

Institute of Secretariat Training & Management

S.No.	Code	Course Title	Level of Participants	No. of	Duration	From - To	Status	Course Direct
			CTP (Cadre Training Pro	Courses				
1	CSS-A	CSS Level - A	Senior Secretariat	11	4 Weeks		Completed	PKJ
1	C33-A	COO Level - A	Assistants of CSS with 7	""	4 Weeks	12 Apr,21 To 07 May,21 26 Apr,21 To 21 May,21	Completed	PR
			years of approved service		li F	24 May,21 To 18 Jun,21	Going On	YD
					li F	07 Jun,21 To 02 Jul,21	Going On	PR
					li F	28 Jun,21 To 23 Jul,21	To be started	AJ
					li f	05 Jul,21 To 30 Jul,21	To be started	AKB
					li f	26 Jul,21 To 20 Aug,21	To be started	PR
						09 Aug,21 To 03 Sep,21	To be started	AKB
					 	31 Aug,21 To 24 Sep,21	To be started	AJ
						13 Sep,21 To 08 Oct,21	To be started	PR
						28 Feb,22 To 25 Mar,22	To be started	PR
2	CSS-B	CSS Level - B	Assistant Section Officers	12	5 Weeks	12 Apr,21 To 13 May,21	POST-PONED	AA
			of CSS with 6 years of		ll F	03 May,21 To 04 Jun,21	Completed	RJS
			approved service		 	05 Jul,21 To 06 Aug,21	To be started	AA
					 	26 Jul,21 To 27 Aug,21	To be started	RJS
						16 Aug,21 To 17 Sep,21	To be started	YD
						06 Sep,21 To 08 Oct,21	To be started	PKJ
					[27 Sep,21 To 29 Oct,21	To be started	YD
					! [18 Oct,21 To 18 Nov,21	To be started	MS
						08 Nov,21 To 10 Dec,21	To be started	RKJ
					! [29 Nov,21 To 31 Dec,21	To be started	VK
						03 Jan,22 To 04 Feb,22	To be started	AA
						28 Feb,22 To 01 Apr,22	To be started	JB
3	CSS-D	CSS Level - D	Section Officers of CSS with 6 years of approved service	8	12 Weeks	26 Apr,21 To 16 Jul,21	POST-PONED	DB
					li T	24 May,21 To 13 Aug,21	POST-PONED	DKB
					li i	05 Jul,21 To 24 Sep,21	To be started	RG
					li 📙	09 Aug,21 To 29 Oct,21	To be started	VR
					li F	20 Sep,21 To 10 Dec,21	To be started	MS
					li F	25 Oct,21 To 14 Jan,22		KGR + KGR +
					' '	25 Oct,21 10 14 Jan,22	10 be started	KGR + KGR
					lı r	29 Nov,21 To 18 Feb,22	To be started	RJS
					li F	10 Jan,22 To 01 Apr,22	To be started	BP
4	CSS-E	CSS Level - E	Under Secretaries of CSS	7	6 Weeks	12 Apr,21 To 21 May,21	POST-PONED	RG
•			with 4 years of approved			* * * * * * * * * * * * * * * * * * * *		VR
			service			17 May,21 To 25 Jun,21	POST-PONED	
					! <u> </u>	14 Jun,21 To 23 Jul,21	POST-PONED	YD
					! <u> </u>	26 Jul,21 To 03 Sep,21	To be started	MS
					! <u> </u>	23 Aug,21 To 01 Oct,21	To be started	AA
						18 Oct,21 To 26 Nov,21	To be started	DB
	-				<u> </u>	24 Jan,22 To 04 Mar,22	To be started	VK
5	CSS-F	CSS Level - F	Deputy Secretaries of CSS	3	3 Weeks	16 Aug,21 To 03 Sep,21	To be started	RG
			with 4 years of approved service			20 Dec,21 To 07 Jan,22	To be started	MS
			GOLVICO	No of		07 Mar,22 To 25 Mar,22	To be started	DKB
No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Direc
			MDP (Manageme	nt Develor	oment Prog	rammes)		
6	OCD	Orientation Course fo	r Dy. Deputy	3	3 Days	07 Apr,21 To 09 Apr,21	POST-PONED	VR
		Secretaries / Directo	ors Secretaries/Directors	rs	li '	09 Jun,21 To 11 Jun,21	POST-PONED	MS
			Joining Central		li		To be started	
_			Secretariat	\rightarrow		13 Sep,21 To 15 Sep,21	'	
7	RIS	Reservation in Servi for SC/ST/OBC	Section Officers/Assist Section Officers or		4 Days	7. 7.	POST-PONED	RG
		101 30/31/080	equivalent			02 Aug,21 To 05 Aug,21	To be started	RG
			oquivalont			15 Nov,21 To 18 Nov,21	To be started	PKJ
						01 Feb,22 To 04 Feb,22	To be started	RG
8	AV1	Administrative	Under Secretaries /	2	1 Week	14 Jun,21 To 18 Jun,21	POST-PONED	RJS
		Vigilance:Role of IO/	PO Section Officers / Assistant Section Officers	ore		21 Mar,22 To 25 Mar,22	To be started	RKJ
			Assistant Section Offic or equivalent	C12				
9	H-CAT	Handling of CAT Car		ant 2	3 Days	02 Jun,21 To 04 Jun,21	POST-PONED	VR
	11.5/11	a.idiing of Orti Od	Section Officers or		li Days	<u></u>	To be started	
			equivalent			21 Mar,22 To 23 Mar,22	I to be started	FKJ
10	WND	Workshop on Noting		ant 2	2 Days	22 Apr,21 To 23 Apr,21	Completed	YD
		Drafting	Section Officers or			11 Oct,21 To 12 Oct,21	To be started	RG
11	14/5000	10/	equivalent					T 140
11	WPCN-1			nd 2	1 Day	30 Apr,21	POST-PONED	MS
		Cabinet Notes	Directors			14 Jan,22	To be started	VR
	WPCN-2			. 2	1 Day	28 May,21	POST-PONED	PKJ
12	WPCN-2	Cabinet Notes-2	Section Officers			04 Mar,22	To be started	AA
	WPCN-2	Odbillot Hotob 2			8 Weeks		To be started	
12			Senior / Junior Analyst	is/ I 1				
	BMS	Basic Managemer Services	Senior / Junior Analyst Section Officers /	ts / 1	To Weeks	201101,211021041,22	,	1 100
