat Training & Management, New Delhi, i.e. https://www.istm.gov.in/home/online_nomination_form after obtaining permission of the Competent Authority and under intimation to this Division for issue of formal orders regarding deputation of officers/officials for attending training at ISTM. It may kindly be ensured that no officer/official is relieved for training unless formal orders are issued by this Division.
- 3. It may kindly be ensured that nomination for "Trainers Development Programme" be made by each Circle/RAKNPA/PTCs for those officers/officials only who are working in training related activities. Nominations of officers/officials working in Postal Directorate may kindly be submitted to this Division after approval of competent authority for necessary action.
- This has the approval of Competent Authority.

(Sanjeev Chawla) A.D. (Training)

Encl.: As above.

Copy to :-

CEPT, Mysuru, for information and necessary action in respect of uploading this letter on official website of the department in 'Training & Courses' Module.

S.No.	Code	Course Title L		of rses	Duration	From - To	Status	Col
			MDP (Management I		ment Progra	ammes)		Dire
7	OCD	Orientation Course for Dy. Secretaries/Directors	Deputy Secretaries/Directors	3	3 Days	10 Apr, 19 To 12 Apr, 19	POST-PONED	VR
	V-1		Joining Central Secretariat			01 Jul,19 To 03 Jul,19	To be started	SKS + PS
8	RIS	Reservation in Services for	Section Officers/Assistant	4	1.0	20 Jan,20 To 22 Jan,20	To be started	SKS + PS
		SC/ST/OBC	Section Officers or		4 Days	08 Apr,19 To 11 Apr,19	Completed	RG
			equivalent		S New York	26 Aug,19 To 29 Aug,19	To be started	RKJ
				25		28 Oct,19 To 31 Oct,19	To be started	PPA + PPA
9	AV1	Administrative	Under Secretaries / Section Officers / Assistant Section Officers or equivalent	2	1 Week	17 Feb,20 To 20 Feb,20	To be started	RKJ
		Vigilance:Role of IO/PO				22 Apr,19 To 26 Apr,19	Completed	USC
II was						03 Feb,20 To 07 Feb,20	To be started	PPA + PPA
10	AV3	Administrative Vigilance- Disciplinary Procedures	Assistant Section Officers and above or equivalent	1	2 Weeks	23 Mar,20 To 03 Apr,20	To be started	RG
11	HCAT	Handling of CAT Cases	Section Officers/Assistant	2	3 Days	27 May,19 To 29 May,19	To be started	I AA
10			Section Officers or equivalent			15 Jul,19 To 17 Jul,19	To be started	AD
12	WND	Workshop on Noting & Drafting	Assistant Section Officers / Section Officers or equivalent	4	3 Days	01 Apr,19 To 03 Apr,19	Completed	RG
						05 Aug,19 To 07 Aug,19	To be started	SSA
						02 Sep,19 To 04 Sep,19	To be started	MS
40	in tell and the state of					02 Mar,20 To 04 Mar,20	To be started	YD
13	WPCN-1	Workshop on Preparing Cabinet Notes-1	Deputy Secretaries and Directors	4	1 Day	19 Apr, 19		MS
						27 Sep,19	POST-PONED To be started	USC
15						01 Nov.19	To be started	USC
						29 Nov,19	To be started	VR
14	WPCN-2	Workshop on Preparing Cabinet Notes-2	Under Secretaries & Section Officers	4	1 Day	10 May,19	To be started	VR
						26 Jul,19	To be started	USC
7.0016						08 Nov,19	To be started	MS
AN HER		STATE TO A SECURITY OF SEC				03 Jan,20	To be started	PPA + PPA
15	BMS	Basic Management Services	Senior/Junior Analysts/Section Officers/Assistant Section Officer/Technical Assistant/Research	1	8 Weeks	03 Jun,19 To 26 Jul,19	To be started	NS(C)
