

Dr. MCR Human Resource Development Institute of Telangana

Calendar for the year 2017-18 (State Programs)

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
1	Personal Effectiveness Skills	1	3	4-Apr-17	6-Apr-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
2	Foundation Course for Junior Assistants (who were appointed on compassionate grounds)	1	24	10-Apr-17	8-May-17	Junior Assistants	40	960	960000	JMG	COMSP
3	Change in Farming Systems for Climate Change adaptation	1	3	11-Apr-17	13-Apr-17	Middle level officers	30	90	90,000	VKE	CCDM
4	Basic Course on Disaster Management	1	3	11-Apr-17	13-Apr-17	Middle level officers	30	90	90,000	MJ	CCDM
5	Basic Course on Disaster Management	1	3	11-Apr-17	13-Apr-17	Middle level officers	30	90	90,000	Addl. FM	CCDM
6	Change in Farming Systems for Climate Change adaptation	1	3	11-Apr-17	13-Apr-17	Middle level officers	30	90	90,000	AFM	CCDM
7	Work Life Balance	1	3	11-Apr-17	13-Apr-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
8	Workshop on Preparation of DDMP	1	2	12-Apr-17	13-Apr-17	Special level officers	30	90	90,000	VKE	CCDM
9	Awareness on National Pension Scheme for DDOs (Other Departments)	1	2	17-Apr-17	18-Apr-17	All Dept. DDOs	30	60	60000	YS	ACTW
10	Refresher for Senior Auditors	1	6	17-Apr-17	22-Jul-17	Senior Auditors	45	270	270,000	ENN	AdTW
11	Basic Computer Training on MS- Office	1	13	17-Apr-17	29-Apr-17	All the state Govt. Employees	30	390	234000	RS	CIT
12	eGovernance Project Life Cycle - Case Study	1	5	17-Apr-17	22-Apr-17	Sr. State Gov Officials	30	150	90000	SA	CIT
13	Scrutiny of Bills and PD Accounts	1	3	20-Apr-17	22-Apr-17	STOs / S.A.s	30	90	90000	YS	ACTW
14	ToT on Implementation of Heat Wave Action Plan for District Teams	1	3	20-Apr-17	22-Apr-17	District level officers	30	90	90,000	VKE	CCDM
15	Implementation of Heat Wave Action Plan for District Teams	1	3	20-Apr-17	22-Apr-17	Middle level officers	30	90	90,000	AFM	CCDM
16	Training Programme on Revenue Administration	1	3	20-Apr-17	22-Apr-17	Sr.Asst/DT/Tah for Revenue Department	40	120	72000	DrPS	CGRA
17	Refresher Training Programme for SAs/JAs	1	13	24-Apr-17	6-May-17	SAs/ JAs	40	520	520000	YS	ACTW
18	Refresher for Senior Auditors	1	6	24-Apr-17	29-Apr-17	Senior Auditors	45	270	270,000	KSR	AdTW
19	Workshop on Integrating DRR in Departments Manuals of Depts of	1	2	24-Apr-17	25-Apr-17	Middle level officers	30	90	90,000	VKE	CCDM
20	Gender Issues in Disaster Management	1	3	24-Apr-17	25-Apr-17	Middle level officers	30	90	90,000	AFM	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
21	Refresher training Course for Sub – Registrars of Registration and Stamps	1	6	24-Apr-17	29-Apr-17	Sub – Registrars of Registration and Stamps Department	40	240	144000	Dr SMN	CGRA
22	Basic Course on Disaster Management	1	3	25-Apr-17	27-Apr-17	Middle level officers	30	90	90,000	MJ	CCDM
23	Refresher Course on RTI to the Officers undergone Training of Trainers on RTI	1	3	25-Apr-17	27-Apr-17	Officers undergone ToT on RTI	40	120	72000	KSR	CGRA
24	Training Programme to Peshie's Staff	1	3	25-Apr-17	27-Apr-17	Sr. Assistants / Jr. Assistants	30	90	90000	KAK	COMSP
25	Pay Fixations (Other Departments)	1	4	26-Apr-17	29-Apr-17	Supdts. / S.A.s	40	160	160000	VLNG	ACTW
26	ToT on Implementation of Heat Wave Action Plan for District Team	1	3	27-Apr-17	29-Apr-17	District level officers	30	90	90,000	VKE	CCDM
27	Refresher training Course for District Registrars of Registration and Stamps Department	1	6	1-May-17	6-May-17	District – Registrars of Registration and Stamps Department	40	240	144000	Dr SMN	CGRA
28	Induction training to Village Revenue Officers	1	12	1-May-17	12-May-17	VROs	40	480	288000	DrPS	CGRA
29	Basic Computer Training on MS- Office	1	13	1-May-17	13-May-17	All the state Govt. Employees	30	390	234000	MK	CIT
30	Foundation Course for Junior Assistants (who were appointed on compassionate	1	24	1-May-17	29-May-17	Junior Assistants	40	960	960000	KAK	COMSP
31	Workshop to identify bottle necks in elimination of child labour	1	3	2-May-17	4-May-17	AD/DD/JD from all Departments	40	120	72000	Dr RM	CGRA
32	Foundation course for Jr. Assistants in ULBs	1	24	2-May-17	31-May-17	Jr. Assistants	50	1200	720000	Dr.V.Deepa Nair	CUDS
33	Basic Course on Disaster Management	1	3	3-May-17	5-May-17	Middle level officers	30	90	90,000	MJ	CCDM
34	Advanced MS- Excel	1	3	4-May-17	6-May-17	All the state Govt. Employees	30	90	54000	BS	CIT