12		Basic Managemer	Section Officers / Assistant Section Offic	er/	T O WEEK	201101,21	, , , , , , , , , , , , , , , , , , , ,	1100
12		Basic Managemer	Section Officers / Assistant Section Offic Technical Assistant of	er/	T O Weeks	2 10 10 1 10 2 1 0 dil,EE		1.00
12	BMS	Basic Managemer Services	Section Officers / Assistant Section Offic Technical Assistant of equivalent	er / or				
12		Basic Managemer Services	Section Officers / Assistant Section Offic Technical Assistant o equivalent Group A & B Officers	er / or 1	3 Weeks		To be started	
12	BMS	Basic Managemer Services	Section Officers / Assistant Section Offic Technical Assistant of equivalent Group A & B Officers undergone BMS cours	er / or s 1				

16		Good Coversance	Group A & B Officers	1	1 10/0 01/	20 Can 24 T- 24 C 24	To be eterted	KGR
16 17	GG HRM	Good Governance Human Resource	Group A & B Officers Group A & B Officers	1	1 Week 2 Days	20 Sep,21 To 24 Sep,21 27 May,21 To 28 May,21	To be started	VR MS
18	WLO(SC/ST)	Management Workshop for Liaison	Liaison Officers for SC/ST	2	2 Days	, , , , , , , , , , , , , , , , , , , ,		PKJ
١٥	WLO(30/31)	Officers (SC/ST)	LIAISUN ONICEIS (OF SC/S)		Z Days 	20 May,21 To 21 May,21 10 Jan,22 To 11 Jan,22	To be started	RG
19	WCCSDA	Workshop on Citizen	Group A & B Officers	1	3 Days	01 Nov,21 To 03 Nov,21	To be started	MS
		Centric & Service Delivery Approach						
20	WeO	Workshop on e-Office	Group A & B Officers	2	2 Days	22 Jul,21 To 23 Jul,21	To be started	AA
21	BDA(Basic)	Big Data Analytics in	All Gazetted Officers	1	3 Days	17 Feb,22 To 18 Feb,22 13 Dec,21 To 15 Dec,21	To be started To be started	JB BP
		Government (Basic)						
22	OTP-PV	Orientation Training Programme on Preventive	Group A & B Officers	2	1 Day	25 Jun,21 25 Feb,22	To be started	DKB PKJ
23	OTP-DDM	Vigilance Orientation Training	Group A & B Officers	2	2 Days	15 Nov,21 To 16 Nov,21	To be started	AJ
23	OTI -DDIW	Programme on Drafting of charge sheet in Disciplinary Matters	Gloup A & B Officers		Z Days	17 Mar,22 To 18 Mar,22	To be started	BP
24	BDA(Adv.)	Big Data Analytics in	All Gazetted Officers	2	3 Days	19 May,21 To 21 May,21	POST-PONED	BP
		Government (Advance)				02 Feb,22 To 04 Feb,22	To be started	RJS
25	WPEFC/SFC	Workshop on Preparation of Expenditure Finance	Deputy Secretary and Director	2	3 Days	12 Apr,21 To 14 Apr,21	POST-PONED	DB VR
26	WPPF	Committee / Standing Finance Committee		2	1 1 1 1 1 1 1 1	13 Dec,21 To 15 Dec,21	To be started	
20	VVPPF	Workshop on Public Policy Formulation	Group A & B Officers		1 Week 	12 Apr,21 To 16 Apr,21 14 Mar,22 To 18 Mar,22	POST-PONED To be started	RJS AA
27	MSS	Training Programme on	Group A & B officers	2	3 Days	02 Aug,21 To 04 Aug,21	To be started	KGR + KGR
		Managerial / Supervisory Skills						+ KGR + KGR
						07 Feb,22 To 09 Feb,22	To be started	MS
28	WSP	Workshop on Strategic Planning	Group A & B officers	2	3 Days 	12 Jul,21 To 14 Jul,21	To be started	KGR + KGR + KGR +
						40 D 04 T 45 D 0	1 To be -4: 1 1	KGR
29	ER-1	Establishment Rules-1	Section Officers /	2	l 1 Week	13 Dec,21 To 15 Dec,21 26 Apr,21 To 30 Apr,21	To be started	PKJ
			Assistant Section Officers			28 Jun,21 To 02 Jul,21	POST-PONED	RJS
30	ER-2	Establishment Rules-2	or equivalent Section Officers /	2	1 Week	07 Jun,21 To 11 Jun,21	POST-PONED	RG
			Assistant Section Officers or equivalent		i	06 Dec,21 To 10 Dec,21	To be started	YD
31	SDG	Training Programme on Sustainable Development Goals	Group A & B Officers	2	4 Days	13 Jul,21 To 16 Jul,21 04 Oct,21 To 07 Oct,21	To be started To be started	DB VR
32	HPM	Handling Parliamentary Matters	Group A & B Officers	2	2 Days	12 Jul,21 To 13 Jul,21	To be started	VR YD
33	WPFL	Workshop on Policy	Group A & B officers	2	4 Days	17 Feb,22 To 18 Feb,22 10 May,21 To 13 May,21	To be started	RG
		Formulation to Legislation	,		j í	04 Oct,21 To 07 Oct,21	To be started	DB
34	ARM	Advanced course on Record Management	Group A & B Officers	2	2 Days	15 Apr,21 To 16 Apr,21	Completed	RG
35	EPD	Economic Planning &	Group A & B Officers	2	2 Days	29 Nov,21 To 30 Nov,21 21 Oct,21 To 22 Oct,21	To be started To be started	AA AA
		Development including Liberalization, Global Warming & Economic Crisis				30 Dec,21 To 31 Dec,21	To be started	RG
36	D-RFP	Drafting of Request for	Group A & B Officers	2	1 Day	05 Nov,21	To be started	AD(OM)
37	MEGS	Proposal (RFP) Monitoring & Evaluation	Group A & B Officers	2	1 Day	28 Jan,22 16 Apr,21	To be started	BP MS