16	AMS	Advanced Management	Analysts or equivalent					
		Advanced Management Services	Group A & B Officers undergone BMS course	1	3 Weeks	05 Aug,19 To 23 Aug,19	To be started	NS(C)
17	KM	Knowledge Management	Group A & B Officers	1.00	3 Days	18 Nov,19 To 20 Nov,19	To be started	KGR

18	GG	Good Governance	Group A & B Officers	1 1	1 Week	19 Aug, 19 To 23 Aug, 19	To be started	VD
19	HRM	Human Resource Management	Group A & B Officers	1	2 Days	27 Feb,20 To 28 Feb,20	To be started	VR HG
3.0	WLO(SC/ST)	Workshop for Liaison	Liaison Officers for SC/ST	2	2 Days	23 Sep,19 To 24 Sep,19	To be started	RG
		Officers of SC/ST			THE PERSON NAMED IN	02 Jan,20 To 03 Jan,20	To be started	AA
21	WCCSDA	Workshop on Citizen	Group A & B Officers	3	3 Days	22 Apr, 19 To 24 Apr, 19		VR
		Centric & Service Delivery				04 Nov,19 To 06 Nov,19	POST-PONED To be started	KGR
		Approach				03 Feb,20 To 05 Feb,20	To be started	DBR
22	WeO	Workshop on e-Office	Group A & B Officers	3	2 Days	04 Apr,19 To 05 Apr,19	Completed	MS
						05 Aug,19 To 06 Aug,19	To be started	AD
24		English the party of				24 Feb,20 To 25 Feb.20	To be started	AA
23	BDA	Big Data Analytics in	All Gazetted Officers	2	3 Days	01 Apr,19 To 03 Apr,19	Completed	AD
		Government		5 5		25 Mar,20 To 27 Mar,20	To be started	MS
24	OTP-PV	Orientation Training	Group A & B Officers	2	1 Day	29 Jul.19	To be started	VR
		Programme on Preventive		100		11 Oct.19	To be started	USC
25	OTP-DDM	Vigilance					10 00 0101100	000
25	OTP-DDM	Orientation Training Programme on on Drafting	Group A & B Officers	2	2 Days	08 Jul,19 To 09 Jul,19	To be started	USC
		in Disciplinary Matters				06 Jan,20 To 07 Jan,20	To be started	RG
26	BDA(Adv)	Big Data Analytics in	All Gazetted Officers	2	2.0			
		Government (Advanced)	All Gazetted Officers	1 2	3 Days	20 May,19 To 22 May,19	POST-PONED	AD
27	WPEFC/SFC	Workshop on Preparation	Deputy Secretaries and	3	0.2	30 Mar,20 To 01 Apr,20	To be started	AD
		of Expenditure Finance	Directors	3	3 Days	07 Aug,19 To 09 Aug,19	To be started	USC
		Committee / Standing				30 Oct,19 To 01 Nov,19	To be started	VR
575		Finance Committee		Bullet		08 Jan,20 To 10 Jan,20	To be started	MS
28	WPPF	Workshop on Public Policy	Group A & B Officers	2	1 Week	29 Apr,19 To 03 May,19	POST-PONED	MS
	ASSESSMENT OF	Formulation				16 Dec,19 To 20 Dec,19	To be started	KGR
29	MSS	Training Programme on	Group A & B officers	2	3 Days	18 Sep,19 To 20 Sep,19	To be started	KGR
		Managerial / Supervisory				04 Mar,20 To 06 Mar,20	To be started	MS
30	WPFL	Skills Workshop on Policy	0 40 5 6	Winds.				
30	VVFTL	Formulation and Legislation	Group A & B officers	2	4 Days	17 Jun,19 To 20 Jun,19	To be started	RG
31	WSP			THE STATE OF		20 Jan,20 To 23 Jan,20	To be started	RG
	****	Workshop on Strategic Planning	Group A & B officers	3	4 Days	22 Apr,19 To 25 Apr,19	Completed	MS
		T laming			3 Days	21 Aug,19 To 23 Aug,19	To be started	DBR
32	ER-1	Establishment Rules-1	Oti Off - 10 i i	0.055000	all Sections	02 Dec,19 To 04 Dec,19	To be started	KGR
,,,	LIX-1	Establishment Rules-1	Section Officers/Assistant Section Officers or	2	1 Week	15 Jul,19 To 19 Jul,19	To be started	RG