35	Workshop on Contributory Pension Scheme (Role of Treasury)	1	2	8-May-17	9-May-17	ATOs/ STOs	60	120	120000	YS	ACTW
36	Basic Course in Disaster Management	1	3	9-May-17	11-May-17	Middle level officers	30	90	1,35,000	KSR	CCDM
37	Basic Course in Disaster Management	1	3	9-May-17	11-May-17	Middle level officers	30	90	1,35,000	AFM	CCDM
38	Refresher Course for ASOs	1	14	9-May-17	25-May-17	Assistant Section Officers	30	420	420000	JMG	COMSP
39	ToT on Climate and Environment Literacy	1	3	10-May-17	12-May-17	Education Dept.	30	90	90,000	VKE	CCDM
40	Climate and Environment Literacy	1	3	10-May-17	12-May-17	Middle level officers	30	90	90,000	AFM	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
41	Refresher for Assistant Audit Officers	1	6	15-May-17	20-May-17	Asst Audit Officers	45	270	270,000	ENN	AdTW
42	Workshop on comparative benefits under RR Act 2013 vs Act 123 of Telangan State	1	3	15-May-17	17-May-17	AD/DD/JD from all Departments	40	120	72,000	Dr SMN	CGRA
43	Basic Computer Training on MS- Office	1	13	15-May-17	27-May-17	All the state Govt. Employees	30	390	234000	BS	CIT
44	Web site development using PHP	1	6	15-May-17	20-May-17	All the state Govt. Employees	30	180	108000	SR	CIT
45	Preparing State Cadre Officers for Selection into All India service	1	6	15-May-17	20-May-17	State Cadre Officers	30	180	180000	KAK	COMSP
46	Refresher Training Programmes to Jr. Assistants	1	15	15-May-17	31-May-17	Junior Assistants	30	450	450000	JMG	COMSP
47	Basic Course on Disaster Management	1	3	17-May-17	19-May-17	Middle level officers	30	90	90,000	MJ	CCDM
48	Induction Training Programme for Junior Accountants / Senior Accountants	1	75	22-May-17	4-Aug-17	SAs/ JAs	50	3750	3750000	YS	ACTW
49	Refresher for Senior Auditors	1	6	22-May-17	27-May-17	Senior Auditors	45	270	270,000	KSR	AdTW
50	Foundation Course for Junior Assistants (who were appointed on compassionate	1	24	22-May-17	19-Jun-17	Junior Assistants	40	960	960000	SVR	COMSP
51	Refresher Course on RTI to the Officers undergone Training of Trainers on RTI	1	3	23-May-17	25-May-17	Officers undergone ToT on RTI	40	120	72000	KSR	CGRA
52	Record of Rights in Land & PPB Act	1	2	24-May-17	26-May-17	DT/Tah/Dy.Colletctor(LA)	40	120	72000	DrPS	CGRA
53	Capacity building of consumer right activities.	1	3	24-May-17	26-May-17	AD/DD/JD from all Departments	40	120	72,000	Dr SMN	CGRA
54	Basic Course on Disaster Management	1	3	25-May-17	27-May-17	Middle level officers	30	90	90,000	MJ	CCDM
55	Workshop on Preparation of DDMP	1	2	26-May-17	27-May-17	Special level officers	30	90	90,000	VKE	CCDM
56	ToT on Climate and Environment Literacy	1	3	29-May-17	31-May-17	Education Dept.	30	90	90,000	VKE	CCDM
57	Conflict Management	1	3	29-May-17	31-May-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
58	Refresher Training to Sr. Assistants	1	6	29-May-17	3-Jun-17	Sr. Assistants	30	180	180000	KAK	COMSP
59	Training Programme on Conduct Rules and Disciplinary Procedures	1	3	1-Jun-17	3-Jun-17	Superintendent / Sr. Assistants /	30	90	90000	JMG	COMSP
60	Refresher Course for ASOs	1	14	1-Jun-17	17-Jun-17	Assistant Section Officers	30	420	420000	KAK	COMSP

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
61	Pensions (Online Pensions Package) & NPS	1	4	6-Jun-17	9-Jun-17	ATOs/ STOs	30	120	120000	VLNG	ACTW
62	Community Based Disaster Risk Management	1	3	6-Jun-17	8-Jun-17	Middle level officers	30	90	1,35,000	KSR	CCDM
63	Community Based Disaster Risk Management	1	3	6-Jun-17	8-Jun-17	Middle level officers	30	90	1,35,000	AFM	CCDM
64	Rights on Land & ROR Act	1	3	6-Jun-17	8-Jun-17	All Gaz. Officers of Revenue Department	40	120	72000	DrPS	CGRA
65	Communication and Presentation Skills	1	3	6-Jun-17	8-Jun-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
66	Advanced MS- Excel	1	3	7-Jun-17	9-Jun-17	All the state Govt. Employees	30	90	54000	BS	CIT
67	Training Programme on Drafting of Parawise Remarks in Court Cases	1	3	7-Jun-17	9-Jun-17	Superintendent / Sr. Assistants	30	90	90000	JMG	COMSP
68	Refresher Training Programme for ATOs/AOs/APPOs	1	6	12-Jun-17	17-Jun-17	ATOs	40	240	240000	VLNG	ACTW
69	Refresher for District Audit Officers	1	13	12-Jun-17	24-Jun-17	Audit Officers	30	390	390,000	ENN	AdTW
70	Refresher training Course for Senior Assistans of Registration and Stamps	1	6	12-Jun-17	17-Jun-17	Senior Assistans of Registration and Stamps Department	40	240	144000	Dr SMN	CGRA