ο'	IVIEGO	of Government Schemes	Group A & B Officers		Day	1 5 Apr,21 07 Feb,22	POST-PONED To be started	VR
38	R-PWD	Rights of Persons with	Group A & B Officers	2	1 Day	30 Jul,21	To be started	DKB
39	W-EP	Disabilities (PWDs) Workshop on Effective	Group A & B Officers	1	2 Days	25 Mar,22 13 Jan,22 To 14 Jan,22	To be started To be started	VK DB
		Presentation	,					
40	STT	Statistical Tools and Techniques	Group A & B Officers	2	2 Days 	29 Nov,21 To 30 Nov,21 21 Mar,22 To 22 Mar,22	To be started To be started	VR MS
41	WPM	Workshop on Project	Group A & B Officers	1	2 Days	03 Mar,22 To 04 Mar,22	To be started	MS
42	LTM	Management Litigation Management	Group A & B Officers	1	2 Days	14 Feb,22 To 15 Feb,22	To be started	DKB
о.	Code		wol of Participants N	o. of	Duration	From - To	Status	Course Dire
o.	Code	Course Title Le	Co	urses			Status	Course Dire
43	C&A	Cash & Accounts	FMP (Financial Ma Assistant Section Officers	nagemer 3	9 Weeks	26 Jul,21 To 24 Sep,21	To be started	DB
	25		or Senior Secretariat Assistants or equivalent with 5 years of service	Ĭ		29 Nov,21 To 28 Jan,22 31 Jan,22 To 01 Apr,22	To be started To be started	DKB YD
44	PRB1	Programme on Pensions & other Retirement Benefits	Under Secretaries / Section Officers & equivalent	1	1 Week	03 May,21 To 07 May,21	POST-PONED	YD
45	PRB2	Programme on Pension &	Assistant Section Officers	2	1 Week	28 Jun,21 To 02 Jul,21	POST-PONED	DB
		Other Retirement Benefits	or equivalent			18 Oct,21 To 22 Oct,21	To be started	DKB
46	WPF	Workshop on Pay Fixation	Section Officers/Assistant Section Officers or equivalent	2	3 Days	05 Jul,21 To 07 Jul,21 01 Sep,21 To 03 Sep,21	Revised-Date To be started	YD DKB
47	PMG-1	Purchase Management in Government	Section Officers/Assistant Section Officers or equivalent	1	3 Days	12 Apr,21 To 14 Apr,21	Completed	DKB
48	WOB	Workshop on Outcome Budget	Section Officers/Assistant Section Officers or	1	2 Days	27 Sep,21 To 28 Sep,21	To be started	AKB

			Drivete Destructein						
			Private Partnership					POST-PONED	140
50	WFB		Workshop on Formulati	on Section Officers/Assista	ant 1	2 Days	20 Jan,22 To 21 Jan,22 20 Dec.21 To 21 Dec.21	To be started To be started	MS PR
30	VVFB		of Budget	Section Officers/Assista Section Officers or equivalent	ant I		20 Dec,21 To 21 Dec,21	To be started	
51	KATIW	<	Workshop on Income T	Assistant Section Office and DDOs or equivaler		2 Days	14 Feb,22 To 15 Feb,22	To be started	RJS
52	WEP		Workshop on e-	Group A & B Officers		2 Days	28 Jun,21 To 29 Jun,21	POST-PONED	PKJ
			Procurement	·		į į	14 Mar,22 To 15 Mar,22	To be started	DD(MS)
53	WFM	П	Workshop on Financia		В 2	1 Week		To be started	AKB
			Management in Government	& C Officers			21 Feb,22 To 25 Feb,22	To be started	AKB
54	WPP-GI	FR	Workshop on Public	Group A & B Officers	2	3 Days	21 Jun,21 To 23 Jun,21	POST-PONED	RG
			Procurement under GF 2017	R-			02 Feb,22 To 04 Feb,22	To be started	AKB
55	WGS1	Г	Workshop on Goods a	nd Group A & B Officers	2	2 Days	01 Nov,21 To 02 Nov,21	To be started	AKB
56	SWFM	,	Services Tax Special Workshop or	PSUs and other	2	1 Week	21 Mar,22 To 22 Mar,22	To be started	DB DKB
30	SWIN	1	Financial Management			Week	31 May,21 To 04 Jun,21 20 Dec,21 To 24 Dec,21	To be started	
			PSUs and other Autonomous Bodies			•	20 000,21 10 24 000,21	,	
57	OTP-RG	30	Orientation Training	Retiring Government	2	2 Days	08 Nov,21 To 09 Nov,21	To be started	YD
			Programme for the retir Government officials	ng Officials - Gazetted & N			07 Mar,22 To 08 Mar,22	To be started	DB
58	OTP-PFI	MS	Orientation Training	Gazetted Stair Group A & B Officers	2	2 Days	15 Jul,21 To 16 Jul,21	To be started	BP
			Programme on PFMS	· ·			07 Mar,22 To 08 Mar,22	To be started	AJ
59	OTP-e Bhavish		Orientation Training Programme on e-	Group A & B Officers	2	1 Day	23 Apr,21	POST-PONED	DB
		,,	Bhavishya				11 Mar,22	To be started	
60	BKE		Basic Knowledge on Economics	Group A & B Officers	3	2 Days	10 May,21 To 11 May,21	POST-PONED	MS
			ECOHOMICS				06 Dec,21 To 07 Dec,21	To be started	RG
61	e-Tender	ing	Training on e-Tenderir	g Group A & B Officers	2	1 Day	14 Mar,22 To 15 Mar,22 24 Dec,21	To be started To be started	RJS AJ
•	- Toriuei	9	Procedure	5 Cloup / G D Ollicels		Day	18 Feb,22	To be started	PR
62	B-FI		Budget - Formulation	& Group A & B Officers	2	1 Day	05 Jul,21	To be started	DKB
			Implementation				15 Nov,21	To be started	DKB
63	OTP- CPPP&G		Orientation Training Programme on CPPP	Group A & B Officers	2	3 Days	15 Nov,21 To 17 Nov,21	To be started	
			GeM for dealing hand	s			21 Mar,22 To 23 Mar,22	To be started	RG