			equivalent	Market		16 Mar,20 To 20 Mar,20	To be started	YD
33	ER-2	Establishment Rules-2	Section Officers/Assistant	2	1 Week	26 Aug 10 To 20 Aug 10	To be started T	D.C.
	100000000000000000000000000000000000000		Section Officers or		, Week	26 Aug,19 To 30 Aug,19 30 Mar,20 To 03 Apr,20	To be started To be started	RG
tive:	HERE THE RESERVE		equivalent		III SELECTION	, 50 Mai,20 10 03 Apr,20	to be started	AA
34	SDG	Training Programme on Sustainable Development	Group A & B Officers	3	3 Days	26 Jun,19 To 28 Jun,19	To be started	RG
					4 Days	19 Aug,19 To 22 Aug,19	To be started	RG
		Goals		1		17 Dec,19 To 20 Dec,19	To be started	VR
35	OTP-RM	Orientation Training	Group A & B Officers	2	1 Day	02 Aug,19	To be started	SSA
		Programme on Record Management			\(\)	13 Dec,19	To be started	AA
No.	Code	Course Title Le	Cou	of rses	Duration	From - To	Status	Cours Direct
A HE			FMP (Financial Ma	anagem	ent Program	mes)		
6	C&A	Cash & Accounts A	ssistant Section Officers or	3	9 Weeks	20 May,19 To 19 Jul,19	To be started	DB

MARKET NAME OF THE OWNER, OWNER, OWNER, OWNER, OWNER,		THE RESERVE TO SERVE THE PARTY OF THE PARTY	LO	ırses		110111-10	Status	Direc
			FMP (Financial M	anagem	ent Progran	nmes)		
36	C&A	Cash & Accounts	Assistant Section Officers or	3	9 Weeks	20 May,19 To 19 Jul,19	To be started	DB
			Senior Secretariat Assistants or equivalent with			26 Aug, 19 To 25 Oct, 19	To be started	SSA
						28 Oct, 19 To 27 Dec, 19	To be started	DBR
37	PRB1	Programme on Pensions &	5 years service			THE RESERVE OF THE SERVE OF		DBIX
NEW A		other Retirement Benefits	Under Secretaries / Section Officers & equivalent	1	1 Week	08 Apr,19 To 12 Apr,19	Completed	KKP(C)
38 PRB	PRB2		Assistant Section Officers or	2	1 Week	02 Sep,19 To 06 Sep,19	To be started	PS
쾓		Other Retirement Benefits	equivalent			02 Dec,19 To 06 Dec,19	To be started	NS(C)
39	WPF	WPF Workshop on Pay Fixation	Section Officers/Assistant Section Officers or	2	3 Days	03 Apr,19 To 05 Apr,19	Completed	YD
						21 Oct,19 To 23 Oct,19	To be started	YD
40	PMG1	Purchase Management in	equivalent	API PRAZIA	A SEASON OF THE SECOND			
		Government	Section Officers/Assistant Section Officers or equivalent	1	3 Days	11 Nov,19 To 13 Nov,19	To be started	NS(C)
41	WOB	Workshop on Outcome Budget	Section Officers/Assistant Section Officers or equivalent	1	2 Days	10 Jun,19 To 11 Jun,19	To be started	DBR
42	WPPP	Workshop on Public Private Partnership	Group A Officers	2	2 Days	11 Jul,19 To 12 Jul,19	To be started	VR
						13 Feb,20 To 14 Feb,20	To be started	MS
43	WFB	Workshop on Formulation of Budget	Section Officers/Assistant Section Officers or equivalent	1	2 Days	27 Jun,19 To 28 Jun,19	To be started	KKP(C)
44	WITAX	Workshop on Income Tax	Assistant Section Officers and DDOs or equivalent	1	2 Days	10 Oct,19 To 11 Oct,19	To be started	DB
45	WIFO	Workshop for Internal Finance Officers	Internal Finance Officers	1	2 Days	12 Sep,19 To 13 Sep,19	To be started	DB
46	WEP	Workshop on e-	Group A & B Officers	2	2 Days	30 May,19 To 31 May,19	To be started	DBR
		Procurement				28 Oct, 19 To 29 Oct, 19	To be started	DB
17	WFM	Workshop on Financial	DDO / HOO, Group A & B	2	1 Week	01 Jul,19 To 05 Jul,19	To be started	SSA
		Management in Government	Officers			28 Oct,19 To 01 Nov,19	To be started	KKP(C)
18	WPP-GFR	Workshop on Public Procurement under GFR- 2017	Group A & B Officers	4	3 Days	01 May,19 To 03 May,19	To be started	RG