71	Basic Computer Training on MS- Office	1	13	12-Jun-17	24-Jun-17	All the state Govt. Employees	30	390	234000	SR	CIT
72	ToT to DTC Faculty on DOM	1	6	12-Jun-17	17-Jun-17	DTC Faculty	30	180	30000	JMG	COMSP
73	Foundation Course for Junior Assistants (who were appointed on compassionate	1	24	12-Jun-17	13-Jul-17	Junior Assistants	40	960	960000	Dr.GL	COMSP
74	Basic Course on Disaster Management	1	3	13-Jun-17	15-Jun-17	Middle level officers	30	90	90,000	MJ	CCDM
75	Basic Course on Disaster Management	1	3	13-Jun-17	15-Jun-17	Middle level officers	30	90	90,000	AFM	CCDM
76	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	13-Jun-17	17-Jun-17	Engineers	50	250	150000	Dr. C. Nagaraja	CUDS
77	Refresher Training Programme for STOs/JAOs	1	6	19-Jun-17	24-Jun-17	STOs	40	240	240000	VLNG	ACTW
78	Refresher for Senior Auditors	1	6	19-Jun-17	24-Jun-17	Senior Auditors	45	270	270,000	KSR	AdTW
79	Gender Issues in Disaster Management	1	3	20-Jun-17	22-Jun-17	Middle level officers	30	90	90,000	AFM	CCDM
80	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	20-Jun-17	24-Jun-17	Engineers	50	250	150000	Dr.V.Deepa Nair	CUDS

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
81	Change Management	1	3	21-Jun-17	23-Jun-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
82	Refresher Course on RTI to the Officers undergone Training of Trainers on RTI	1	3	28-Jun-17	30-Jun-17	Officers undergone ToT on RTI	40	120	72000	KSR	CGRA
83	Cyber Security	1	5	28-Jun-17	30-Jun-17	IT Coordinators, Sr.Officials	30	150	54000	MK	CIT
84	School Safety & Preparation of School Safety Plan (Off campus)	1	2	29-Jun-17	30-Jun-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
85	Induction Training Programme for AAOs	1	154	3-Jul-17	3-Dec-17	New AAOs	21	3234	3,234,000	ENN	AdTW
86	Management of Hostels for SC/ST/BC/Minorities Welfare	1	3	3-Jul-17	5-Jul-17	AD/DD/JD from Welfare Departments	40	120	72000	GJS	CGRA
87	Software, Hardware Networking solutions	1	5	3-Jul-17	7-Jul-17	IT Coordinators, All the state Govt. Employees	30	150	90000	BS	CIT
88	Foundation Course for Junior Assistants (who were appointed on compassionate	1	24	3-Jul-17	31-Jul-17	Junior Assistants	40	960	960000	KSK	COMSP
89	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	3-Jul-17	7-Jul-17	Engineers	50	250	150000	Dr. C. Nagaraja Rao	CUDS
90	School Safety & Preparation of School Safety Plan (Off campus)	1	2	4-Jul-17	5-Jul-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
91	Conflict Management	1	3	4-Jul-17	6-Jul-17	Senior & Middle level officers	30	90	90,000	Dr NS	CMBS
92	Workshop on Preparation of DDMP	1	2	5-Jul-17	6-Jul-17	Special level officers	30	90	90,000	VKE	CCDM
93	Rights on Land & ROR Act	1	3	5-Jul-17	7-Jul-16	Sr.Asst/DT/Tah/Dy.Collector	40	120	72000	DrPS	CGRA
94	Training Programme on Conduct Rules and Disciplinary Procedures	1	3	5-Jul-17	7-Jul-17	Superintendent / Sr. Assistants /	30	90	90000	KAK	COMSP
95	Earthquake Resistant Constructions & Mitigation Planning	1	3	11-Jul-17	13-Jul-17	Middle level officers	30	90	1,35,000	KSR	CCDM
96	Earthquake Resistant Constructions & Mitigation Planning	1	3	11-Jul-17	13-Jul-17	Middle level officers	30	90	1,35,000	AFM	CCDM
97	Refresher Training Programmes to Jr. Assistants	1	15	11-Jul-17	27-Jul-17	Junior Assistants	30	450	450000	KAK	COMSP
98	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	11-Jul-17	15-Jul-17	Engineers	50	250	150000	Dr.V.Deepa Nair	CUDS
99	Drought Management and Implementation of Drought manual	1	3	12-Jul-17	14-Jul-17	Middle level officers	30	90	90,000	VKE	CCDM
100	School Safety & Preparation of School Safety Plan (Off campus)	1	2	12-Jul-17	13-Jul-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
101	Drought Management and Implementation of Drought manual	1	3	12-Jul-17	14-Jul-17	Middle level officers	30	90	90,000	AFM	CCDM
102	Management of Hostels for SC/ST/BC/Minorities Welfare	1	3	12-Jul-17	14-Jul-17	AD/DD/JD from Welfare Departments	40	120	72000	GJS	CGRA
103	Management of Hostels for SC/ST/BC/Minorities Welfare	1	3	13-Jul-17	15-Jul-17	AD/DD/JD from Welfare Departments	40	120	72000	GJS	CGRA
104	Advanced MS- Excel	1	3	13-Jul-17	15-Jul-17	All the state Govt. Employees	30	90	54000	RS	CIT
105	Refresher Training Programme for SAs/JAs	1	13	17-Jul-17	29-Jul-17	SAs/ JAs	40	520	520000	VLNG	ACTW