64	SOTP CPPP&G		Special Orientation Training Programme o	PSUs and other Autonomous Bodies	2	3 Days	29 Nov,21 To 01 Dec,21	To be started	AJ
	CFFFAG	BEIVI	CPPP & GeM for PSU	s			14 Mar,22 To 16 Mar,22	To be started	VR
			and other Autonomou Bodies	S					
.No.	Code		Course Title	Level of Participants	No. of	Duration	From - To	Status	Course Dire
					Courses				
65			F	RTI (Right To Information	n - Cana	city Building	Programmes)		
UU	RM-	Rec		RTI (Right To Information Section Officers/Record	on - Capa	-, <u> </u>	· · · · · · · · · · · · · · · · · · ·	pagt-payer	VR
00	RM- RTI		ord Management and Right to Information	Section Officers/Record Officers/Assistant Section		city Building	Programmes) 26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21	POST-PONED To be started	KGR + KGR +
03			ord Management and	Section Officers/Record		-, <u> </u>	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21	To be started	KGR + KGR + KGR + KGR
	RTI	R	ord Management and Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22	To be started To be started	KGR + KGR + KGR + KGR VK
66		Ri	ord Management and	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public		-, <u> </u>	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21	To be started	KGR + KGR + KGR + KGR
	RTI RTI-	Ri	ord Management and Right to Information ight to Information -	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21	To be started To be started To be started	KGR + KGR + KGR + KGR VK VR DKB KGR + KGR +
66	RTI- PIO	Ri Publ	ord Management and Right to Information ight to Information - ic Information Officers	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22	To be started	KGR + KGR + KGR + KGR VK VR DKB KGR + KGR + KGR + KGR +
	RTI RTI-	Ri Publ	ord Management and Right to Information ight to Information -	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21	To be started Completed	KGR + KGR + KGR + KGR + VK VR DKB KGR + KGR
66	RTI- PIO	Ri Publ	ord Management and Right to Information ight to Information - ic Information Officers ight to Information -	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22	To be started	KGR + KGR + KGR + KGR + VK VR DKB KGR +
66	RTI- PIO	Ri Publ Ri	ord Management and Right to Information ight to Information - ic Information Officers ight to Information -	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21	To be started Completed	KGR + KGR + KGR + KGR + VK VR DKB KGR + KGR
66	RTI-PIO	Ri Publ Ri	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority	3 3	3 Days 3 Days 1 1 Day	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21	To be started Completed To be started	KGR + KGR + KGR + KGR + VK VR DKB KGR + KGR + KGR + KGR KGR +
66 67 68	RTI-PIO	Ri Publ Ri	ord Management and tight to Information ight to Information - ic Information Officers ight to Information - Appellate Authority	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority	3 3 2 2 No. of	3 Days 3 Days 1 1 Day	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21	To be started Completed To be started	KGR + KGR + KGR + KGR + VK VR DKB KGR +
66 67 68	RTI-PIO RTI-AA S-RTI	Ri Publ Ri	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants	3 3 2 No. of Courses	3 Days 1 3 Days 1 1 Day 1 Day	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22	To be started Completed To be started To be started	KGR + KGR + KGR + KGR + VK VR DKB KGR +
66 67 68	RTI-PIO RTI-AA S-RTI	Ri Publ	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants	3 3 2 No. of Courses	3 Days 3 Days 1 Day 1 Day Duration	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22	To be started Completed To be started To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR +
66 67 68	RTI-PIO RTI-AA S-RTI Code	Ri Publ	ord Management and Right to Information - ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information - Course Title	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha	3 3 2 No. of Courses avioural 1	3 Days 3 Days 1 Day 1 Day Duration Echniques)	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To	To be started Completed To be started To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR +
66 67 68	RTI-PIO RTI-AA S-RTI Code	Ri Publ	ord Management and Right to Information - ight to Information - ic Information Officers ight to Information - Appellate Authority - ideminar on Right to Information - Course Title - Stress Management - ganisational Behaviour	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha	3 3 2 No. of Courses avioural 1	3 Days 3 Days 1 Day 1 Day Duration Echniques)	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To	To be started Completed To be started To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR +
66 67 68 No.	RTI-AA RTI-AA S-RTI Code SM OBG	Ri Publi Ri A	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information Course Title Stress Management ganisational Behaviour in Government	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above	3 3 No. of Courses avioural 1 1	3 Days 3 Days 1 Day 1 Day Duration Cechniques 4 Days 1 Week	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 02 Aug,21 To 06 Aug,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR +
66 67 68 .No.	RTI-PIO RTI-AA S-RTI Code	Ri Publi Ri A	ord Management and Right to Information - ight to Information - ic Information Officers ight to Information - Appellate Authority - ideminar on Right to Information - Course Title - Stress Management - ganisational Behaviour	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above	3 3 2 No. of Courses avioural 1	3 Days 3 Days 1 Day 1 Day Duration Cechniques)	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21	To be started	KGR + KGR + KGR + KGR + VK VR DKB KGR +
66 67 68 .No.	RTI-AA RTI-AA S-RTI Code SM OBG	Ri Publi Ri A	ord Management and tight to Information ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above	3 3 No. of Courses avioural 1 1	3 Days 3 Days 1 Day 1 Day Duration Cechniques 4 Days 1 Week	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 02 Aug,21 To 06 Aug,21 13 Sep,21 To 15 Sep,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR +
66 67 68 .No. 69 70 71	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG	Ri Publ	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public Governance	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers	3 3 No. of Courses avioural 1 1	3 Days 3 Days 1 Day 1 Day Duration Fechniques 4 Days 1 Week 3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21	To be started	KGR +
66 67 68 .No.	RTI-AA RTI-AA S-RTI Code SM OBG	Ri Publ	ord Management and tight to Information ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers Under Secretaries / Section Officers /Assistant	3 3 No. of Courses avioural 1 1 2	3 Days 3 Days 1 Day 1 Day Duration Cechniques 4 Days 1 Week	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 02 Aug,21 To 06 Aug,21 13 Sep,21 To 15 Sep,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR +
66 67 68 No.	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG	Ri Publ	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public Governance	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers Under Secretaries / Section Officers /Assistant Section Officers or	3 3 No. of Courses avioural 1 1 2	3 Days 3 Days 1 Day 1 Day Duration Fechniques 4 Days 1 Week 3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21	To be started	KGR +
66 67 68 No.	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG	Ri Publ	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public Governance	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers Under Secretaries / Section Officers /Assistant	3 3 No. of Courses avioural 1 1 2	3 Days 3 Days 1 Day 1 Day Duration Fechniques 4 Days 1 Week 3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21	To be started	KGR +
66 67 68 No. 69 70 71 72 73	RTI-AA RTI-AA S-RTI Code SM OBG EVPG GS WEI	Ri Publi Ri A S S S S S S S S S S S S S S S S S S	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority ieminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Behaman Behaman Benton Officers Under Secretaries / Section Officers / Assistant Section Officers / Assistant Section Officers or equivalent Group A & B Officers	3 3 3 1 2 No. of Courses avioural 1 1 2 1	3 Days 3 Days 1 Day 1 Day 1 Day 2 Duration 2 Chniques) 4 Days 1 Week 3 Days 1 Week 3 Days 1 Week	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 02 Aug,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Nov,21 To 03 Nov,21	To be started To be started To be started To be started To be started To be started To be started To be started To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR + KGR
66 67 68 .No. 69 70 71	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG	Ri Publ Ri A S S S Wo	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers Under Secretaries / Section Officers /Assistant Section Officers or equivalent	3 3 3 No. of Courses avioural 1 1 2	3 Days 3 Days 1 Day 1 Day Duration Cechniques) 4 Days 1 Week 3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 02 Aug,21 To 15 Sep,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR VK VR DKB KGR + KGR