						04 Sep,19 To 06 Sep,19	To be started	KKP(C)
						09 Oct, 19 To 11 Oct, 19	To be started	DBR
						05 Feb,20 To 07 Feb,20	To be started	AA
19	WGST	Workshop on Goods and Services Tax	Group A & B Officers	5	2 Days	09 May,19 To 10 May,19	To be started	DBR
						24 Jun,19 To 25 Jun,19	To be started	DBR
						12 Sep,19 To 13 Sep,19	To be started	DBR
						17 Oct,19 To 18 Oct,19	To be started	DBR
The state of						16 Jan,20 To 17 Jan,20	To be started	DBR
50	SWFM	Workshop on Financial Management in PSUs	Specially for PSUs and Autonomous Organizations	2	1 Week	06 May,19 To 10 May,19	To be started	NS(C)
						23 Sep,19 To 27 Sep,19	To be started	DB

51	OTP-RGO		Retiring Government	4	2 Days	24 Jun,19 To 25 Jun,19	To be started	YD
		Programme for the retiring Government officials	Officials - Gazetted & Non Gazetted Officers			08 Jul,19 To 09 Jul,19 26 Dec,19 To 27 Dec,19	To be started To be started To be started	KKP(C) NS(C) KKP(C)
52	OTP-PFMS		Group A & B Officers	2	2 Days	30 Mar,20 To 31 Mar,20 14 Nov,19 To 15 Nov,19	To be started	DB
53	OTP-e-	Programme on PFMS Orientation Training	Group A & B Officers	2	1 Day	17 Feb,20 To 18 Feb,20 05 Jul,19	To be started To be started	DBR DBR
	Bhavishya					30 Aug,19	To be started	DB
S.No.	Code	Course Title		No. of ourses	Duration	From - To	Status	Course Director
			RTI (Right To Informatio		Con Contract Contract	THE RESERVE OF THE PARTY OF THE		
54.	RM-RTI	Record Management - Right to Information	Section Officers/Record Officers/Assistant Section	3	3 Days	20 May,19 To 22 May,19 01 Jul,19 To 03 Jul,19	To be started To be started	KGR VR
55	RTI PIO	Right to Information Public	Officers or equivalent Public Information	3	2 Davs	16 Dec,19 To 18 Dec,19 22 Apr,19 To 23 Apr,19	To be started Completed	HG KGR
		Information Officers	Officers/Central Public Information Officers		Louys	17 Oct,19 To 18 Oct,19	To be started	USC
56	RTI-AA	Right to Information	Officers designated as	2	1 Day	27 Feb,20 To 28 Feb,20 10 May,19	To be started To be started	VR
57	TDP-RTI	Appellate Authority Trainers Development	Appellate Authority Potential Trainers for Right	1	1 Week	27 Mar,20 08 Apr,19 To 12 Apr,19	To be started	VR USC
		Programme - Right to Information	to Information		T. WOOK	1 σο τφι, το το τε τφι, το	POST-PONED	000
58	S-RTI	Seminar on Right to Information	Section Officers & above	1	1 Day	03 May,19	To be started	USC
S.No.	Code	Course Title		No. of	Duration	From - To	Status	Course
	Jour	Godfoc Mile	L	ourses vioural T	Techniques		Status	Director
59	SM	Stress Management	Section Officers & above	1.201	4 Days	14 May,19 To 17 May,19	To be started	MS
60	OBG .	Organisational Behaviour in Government	Group A & B Officers	1	1 Week	29 Apr,19 To 03 May,19	Going On	KGR
61	EVPG	Ethics & Value in Public Governance	Group A & B Officers	2	3 Days	15 May,19 To 17 May,19 08 Jan,20 To 10 Jan,20	To be started To be started	USC
62	GS	Gender Sensitization	Under Secretaries / Section Officers /Assistant Section	1	1 Week	20 May,19 To 24 May,19	To be started	MS
62	WEI	Workshop on Emotional	Officers or equivalent		2.0	1 40 to 20 7 4	T. L	VCD
63		Intelligence	Group A & B Officers	1	3 Days	12 Jun,19 To 14 Jun,19	To be started	KGR
64	WTBL	Workshop on Team Building and Leadership	Group A & B Officers		3 Days	14 Oct,19 To 16 Oct,19	To be started	KGR
65	wcs	Workshop on Communication Skills	Group A & B Officers	1	2 Days	03 Oct,19 To 04 Oct,19	To be started	HG