106	Refresher for Senior Auditors	1	6	17-Jul-17	22-07-2017	Senior Auditors	45	270	270,000	KSR	AdTW
107	Basic Computer Training on MS- Office	1	13	17-Jul-17	29-Jul-17	All the state Govt. Employees	30	390	234000	MK	CIT
108	Refresher Training to SOs	1	6	17-Jul-17	22-Jul-17	Section Officers	30	180	180000	JMG	COMSP
109	Foundation Course for Junior Assistants (who were appointed on compassionate)	1	24	17-Jul-17	11-Aug-17	Junior Assistants	40	960	960000	VJ	COMSP
110	Climate and Environment Literacy	1	3	18-Jul-17	20-Jul-17	Middle level officers	30	90	90,000	AFM	CCDM
111	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	18-Jul-17	22-Jul-17	Engineers	50	250	150000	Dr. C. Nagaraja	CUDS
112	School Safety & Preparation of School Safety Plan (Off campus)	1	2	19-Jul-17	20-Jul-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
113	Orientation Programme on DOM to Heads of Offices above Superintendent cadre/Mandal	1	3	20-Jul-17	22-Jul-17	Office Heads / Superintendent / Mandal Level Officer / DPOs of Doctors of	30	90	90000	KSK	COMSP
114	Refresher for Senior Auditors	1	6	24-Jul-17	29-Jul-17	Senior Auditors	45	270	270,000	KSR	AdTW
115	Basic Computer Training on MS- Office	1	13	24-Jul-17	5-Aug-17	All the state Govt. Employees	30	390	234000	RS	CIT
116	eGovernance Project Life Cycle - Case Study	1	5	24-Jul-17	28-Jul-17	Sr. State Gov Officials	30	150	90000	SA	CIT
117	Labour Laws with Spl Refrence to BOCW	1	3	25-Jul-17	27-Jul-17	1st Level Gazted	40	120	72000	DrPS	CGRA
118	Management of Hostels for SC/ST/BC/Minorities Welfare	1	3	25-Jul-17	27-Jul-17	AD/DD/JD from Welfare Departments	40	120	72000	GJS	CGRA
119	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	25-Jul-17	29-Jul-17	Engineers	50	250	150000	Dr. C. Nagaraja	CUDS
120	School Safety & Preparation of School Safety Plan (Off campus)	1	2	26-Jul-17	27-Jul-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
121	Refresher Training Programme for DDs/CAOs/ADs	1	6	31-Jul-17	5-Aug-17	DDs/DTOs/A.D.s	30	180	180000	YS	ACTW
122	Training Programme on Conduct Rules and Disciplinary Procedures	1	3	1-Aug-17	3-Aug-17	Superintendent / Sr. Assistants /	30	90	90000	VJ	COMSP
123	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	1-Aug-17	5-Aug-17	Engineers	50	250	150000	Dr.V.Deepa Nair	CUDS
124	School Safety & Preparation of School Safety Plan (Off campus)	1	2	2-Aug-17	3-Aug-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
125	Workshop to Identify Redundant & obsolete State Acts & Rules	1	3	2-Aug-17	4-Aug-17	AD/DD/JD from all Departments	40	120	72000	Dr RM	CGRA
126	Refresher training Course for Senior Assistants of Registration and Stamps	1	6	7-Aug-17	12-Aug-17	Senior Assistants of Registration and Stamps Department	40	240	144000	Dr SMN	CGRA
127	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	7-Aug-17	11-Aug-17	Engineers	50	250	150000	Dr. C. Nagaraja	CUDS
128	Refresher Course on Computer Packages, like IMPACT, PD Accounts	1	4	8-Aug-17	11-Aug-17	DTOs/ ATOs/ STOs/ SAs	30	120	120000	YS	ACTW
129	Advanced MS- Excel	1	3	8-Aug-17	2-Aug-17	All the state Govt. Employees	30	90	54000	SR	CIT
130	Cyber Security	1	5	8-Aug-17	10-Aug-17	IT Coordinators, Sr.Officials	30	150	54000	RS	CIT
131	Communication and Presentation Skills	1	3	8-Aug-17	10-Aug-17	Senior level officers	30	90	90,000	Dr NS	CMBS
132	School Safety & Preparation of School Safety Plan (Off campus)	1	2	9-Aug-17	10-Aug-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
133	Community Based Disaster Risk Management	1	3	9-Aug-17	11-Aug-17	Middle level officers	30	90	1,35,000	KSR	CCDM
134	Pre-retirement counselling to State Senior Level / Group1 Officers	1	2	9-Aug-17	10-Aug-17	State Senior Level / Group1 Officers	30	60	60000	KAK	COMSP
135	Processing and Finalisation of Monthly Account & Class-IV GPF	1	3	17-Aug-17	19-Aug-17	ATOs/ STOs/ SAs	30	90	90000	YS	ACTW
136	Change in Farming Systems for Climate Change adaptation	1	3	17-Aug-17	19-Aug-17	Middle level officers	30	90	90,000	VKE	CCDM
137	Training Program on Land Acquisition, Resett	1	3	17-Aug-17	19-Aug-17	Dy.Tahsildars /Tahsildars/Dy.Coll(LA)	40	120	72000	DrPS	CGRA
138	Training Programme on Drafting and Pleading Skills under Civil Law	1	3	17-Aug-17	19-Aug-17	AD/DD/JD from all Departments	40	120	72000	Dr RM	CGRA
139	Foundation Course for Junior Assistants (who were appointed through PSC/ direct	1	24	17-Aug-17	16-Sep-17	Junior Assistants	40	960	960000	KSK	COMSP