66 67 68 No. 69 70 71 72 73	RTI-AA RTI-AA S-RTI Code SM OBG EVPG GS WEI	Ri Publi Ri Publi Ri Publi Ri Publi Ri Publi Ri Ri Publi Ri Ri Publi Ri	ord Management and Right to Information ight to Information - ic Information Officers ight to Information Officers ight to Information - Appellate Authority ideminar on Right to Information Course Title Stress Management Ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team illding and Leadership Workshop on	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Behaman Behaman Benton Officers Under Secretaries / Section Officers / Assistant Section Officers / Assistant Section Officers or equivalent Group A & B Officers	3 3 3 1 2 No. of Courses avioural 1 1 2 1	3 Days 3 Days 1 Day 1 Day 1 Day 2 Duration 2 Chniques) 4 Days 1 Week 3 Days 1 Week 3 Days 1 Week	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Dec,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR + VK VR DKB KGR +
66 67 68 .No. 69 70 71 72 73 74 75	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG GS WEI WTBL WCS	Ri Publi Ri Publi Ri Publi Ri Publi Ri Publi Ri Ri Publi Ri Ri Publi Ri	ord Management and Right to Information ight to Information - ic Information Officers ight to Information Officers ight to Information - Appellate Authority ideminar on Right to Information Course Title Stress Management Ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team illding and Leadership Workshop on Communication Skills	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers Under Secretaries / Section Officers /Assistant Section Officers or equivalent Group A & B Officers	3 3 No. of Courses avioural 1 1 1 1 2	3 Days 3 Days 3 Days 1 Day 1 Day Duration Fechniques) 4 Days 1 Week 3 Days 1 Week 3 Days 1 Days 2 Days 2 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Dec,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21 17 Feb,22 To 18 Feb,22	To be started	KGR + KGR + KGR + KGR + KGR + KGR + VK VR DKB KGR +
66 67 68 .No. 69 70 71 72	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG GS WEI WTBL	Ri Publi Ri Publi Ri Publi Ri Publi Ri Publi Ri Ri Publi Ri Ri Publi Ri	ord Management and Right to Information ight to Information - ic Information Officers ight to Information Officers ight to Information - Appellate Authority ideminar on Right to Information Course Title Stress Management Ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team illding and Leadership Workshop on	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Under Secretaries / Section Officers /Assistant Section Officers or equivalent Group A & B Officers Group A & B Officers Group A & B Officers	3 3 1 No. of Courses avioural 1 1 1 1	3 Days 3 Days 3 Days 1 Day 1 Day Duration Cechniques) 4 Days 1 Week 3 Days 1 Week 3 Days 1 Week 3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Dec,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21	To be started	KGR +
66 67 68 .No. 69 70 71 72 73 74 75 76	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG GS WEI WTBL WCS IPE	Ri Publ Ri A S S S Woo Drg Bu	ord Management and Right to Information ight to Information - ic Information Officers ight to Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team ilding and Leadership Workshop on communication Skills Inter Personal Effectiveness	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Behaman Section Officers & above) Group A & B Officers Group A & B Officers Under Secretaries / Section Officers / Assistant Section Officers or equivalent Group A & B Officers Group A & B Officers	3 3 2 1 No. of Courses avioural 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 Days 3 Days 3 Days 1 Day 1 Day Duration Cechniques 4 Days 1 Week 3 Days 1 Week 3 Days 2 Days 2 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Nov,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21 17 Feb,22 To 18 Feb,22 13 Dec,21 To 14 Dec,21	To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started To be started	KGR +