66	IPE	Inter Personal Effectiveness for Group A & B Officers	Group A & B Officers	1	2 Days	30 Sep,19 To 01 Oct,19	To be started	KGR
67	WSHWP	Workshop on Sexual Harassment at Work Place	Group A & B Officers	3	3 Days	29 May,19 To 31 May,19	To be started	MS DBR
						29 Jul,19 To 31 Jul,19 22 Jan,20 To 24 Jan,20	To be started To be started	PPA + PPA
68	WGB	Workshop on Gender Budgeting	Group A & B Officers	1	3 Days	23 Sep,19 To 25 Sep,19	To be started	KKP(C)
69	SBA	Swachh Bharat Abhiyan	Officials of Ministries / Departments and Attached	4	1 Day	05 Jul,19 09 Aug,19	To be started To be started	MS DBR
			& Subordinate offices			06 Sep,19	To be started	AA .
S.No.	Code	Course Title		vo. of	Duration	20 Mar,20 From - To	To be started	NS(C) Course
			. Co	ourses Imputer C		F10111 - 10	Status	Director
76 77	MS-PP MS-OS	MS-Power Point	Officers & Staff	1	3 Days	05 Aug,19 To 07 Aug,19	To be started	RKJ
78	MS-W	MS-Office Suite MS-Word	Officers & Staff Officers & Staff	1	1 Week 3 Days	16 Mar,20 To 20 Mar,20 29 May,19 To 31 May,19	To be started To be started	GM BP
79 80	MS-Ex MS-Ac	MS-Excel MS Access	Officers & Staff Officers & Staff	1	3 Days	22 Jul,19 To 24 Jul,19	To be started	AD
81	MS- ExAdv	MS-Excel (Advanced)	Officers & Staff	1	3 Days	10 Feb,20 To 12 Feb,20 28 Oct,19 To 30 Oct,19	To be started To be started	JB AD
S.No.	Code	Course Title	Level of Participants	lo. of				Course
		Occasion Mile	Co	ourses	Duration			
. 82	NTP		TDP (Trainers D	evelopme	Duration ent Program	From - To	Status	Course Director
		National Training Policy	TDP (Trainers D	evelopme 3		nmes) 22 Apr,19 To 23 Apr,19	Status POST-PONED	
83		National Training Policy			ent Program	1mes) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19	POST-PONED To be started	Director SKS + BP RG
	DTS	National Training Policy Direct Training Skills	Officers involved in Training Activities Officers imparting Direct		ent Program	100 100 100 100 100 100 100 100 100 100	POST-POMED To be started To be started To be started	SKS + BP RG KGR KGR
84		Direct Training Skills	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers	2	ent Program 2 Days 1 Week	100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	POST-PONED To be started To be started To be started To be started	SKS + BP RG KGR KGR
	Dot		Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS	2	ent Program 2 Days	100 mes) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19	POST-POMED To be started To be started To be started	SKS + BP RG KGR KGR
	DoT	Direct Training Skills Design of Training	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience	2 · · · · · · · · · · · · · · · · · · ·	2 Days 1 Week	100 sp. 10 sp. 1	POST-PONED To be started	SKS + BP RG KGR KGR HG
84	DoT ===	Direct Training Skills Design of Training Management of Training	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers Imparting Direct Training / Training Managers	2 2 1	2 Days 1 Week 1 Week 1 Week	100 sp. 19 To 27 Sep.19 22 Apr.19 To 23 Apr.19 16 Sep.19 To 17 Sep.19 03 Feb.20 To 04 Feb.20 02 Sep.19 To 06 Sep.19 13 Jan,20 To 17 Jan,20 09 Sep.19 To 13 Sep.19 20 Jan,20 To 24 Jan,20 23 Sep.19 To 27 Sep.19	POST-POWED To be started	SKS + BP RG KGR KGR HG VR YD
84	DoT MOT WOM RTDP-	Direct Training Skills Design of Training Maragement of Training Workshop on Mentoring RT Development – Direct	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct	2 · · · · · · · · · · · · · · · · · · ·	2 Days 1 Week	100 sp. 10 sp. 1	POST-PONED To be started	SKS + BP RG KGR KGR HG