140	School Safety & Preparation of School Safety Plan (Off campus)	1	2	18-Aug-17	19-Aug-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
141	Refresher for Junior Auditors	1	13	21-Aug-17	1-Sep-17	Junior Auditors	45	585	585,000	KSR	AdTW
142	Advanced MS- Excel	1	3	21-Aug-17	23-Aug-17	All the state Govt. Employees	30	90	54000	MK	CIT
143	Workshop on Preparation of DDMP	1	2	22-Aug-17	23-Aug-17	Special level officers	30	90	90,000	VKE	CCDM
144	Training Programme on Drafting and Pleading skills under Criminal Law	1	3	22-Aug-17	24-Aug-17	AD/DD/JD from all Departments	40	120	72000	Dr RM	CGRA
145	School Safety & Preparation of School Safety Plan (Off campus)	1	2	23-Aug-17	24-Aug-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
146	Software, Hardware Networking solutions	1	5	28-Aug-17	1-Sep-17	IT Coordinators, All the state Govt. Employees	30	150	90000	RS	CIT
147	Training Programme on Drafting of Parawise Remarks in Court Cases	1	3	28-Aug-17	30-Aug-17	Superintendent / Sr. Assistants	30	90	90000	VJ	COMSP
148	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	28-Aug-17	1-Sep-17	Engineers	50	250	150000	Dr.V.Deepa Nair	CUDS
149	Drought Management and Implementation of Drought manual	1	3	29-Aug-17	31-Aug-17	Middle level officers	30	90	90,000	VKE	CCDM
150	Training Programme on Capacity Building on RFTLARR Act 2013 for	1	3	29-Aug-17	31-Aug-17	DT/Tahsildars	40	120	72000	DrPS	CGRA
151	Refresher Course on RTI to the Officers undergone Training of Trainers on RTI	1	3	29-Aug-17	31-Aug-17	Officers undergone ToT on RTI	40	120	72000	KSR	CGRA
152	Change Management	1	3	29-Aug-17	31-Aug-17	Senior level officers	30	90	90,000	Dr NS	CMBS
153	School Safety & Preparation of School Safety Plan (Off campus)	1	2	30-Aug-17	31-Aug-17	SAs, SGTs, HMs	40	80	60000	MJ	CCDM
154	Induction Training Programme for ATOs	1	120	4-Sep-17	23-Dec-17	ATOs	12	1440	1440000	YS	ACTW
155	Drought Management and Implementation of Drought manual	1	3	4-Sep-17	6-Sep-17	Middle level officers	30	90	90,000	AFM	CCDM
156	Basic Computer Training on MS- Office	1	13	4-Sep-17	16-Sep-17	All the state Govt. Employees	30	390	234000	BS	CIT
157	Training Programme on Conduct Rules and Disciplinary Procedures	1	3	4-Sep-17	6-Sep-17	Superintendent / Sr. Assistants /	30	90	90000	SVR	COMSP
158	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	4-Sep-17	8-Sep-17	Engineers	50	250	150000	Dr. C. Nagaraja	CUDS
159	Income Tax, CPS Uploads	1	3	5-Sep-17	7-Sep-17	ATOs/ STOs/ SAs	30	90	90000	YS	ACTW
160	Drought Management and Implementation of Drought manual	1	3	6-Sep-17	8-Sep-17	Middle level officers	30	90	90,000	VKE	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
161	Refresher Course for ASOs	1	14	6-Sep-17	23-Sep-17	Assistant Section Officers	30	420	420000	VJ	COMSP
162	Training Programme on Dispute Resolution in Labour Issues	1	3	7-Sep-17	9-Sep-17	AD/DD/JD from all Departments	40	120	72,000	Dr SMN	CGRA
163	Refresher course for Revenue Officers in promotion Zone	1	3	7-Sep-17	9-Sep-17	Dy.Tahsildars	40	120	72000	DrPS	CGRA
164	Newly Promoted District Audit Officers	1	6	11-Sep-17	16-Sep-17	Promotee DAOs	30	180	180,000	ENN	AdTW
165	Advanced Training on MS- Office	1	3	11-Sep-17	15-Sep-17	All the state Govt. Employees	30	150	90000	MK	CIT
166	Refresher Training to SOs	1	6	11-Sep-17	16-Sep-17	Section Officers	30	180	180000	KAK	COMSP
167	ToT on Community Based Disaster Risk Management	1	5	12-Sep-17	16-Sep-17	Middle level officers	30	150	150,000	MJ	CCDM
168	Community Based Disaster Risk Management	1	5	12-Sep-17	16-Sep-17	Middle level officers	30	150	150,000	AFM	CCDM
169	Personnel Management	1	3	12-Sep-17	14-Sep-17	Deputy director and above	30	90	90,000	Dr NS	CMBS
170	Induction Training Programme for newly recruited Engineers from E-in-C (PH)	1	5	12-Sep-17	16-Sep-17	Engineers	50	250	150000	Dr. C. Nagaraja	CUDS
171	Pre-retirement counselling to State Senior Level / Group1 Officers	1	2	13-Sep-17	14-Sep-17	State Senior Level / Group1 Officers	30	60	60000	SVR	COMSP
172	Workshop on Integrating DRR in Departments Manuals of Depts of	1	2	14-Sep-17	15-Sep-17	Middle level officers	30	90	90,000	VKE	CCDM
173	Scrutiny of Bills and PD Accounts	1	3	21-Sep-17	23-Sep-17	STOs / S.A.s	30	90	90000	VLNG	ACTW
174	Climate and Environment Literacy	1	3	21-Sep-17	23-Sep-17	Middle level officers	30	90	90,000	AFM	CCDM