66 67 68 .No. 69 70 71 72 73 74 75	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG GS WEI WTBL WCS	Ri Publ Ri A S S S Organia	ord Management and Right to Information ight to Information - ic Information Officers ight to Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management Ganisational Behaviour in Government icts and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team illding and Leadership Workshop on Information Skills Inter Personal Effectiveness vention, Prohibition and	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Beha Section Officers & above Group A & B Officers Group A & B Officers Under Secretaries / Section Officers /Assistant Section Officers or equivalent Group A & B Officers	3 3 No. of Courses avioural 1 1 1 1 2	3 Days 3 Days 3 Days 1 Day 1 Day Duration Fechniques) 4 Days 1 Week 3 Days 1 Week 3 Days 1 Days 2 Days 2 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Nov,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21 17 Feb,22 To 18 Feb,22 13 Dec,21 To 14 Dec,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR + VK VR DKB KGR +
66 67 68 .No. 69 70 71 72 73 74 75 76	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG GS WEI WTBL WCS IPE	Ri Publ Ri A S S Org	ord Management and Right to Information ight to Information - ic Information Officers ight to Information - ic Information Officers ight to Information - ic Information - ic Information Course Title Stress Management Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team ilding and Leadership Workshop on Communication Skills Inter Personal Effectiveness vention, Prohibition and Redressal of Sexual rassment of Women at	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Behaman Section Officers & above) Group A & B Officers Group A & B Officers Under Secretaries / Section Officers / Assistant Section Officers or equivalent Group A & B Officers Group A & B Officers	3 3 2 1 No. of Courses avioural 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 Days 3 Days 3 Days 1 Day 1 Day Duration Cechniques 4 Days 1 Week 3 Days 1 Week 3 Days 2 Days 2 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 02 Aug,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Dec,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21 17 Feb,22 To 18 Feb,22 13 Dec,21 To 14 Dec,21 19 Jul,21 To 20 Jul,21 15 Nov,21 To 16 Nov,21	To be started	KGR +
66 67 68 .No. 69 70 71 72 73 74 75 76	RTI-PIO RTI-AA S-RTI Code SM OBG EVPG GS WEI WTBL WCS IPE	Ri Publ Ri A S S S Wo Drg Ethi C C Prev F Har	ord Management and Right to Information ight to Information - ic Information Officers ight to Information Officers ight to Information - Appellate Authority deminar on Right to Information Course Title Stress Management Ganisational Behaviour in Government ics and Value in Public Governance Gender Sensitization orkshop on Emotional Intelligence Workshop on Team idliding and Leadership Workshop on Team idliding and Leadership Workshop on Sills Inter Personal Effectiveness vention, Prohibition and Redressal of Sexual	Section Officers/Record Officers/Assistant Section Officers or equivalent Public Information Officers Officers/Central Public Information Officers Officers designated as Appellate Authority Section Officers & above Level of Participants BT (Behaman Section Officers & above) Group A & B Officers Group A & B Officers Under Secretaries / Section Officers / Assistant Section Officers or equivalent Group A & B Officers Group A & B Officers	3 3 2 1 No. of Courses avioural 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 Days 3 Days 3 Days 1 Day 1 Day Duration Cechniques 4 Days 1 Week 3 Days 1 Week 3 Days 2 Days 2 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22 01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22 09 Apr,21 11 Oct,21 28 Mar,22 From - To 09 Aug,21 To 12 Aug,21 13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21 04 Oct,21 To 08 Oct,21 01 Nov,21 To 03 Dec,21 30 Sep,21 To 01 Oct,21 17 Feb,22 To 18 Feb,22 13 Dec,21 To 14 Dec,21	To be started	KGR + KGR + KGR + KGR + KGR + KGR + VK VR DKB KGR +

79	CTPST	Critical Thinking & Problem	Group A & B Officers	2	2 Days	17 Jun,21 To 18 Jun,21	POST-PONED	DB
		Solving Techniques				17 Feb,22 To 18 Feb,22	To be started	RKJ
S.No.	Code	Course Title	Level of Participants	No. of	Duration	From - To	Status	Course Directo
		CSSS-CTP (C		Courses es for Ce	ntral Secre	l tariat Stenographer Serv	(ice)	
80	SDR(F)	Stenographers Direct	Stenographers Grade D	3	8 Weeks		Completed	BP
80	SDK(F)	Recruit (Foundational)	(Direct Recruit)	3	o weeks	12 Apr,21 To 04 Jun,21	Completed	AKB
		rtosian (r odridational)	(Birodi Noordii)			12 Apr,21 To 04 Jun,21	1	AKB
	<u> </u>				<u> </u>	12 Apr,21 To 04 Jun,21	POST-PONED	