85 86 87	DoT MOT WOM RTDP- DTS	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development – Direct Trainer Skills	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Officers imparting Direct Training / Group A & B Officers	2 2 1 1 1 1 1 1 1	2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks	100 s) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19 13 Jan,20 To 17 Jan,20 09 Sep,19 To 13 Sep,19 20 Jan,20 To 24 Jan,20 23 Sep,19 To 27 Sep,19 01 Jan,20 To 07 Jan,20 14 Oct,19 To 01 Nov,19	POST-PONED To be started	SKS + BP RG KGR KGR HG VR YD VR HG
84 85 86	DoT MOT WOM RTDP-	Direct Training Skills Design of Training Maragement of Training Workshop on Mentoring RT Development – Direct	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some	2 2 1	2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks	100 s) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19 13 Jan,20 To 17 Jan,20 09 Sep,19 To 13 Sep,19 20 Jan,20 To 24 Jan,20 23 Sep,19 To 27 Sep,19 01 Jan,20 To 07 Jan,20	POST-PONED To be started	SKS + BP RG KGR KGR HG VR YD VR HG
84 85 86 87	MOT WOM RTDP-DTS RTDP-DOT	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainiers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainiers (Completed DTS course) with some experience	2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks	100 s) 22 Apr, 10 To 23 Apr, 19 16 Sep, 19 To 17 Sep, 19 03 Feb, 20 To 04 Feb, 20 02 Sep, 19 To 06 Sep, 19 13 Jan, 20 To 17 Jan, 20 09 Sep, 19 To 03 Sep, 19 20 Jan, 20 To 24 Jan, 20 23 Sep, 19 To 27 Sep, 19 01 Jan, 20 To 03 Jan, 20 14 Oct, 19 To 01 Nov, 19 04 Nov, 19 To 22 Nov, 19	POST-POWED To be started	SKS + BP RG RG KGR HG VR YD VR HG HG YD
85 86 87	MOT WOM RTDP- DTS RTDP-	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience Level of Participants N Co	2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks	100 s) 22 Apr, 10 To 23 Apr, 19 16 Sep, 19 To 17 Sep, 19 03 Feb, 20 To 04 Feb, 20 02 Sep, 19 To 06 Sep, 19 13 Jan, 20 To 17 Jan, 20 09 Sep, 19 To 03 Sep, 19 20 Jan, 20 To 24 Jan, 20 23 Sep, 19 To 27 Sep, 19 01 Jan, 20 To 03 Jan, 20 14 Oct, 19 To 01 Nov, 19 04 Nov, 19 To 22 Nov, 19	POST-POWED To be started	SKS + BP RG RG KGR HG
84 85 86 87 88	MOT WOM RTDP-DTS RTDP-DOT	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainiers (those who have undergone DTS Course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainiers (Completed DTS course) with some experience Level of Participants SCTP (State Cate Divyang Employees of	2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks	100 s) 22 Apr, 10 To 23 Apr, 19 16 Sep, 19 To 17 Sep, 19 03 Feb, 20 To 04 Feb, 20 02 Sep, 19 To 06 Sep, 19 13 Jan, 20 To 17 Jan, 20 09 Sep, 19 To 03 Sep, 19 20 Jan, 20 To 24 Jan, 20 23 Sep, 19 To 27 Sep, 19 01 Jan, 20 To 03 Jan, 20 14 Oct, 19 To 01 Nov, 19 04 Nov, 19 To 22 Nov, 19	POST-POWED To be started	SKS + BP RG RG KGR HG VR YD VR HG HG HG Course