175	Personnel Management	1	3	25-Sep-17	27-Sep-17	Deputy director and above	30	90	90,000	Dr NS	CMBS
176	Refresher course for Revenue Officers in promotion Zone	1	3	26-Sep-17	27-Sep-17	Dy.Tahsildars	40	120	72000	DrPS	CGRA
177	Training Programme on Drafting of Covvencing Deeds	1	3	26-Sep-17	27-Sep-17	AD/DD/JD from all Departments	40	120	72000	Dr RM	CGRA
178	ToT on Community Based Disaster Risk Management	1	5	3-Oct-17	7-Oct-17	Middle level officers	30	150	150,000	MJ	CCDM
179	Community Based Disaster Risk Management	1	5	3-Oct-17	7-Oct-17	Middle level officers	30	150	150,000	AFM	CCDM
180	Role of Civil Society Organisations in Disaster Management	1	3	4-Oct-17	6-Oct-17	Middle level officers	30	90	135,000	KSR	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
181	Role of Civil Society Organisations in Disaster Management	1	3	4-Oct-17	6-Oct-17	Middle level officers	30	90	135,000	AFM	CCDM
182	Advanced Training on MS- Office	1	3	5-Oct-17	6-Oct-17	All the state Govt. Employees	30	150	90000	SR	CIT
183	Training Programme on Conduct Rules and Disciplinary Procedures	1	3	5-Oct-17	7-Oct-17	Superintendent / Sr. Assistants /	30	90	90000	Dr.GL	COMSP
184	Foundation Course for Junior Assistants (who were appointed through PSC/ direct	1	24	5-Oct-17	3-Nov-17	Junior Assistants	40	960	960000	SVR	COMSP
185	Pay Fixations (Other Departments)	1	4	10-Oct-17	13-Oct-17	Supdts. / S.A.s	40	160	160000	YS	ACTW
186	Workshop on Preparation of DDMP	1	2	10-Oct-17	11-Oct-17	Special level officers	30	90	90,000	VKE	CCDM
187	Work Life Balance	1	3	10-Oct-17	12-Oct-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
188	Orentation training on Total Quality Management	1	3	11-Oct-17	13-Oct-17	AD/DD/JD from all Departments	40	120	72,000	Dr SMN	CGRA
189	Refresher course for Revenue Officers in promotion Zone	1	3	11-Oct-17	13-Oct-17	Dy.Tahsildars	40	120	72000	DrPS	CGRA
190	Women Empowerment - Promissory measures	1	3	11-Oct-17	13-Oct-17	1st Level Gazetted officers and above.	40	120	72000	Dr RM	CGRA
191	Training Programme to Peshie's Staff	1	3	11-Oct-17	13-Oct-17	Sr. Assistants / Jr. Assistants	30	90	90000	VJ	COMSP
192	Training Programme on Drafting of Parawise Remarks in Court Cases	1	3	19-Oct-17	21-Oct-17	Superintendent / Sr. Assistants	30	90	90000	KAK	COMSP
193	Advanced MS- Excel	1	3	23-Oct-17	25-Oct-17	All the state Govt. Employees	30	90	54000	SR	CIT
194	Web site development using PHP	1	6	23-Oct-17	28-Oct-17	All the state Govt. Employees	30	180	108000	RS	CIT
195	Promotion Linked Training to Sr. Assistants	1	6	23-Oct-17	28-Oct-17	DTC Faculty	30	180	30000	VJ	COMSP
196	Basic Course on Disaster Management	1	3	24-Oct-17	26-Oct-17	Middle level officers	30	90	90,000	MJ	CCDM
197	ToT on Community Based Disaster Risk Management	1	5	24-Oct-17	28-Oct-17	Middle level officers	30	150	150,000	MJ	CCDM
198	Leadership and Team Building	1	3	24-Oct-17	26-Oct-17	Deputy director and above	30	90	90,000	Dr NS	CMBS
199	Workshop on irregularities in payment of Pension & Deposits (Measures to Avoid	1	2	26-Oct-17	27-Oct-17	STOs / S.A.s	60	120	120000	VLNG	ACTW
200	Workshop on Integrating DRR in Departments Manuals of Depts of	1	2	26-Oct-17	27-Oct-17	Middle level officers	30	90	90,000	VKE	CCDM

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
201	Cyber Security	1	5	26-Oct-17	28-Oct-17	IT Coordinators, Sr.Officials	30	150	54000	BS	CIT
202	Pre-retirement counselling to State Senior Level / Group1 Officers	1	2	27-Oct-17	28-Oct-17	State Senior Level / Group1 Officers	30	60	60000	Dr.GL	COMSP
203	Orientation Programme on DOM to AOs in HoDs	1	3	1-Nov-17	3-Nov-17	AOs	30	90	90000	Dr.GL	COMSP
204	Refresher Training Programme for JDs	1	13	6-Nov-17	18-Nov-17	JDs	5	65	195000	YS	ACTW
205	eGovernance Project Life Cycle - Case Study	1	5	6-Nov-17	10-Nov-17	Sr. State Gov Officials	30	150	90000	SA	CIT
206	Basic Course on Disaster Management	1	3	7-Nov-17	9-Nov-17	Middle level officers	30	90	90,000	MJ	CCDM
207	Drought Management	1	3	7-Nov-17	9-Nov-17	Middle level officers	30	90	1,35,000	KSR	CCDM
208	Drought Management	1	3	7-Nov-17	9-Nov-17	Middle level officers	30	90	1,35,000	AFM	CCDM
209	Communication and Presentation Skills	1	3	7-Nov-17	9-Nov-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
210	Training Programme to Peshie's Staff	1	3	8-Nov-17	10-Nov-17	Sr. Assistants / Jr. Assistants	30	90	90000	SVR	COMSP