81	CSSS-1	CSSS Level - I	Stenographers Grade D of	12	3 Weeks	19 Apr,21 To 07 May,21	Completed	MS
			CSSS with 7 years of		! <u>[</u>	31 May,21 To 18 Jun,21	Going On	PKJ
			regular service			07 Jun,21 To 25 Jun,21	Going On	BP
						28 Jun,21 To 16 Jul,21	To be started	MS
						19 Jul,21 To 06 Aug,21	To be started	PKJ
					[02 Aug,21 To 20 Aug,21	To be started	BP
						06 Sep,21 To 24 Sep,21	To be started	RJS
					[27 Sep,21 To 14 Oct,21	To be started	BP
						18 Oct,21 To 05 Nov,21	To be started	AJ
						08 Nov,21 To 26 Nov,21	To be started	PR
						29 Nov,21 To 17 Dec,21	To be started	AKB
						03 Jan,22 To 21 Jan,22	To be started	RKJ
82	CSSS-2	CSSS Level - II	Personal Assistants of	2	2 Weeks	14 Jun,21 To 25 Jun,21	To be started	RJS
			CSSS with 3 years of regular service		i	09 Aug,21 To 20 Aug,21	To be started	AJ
83	CSSS-3	CSSS Level - III	Private Secretaries of CSSS with 4 years of regular service	2	3 Weeks	19 Арг,21 То 07 Мау,21	POST-PONED	KGR + KGR + KGR + KGR
						17 May,21 To 04 Jun,21	POST-PONED	DB
84	CSSS-4	CSSS Level - IV	Principal Private	5	4 Weeks	12 Apr,21 To 07 May,21	POST-PONED	DKB
			Secretaries with 4 years of		lı i	24 May,21 To 18 Jun,21	POST-PONED	KGR + KGR
			regular service		<u>'</u>	21 Way,21 10 10 0an,21	POST-PONED	+ KGR + KGR
						26 Jul,21 To 20 Aug,21	To be started	PKJ
						04 Oct,21 To 29 Oct,21	To be started	RJS
						07 Feb,22 To 04 Mar,22	To be started	BP
85	CSSS-5	CSSS Level - V	Senior Principal Private Secretaries with 4 years of regular service	1	3 Weeks	08 Nov,21 To 26 Nov,21	To be started	RG
S.No.	Code	Course Title	Level of Participants	No. of	Duration	From - To	Status	Course Directo
		500.50 11.10	· ·	Courses			Status	Godingo Billook
			CC (Cd	omputer (Courses)			
86	MS-PP	MS-Power Point	Officers & Staff	1	3 Days	06 Dec,21 To 08 Dec,21	To be started	RJS
87	MS-OS	MS-Office Suite	Officers & Staff	1	1 Week	12 Apr, 21 To 16 Apr, 21	POST-PONED	PR
88	MS-W	MS-Word	Officers & Staff	1	3 Days	20 Oct,21 To 22 Oct,21	To be started	PR
89	MS-Ex	MS-Excel	Officers & Staff	1	3 Days	12 Jul.21 To 14 Jul.21	To be started	PR
90	MS-Ac	MS Access	Officers & Staff	1	3 Days	02 Feb.22 To 04 Feb.22	To be started	RKJ
91	MS-						<u>.</u>	
91	Ex(Adv)	MS-Excel (Advance)	Officers & Staff	1	3 Days 	28 Feb,22 To 02 Mar,22	To be started	DB
92	DA-Ex	Data Analytics using MS- Excel	Officers & Staff	1	3 Days	07 Feb,22 To 09 Feb,22	To be started	DB
S.No.	Code	Course Title	Level of Participants	No. of	Duration	From - To	Status	Course Directo
			·	Courses	- 1 D			
			TDP (Trainers D	evelopm	ent Progran	nmes)		
93	NTP	National Training Policy	Officers involved in	2	2 Days	03 May,21 To 04 May,21	POST-PONED	VR
			Training Activities		Γ	13 Dec,21 To 14 Dec,21	To be started	YD
94	MOT	Management of Training	Officers imparting Direct Training / Training	1	1 Week	27 Sep,21 To 01 Oct,21	To be started	DKB
	L		Managers					
95	WOM	Workshop on Mentoring	Group A and B Officers	1	3 Days	02 Aug,21 To 04 Aug,21	To be started	BP
96	RTDP-	Recognized Trainers	Officers imparting Direct	1	3 Weeks	27 Dec,21 To 14 Jan,22	To be started	KGR + KGR +
67	DTS	Development Programme – Direct Trainer Skills	Training / Group A & B Officers	4	10.144		1	KGR + KGR + AKB
97	RTDP- DoT	Recognized Trainers Development Programme – Design of Training	Direct Trainers (those who have undergone DTS course) with some experience	1	3 Weeks	03 Jan,22 To 21 Jan,22	To be started	YD + JB
S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Directo
	11111111111111111		SCTP (State Cat		ining Progr	amme)		
00	SCTP-	Training December 1	<u> </u>	-gory ma		, , , , , , , , , , , , , , , , , , ,	_	DICE
98	OP OP	Training Programme on Office Procedure under SCTP	Divyang Employees of Central & State Governments		3 Days	03 May,21 To 05 May,21	POST-PONED	DKB
99	SCTP- ER	Training Programme on Establishment Rules under SCTP	Divyang Employees of Central & State Governments	1	3 Days	01 Dec,21 To 03 Dec,21	To be started	JB
100	SCTP- CA	Training Programme on Computer Applications under SCTP	Divyang Employees of Central & State Governments	1	3 Days	21 Mar,22 To 23 Mar,22	To be started	AJ
101	SCTP- FM	Training Programme on Financial Management under SCTP	Divyang Employees of Central & State Governments	1	3 Days	06 Dec,21 To 08 Dec,21	To be started	DB
102	SCTP- MI	Training Programme on Sensitization of Government functionaries on issues relating to	Central & State Government Employees	1	│ 3 Days 「	07 Mar,22 To 09 Mar,22	To be started	RKJ

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