84 85 86 87 88 S.No.	MOT WOM RTDP- DTS RTDP- DOT Code	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title Three-day Training Programme on Office Procedure	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainiers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training / Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainiers (Completed DTS course) with some experience Level of Participants SCTP (State Cate Divyang Employees of Central & State Governments under SCTP	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration Ining Progra	100 mes) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19 13 Jan,20 To 17 Jan,20 09 Sep,19 To 06 Sep,19 20 Jan,20 To 24 Jan,20 23 Sep,19 To 27 Sep,19 23 Sep,19 To 27 Sep,19 01 Jan,20 To 03 Jan,20 14 Oct,19 To 01 Nov,19 04 Nov,19 To 22 Nov,19 From - To amme) 29 Jul,19 To 31 Jul,19	POST-PONED To be started	SKS + BP RG RG KGR KGR HG VR YD VR HG HG HG RG R
84 85 86 87 88	MOT WOM RTDP-DTS RTDP-DOT Code	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development - Direct Trainer Skills RT Development - Design of Training Course Title Three-day Training Programme on Office Procedute Three-day Training Programme on	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience SCTP (State Cate Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration	100 mes) 22 Apr, 10 To 23 Apr, 19 16 Sep, 19 To 17 Sep, 19 03 Feb, 20 To 04 Feb, 20 02 Sep, 19 To 06 Sep, 19 13 Jan, 20 To 17 Jan, 20 09 Sep, 19 To 03 Sep, 19 20 Jan, 20 To 24 Jan, 20 23 Sep, 19 To 27 Sep, 19 01 Jan, 20 To 03 Jan, 20 14 Oct, 19 To 01 Nov, 19 O4 Nov, 19 To 22 Nov, 19 From - To	POST-PONED To be started	SKS + BP RG KGR KGR HG VR YD TVR HG HG Course Director
84 85 86 87 88 S.No.	MOT WOM RTDP- DTS RTDP- DOT Code	Direct Training Skills Design of Training Management of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title Three-day Training Programme on Office Procedure Programme on Establishment Rules Three-day Training	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS COURSE) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience SCTP (State Cate Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration Ining Progra	100 mes) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19 13 Jan,20 To 17 Jan,20 09 Sep,19 To 06 Sep,19 20 Jan,20 To 24 Jan,20 23 Sep,19 To 27 Sep,19 23 Sep,19 To 27 Sep,19 01 Jan,20 To 03 Jan,20 14 Oct,19 To 01 Nov,19 04 Nov,19 To 22 Nov,19 From - To amme) 29 Jul,19 To 31 Jul,19	POST-PONED To be started	Director KSKS + BP RG RG KGR KGR HG YD TVR HG HG HG RG RG RG RG
84 85 86 87 88 S.No.	MOT WOM RTDP- DTS RTDP- DOT Code SCTP-OP	Direct Training Skills Design of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title Three-day Training Programme on Office Procedure Three-day Training Programme on Establishment Rules Three-day Training Programme on Computer Applications (MS-Word,	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training / Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience Level of Participants SCTP (State Cate Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration Ining Progra 3 Days 3 Days	100 mes) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19 13 Jan,20 To 17 Jan,20 09 Sep,19 To 13 Sep,19 20 Jan,20 To 24 Jan,20 23 Sep,19 To 27 Sep,19 01 Jan,20 To 03 Jan,20 14 Oct,19 To 01 Nov,19 4 Nov,19 To 22 Nov,19 From - To 29 Jul,19 To 31 Jul,19 02 Dec,19 To 04 Dec,19	POST-PONED To be started	Director SKS + BP RG RG KGR KGR HG