211	Foundation Course for Junior Assistants (who were Promoted as Jr. Asst. from class-	1	24	8-Nov-17	7-Dec-17	Junior Assistants	40	960	960000	Dr.GL	COMSP
212	Orientation Training Programme for STOs/JAOs	1	13	13-Nov-17	25-Nov-17	STOs	35	455	455000	YS	ACTW
213	Basic Computer Training on MS- Office	1	13	13-Nov-17	25-Nov-17	All the state Govt. Employees	30	390	234000	SR	CIT
214	Management Development	1	10	13-Nov-17	23-Nov-17	Deputy director and above	30	300	300,000	Dr NS	CMBS
215	Refresher Training to SOs	1	6	13-Nov-17	18-Nov-17	Section Officers	30	180	180000	JMG	COMSP
216	Refresher Training Programmes to Jr. Assistants	1	15	14-Nov-17	30-Nov-17	Junior Assistants	30	450	450000	SVR	COMSP
217	Protecting Govt Interest in Court Cases	1	3	16-Nov-17	18-Nov-17	AD/DD/JD from all Departments	40	120	72,000	Dr SMN	CGRA
218	Refresher course for Revenue Officers in promotion Zone	1	3	16-Nov-17	18-Nov-17	Tahsildars	40	120	72000	DrPS	CGRA
219	Women Empowerment - Promissory measures	1	3	16-Nov-17	18-Nov-17	1st Level Gazetted officers and above.	40	120	72000	Dr RM	CGRA
220	Victimization of Women - State Protection	1	3	16-Nov-17	18-Nov-17	1st Level Gazetted officers and above.	40	120	72000	Dr RM	CGRA

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
221	Advanced MS- Excel	1	3	16-Nov-17	18-Nov-17	All the state Govt. Employees	30	90	54000	MK	CIT
222	ToT on Noting & Drafting	1	6	20-Nov-17	25-Nov-17	DTC Faculty	30	180	30000	SVR	COMSP
223	Induction Training Programme for Junior Accountants / Senior Accountants	1	75	23-Nov-17	5-Feb-18	SAs/ JAs	50	3750	3750000	YS	ACTW
224	Change in Farming Systems for Climate Change adaptation	1	3	25-Nov-17	27-Nov-17	Middle level officers	30	90	90,000	VKE	CCDM
225	Stress Management	1	3	28-Nov-17	30-Nov-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
226	Software, Hardware Networking solutions	1	5	4-Dec-17	8-Dec-17	IT Coordinators, All the state Govt. Employees	30	150	90000	MK	CIT
227	Refresher Course for ASOs	1	14	4-Dec-17	20-Dec-17	Assistant Section Officers	30	420	420000	JMG	COMSP
228	Income Tax & National Pension Scheme (Other Departments)	1	3	5-Dec-17	7-Dec-17	DDOs/ Supdts. / S.A.s	30	90	90000	YS	ACTW
229	Basic Course in Disaster Management	1	3	5-Dec-17	7-Dec-17	Middle level officers	30	90	1,35,000	KSR	CCDM
230	Gender Issues in Disaster Management	1	3	5-Dec-17	7-Dec-17	Middle level officers	30	90	90,000	AFM	CCDM
231	Personal Effectiveness Skills	1	3	5-Dec-17	7-Dec-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
232	Workshop on Preparation of DDMP	1	2	6-Dec-17	7-Dec-17	Special level officers	30	90	90,000	VKE	CCDM
233	Refresher course for Revenue Officers in promotion Zone	1	3	6-Dec-17	8-Dec-17	Tahsildars	40	120	72000	DrPS	CGRA
234	Victimization of Women - State Protection	1	3	6-Dec-17	8-Dec-17	1st Level Gazetted officers and above.	40	120	72000	Dr RM	CGRA
235	Orentation Programme on Problems of the Aged Persons & Old age Homes	1	3	6-Dec-17	8-Dec-17	AD/DD/JD from welfare Departments	40	120	72000	Dr RM	CGRA
236	Orientation Training Programme for ATOs/AAOs/APPOs	1	13	11-Dec-17	23-Dec-17	ATOs	35	455	455000	YS	ACTW
237	Basic Computer Training on MS- Office	1	13	11-Dec-17	23-Dec-17	All the state Govt. Employees	30	390	234000	RS	CIT
238	Management Development	1	10	11-Dec-17	21-Dec-17	Deputy director and above	30	300	300,000	Dr NS	CMBS
239	ToT on Records Management	1	6	11-Dec-17	16-Dec-17	DTC Faculty	30	180	30000	KSK	COMSP
240	Training Programme on Drafting of Parawise Remarks in Court Cases	1	3	12-Dec-17	14-Dec-17	Superintendet / Sr. Assistants	30	90	90000	SVR	COMSP

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
241	Pre-retirement counselling to AIS Officers	1	2	13-Dec-17	14-Dec-17	AIS Officers	30	60	60000	VJ	COMSP
242	Web site development using PHP	1	6	18-Dec-17	23-Dec-17	All the state Govt. Employees	30	180	108000	SR	CIT
243	Refresher Training to Superintendents	1	6	18-Dec-17	23-Dec-17	Superintendent	30	180	180000	JMG	COMSP
244	Refresher Course on Computer Packages, like IMPACT, PD Accounts	1	4	19-Dec-17	22-Dec-17	DTOs/ ATOs/ STOs/ SAs	30	120	120000	VLNG	ACTW
245	Advanced MS- Excel	1	3	21-Dec-17	23-Dec-17	All the state Govt. Employees	30	90	54000	BS	CIT
246	Personality Development	1	3	28-Dec-17	30-Dec-17	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