84 85 86 87 88 S.No.	MOT WOM RTDP- DTS RTDP- DOT Code SCTP-OP	Direct Training Skills Design of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title Three-day Training Programme on Office Procedure Three-day Training Programme on Establishment Rules Three-day Training Programme on Computer	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS COURS) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers Imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience Level of Participants SCTP (State Cate Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Gentral & State Governments under SCTP Gentral & State Governments under SCTP	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration ning Progra 3 Days 3 Days 3 Days 3 Days	100 mmes) 22 Apr, 19 To 23 Apr, 19 16 Sep, 19 To 17 Sep, 19 03 Feb, 20 To 04 Feb, 20 02 Sep, 19 To 06 Sep, 19 13 Jan, 20 To 17 Jan, 20 09 Sep, 19 To 03 Sep, 19 20 Jan, 20 To 24 Jan, 20 23 Sep, 19 To 27 Sep, 19 01 Jan, 20 To 03 Jan, 20 14 Oct, 19 To 03 Jan, 20 14 Oct, 19 To 01 Nov, 19 From - To amme) 29 Jul, 19 To 31 Jul, 19 02 Dec, 19 To 04 Dec, 19 28 Aug, 19 To 30 Aug, 19	POST-POWED To be started	Director SKS + BP RG RG KGR KGR HG YD VR TVR HG HG HG RG RG RG RG RG RG
84 85 86 87 88 89 90 91	MOT WOM RTDP-DTS RTDP-DOT Code SCTP-OP SCTP-ER	Direct Training Skills Design of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title Three-day Training Programme on Office Procedure Programme on Establishment Rules Three-day Training Programme on Computer Applications (MS-Word, Excel, Power Point, etc.)	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS coolings) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience Level of Participants SCTP (State Cate Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration Ining Progra 3 Days 3 Days	100 mes) 22 Apr,19 To 23 Apr,19 16 Sep,19 To 17 Sep,19 03 Feb,20 To 04 Feb,20 02 Sep,19 To 06 Sep,19 13 Jan,20 To 17 Jan,20 09 Sep,19 To 13 Sep,19 20 Jan,20 To 24 Jan,20 23 Sep,19 To 27 Sep,19 01 Jan,20 To 03 Jan,20 14 Oct,19 To 01 Nov,19 4 Nov,19 To 22 Nov,19 From - To 29 Jul,19 To 31 Jul,19 02 Dec,19 To 04 Dec,19	POST-PONED To be started	Director KSS + BP RG RG KGR KGR HG YD VR YD VR HG HG RG RG RG RG
84 85 86 87 88 89 90 91	MOT WOM RTDP- DTS RTDP- DOT Code SCTP-OP SCTP-ER SCTP-FM	Direct Training Skills Design of Training Workshop on Mentoring RT Development – Direct Trainer Skills RT Development – Design of Training Course Title Three-day Training Programme on Office Procedure Three-day Training Programme on Establishment Rules Three-day Training Programme on Computer Applications (MS-Word, Excel, Power Point, etc.) Three-day Training Programme on Financial	Officers involved in Training Activities Officers imparting Direct Training / Group A & B Officers Direct Trainers (those who have undergone DTS course) with some experience Officers imparting Direct Training / Training Managers Group A and B Officers Officers imparting Direct Training / Group A & B Officers Direct Trainers (Completed DTS course) with some experience Level of Participants SCTP (State Cate Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Central & State Governments under SCTP Divyang Employees of Divyang Employees of	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 Days 2 Days 1 Week 1 Week 3 Days 3 Weeks 3 Weeks Duration ning Progra 3 Days 3 Days 3 Days 3 Days	100 mmes) 22 Apr, 19 To 23 Apr, 19 16 Sep, 19 To 17 Sep, 19 03 Feb, 20 To 04 Feb, 20 02 Sep, 19 To 06 Sep, 19 13 Jan, 20 To 17 Jan, 20 09 Sep, 19 To 03 Sep, 19 20 Jan, 20 To 24 Jan, 20 23 Sep, 19 To 27 Sep, 19 01 Jan, 20 To 03 Jan, 20 14 Oct, 19 To 03 Jan, 20 14 Oct, 19 To 01 Nov, 19 From - To amme) 29 Jul, 19 To 31 Jul, 19 02 Dec, 19 To 04 Dec, 19 28 Aug, 19 To 30 Aug, 19	POST-PONED To be started	VR HG HG Pirector

.

•