247	Training Programme on Conduct Rules and Disciplinary Procedures	1	3	28-Dec-17	30-Dec-17	Superintendent / Sr. Assistants /	30	90	90000	KSK	COMSP
248	Refresher for Junior Auditors	1	13	3-Jan-18	12-Jan-18	Junior Auditors	45	585	585,000	KSR	AdTW
249	Workshop on AG and CAG Audit Paras (Precautions in Accounts Compilation and	1	2	4-Jan-18	5-Jan-18	DTOs/ ATOs/ STOs	60	120	120000	VLNG	ACTW
250	Drought Management	1	3	4-Jan-18	6-Jan-18	Middle level officers	30	90	1,35,000	KSR	CCDM
251	Training Programme on Drafting of Parawise Remarks in Court Cases	1	3	4-Jan-18	6-Jan-18	Superintendent / Sr. Assistants	30	90	90000	Dr.GL	COMSP
252	Orentation programme on Problems of LGBT	1	3	8-Jan-18	10-Jan-18	AD/DD/JD from all Departments	40	120	72000	Dr RM	CGRA
253	eGovernance Project Life Cycle - Case Study	1	5	8-Jan-18	12-Jan-18	Sr. State Gov Officials	30	150	90000	SA	CIT
254	Case studies on use of Executive Magistracy	1	2	9-Jan-18	11-Jan-18	DT/Tah/Dy.Colletctor(LA)	40	120	72000	DrPS	CGRA
255	Communication and Presentation Skills	1	3	9-Jan-18	11-Jan-18	Middle level officers	30	90	90,000	Dr NS	CMBS
256	Advanced MS- Excel	1	3	22-Jan-18	24-Jan-18	All the state Govt. Employees	30	90	54000	RS	CIT
257	Time Management	1	3	23-Jan-18	25-Jan-18	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
258	Basic Computer Training on MS- Office	1	13	29-Jan-18	10-Feb-18	All the state Govt. Employees	30	390	234000	BS	CIT
259	ToT on Disciplinary Procedures	1	6	29-Jan-18	3-Feb-18	DTC Faculty	30	180	30000	SVR	COMSP
260	Orientation Programme on DOM to MPDOs/MROs/MEOs	1	3	1-Feb-18	3-Feb-18	MPDOs/ MROs/ MEOs	30	90	90000	KSK	COMSP

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
261	Refresher Course for ASOs	1	14	1-Feb-18	19-Feb-18	Assistant Section Officers	30	420	420000	KAK	COMSP
262	Cyber Security	1	5	5-Feb-18	7-Feb-18	IT Coordinators, Sr.Officials	30	150	54000	SR	CIT
263	Processing and Finalisation of Monthly Account & Class-IV GPF	1	3	6-Feb-18	8-Feb-18	ATOs/ STOs/ SAs	30	90	90000	VLNG	ACTW
264	Workshop on Capacity Building on RFTLARR Act 2013 for Officers & Officials	1	2	6-Feb-18	007-02-2018	Sr.Asst/DT/Tah/Dy.Colletctor	40	80	48000	DrPS	CGRA
265	Personality Development	1	3	6-Feb-18	8-Feb-18	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
266	Newly Promoted Assistant Audit Officers	1	6	12-Feb-18	17-Feb-18	Promotee AAOs	30	180	180,000	ENN	AdTW
267	Basic Computer Training on MS- Office	1	13	12-Feb-18	24-Feb-18	All the state Govt. Employees	30	390	234000	MK	CIT
268	Advanced MS- Excel	1	3	12-Feb-18	14-Feb-18	All the state Govt. Employees	30	90	54000	BS	CIT
269	Leadership and Team Building	1	3	13-Feb-18	15-Feb-18	Deputy director and above	30	90	90,000	Dr NS	CMBS
270	Promotion Linked Training to Sr. Assistants	1	6	19-Feb-18	24-Feb-18	Sr. Assistants	30	180	180000	SVR	COMSP
271	Newly Promoted Senior Auditors	1	6	19-Feb-18	24-Feb-18	Promotee S.As	30	180	180,000	KSR	AdTW
272	Refresher Training to Assistant Secretaries / Dy. Secretaries	1	6	19-Feb-18	24-Feb-18	Assistant Secretaries / Dy. Secretaries	30	180	180000	JMG	COMSP
273	Workshop on Capacity Building on RFTLARR Act 2013 for Officers & Officials	1	2	20-Feb-18	21-Feb-18	Sr.Asst/DT/Tah/Dy.Colletctor	40	80	48000	DrPS	CGRA
274	Stress Management	1	3	20-Feb-18	22-Feb-18	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
275	Administration of Criminal Justice - Role of State	1	3	26-Feb-18	28-Feb-18	1st Level Gazetted officers and above.	40	120	72000	Dr RM	CGRA
276	Basic Computer Training on MS- Office	1	13	26-Feb-18	10-Feb-18	All the state Govt. Employees	30	390	234000	SR	CIT
277	Refresher Training Programmes to Jr. Assistants	1	15	5-Mar-18	22-Mar-18	Junior Assistants	30	450	450000	Dr.GL	COMSP
278	Responsibilities of DDO's (Other Departments)	1	4	6-Mar-18	9-Mar-18	DDOs / Supdts/ SAs	40	160	160000	YS	ACTW
279	Stress Management	1	3	6-Mar-18	8-Mar-18	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
280	Refresher Training to Joint Secretaries / Addl. Secretaries (All India tour to show the	1	15	6-Mar-18	23-Mar-18	Joint Secretaries / Addl. Secretaries	30	450	450000	JMG	COMSP

S. No	Title of The Course	No. of Batches	Trg Days	From	To	Target Group	Expected No. of Trainees	Trainee Days	Budget (In Rs)	CCs	Centre
1	2	4	5	6	7	10	11	12	13	14	15
281	Training Programme on Drafting of Parawise Remarks in Court Cases	1	3	7-Mar-18	9-Mar-18	Superintendent / Sr. Assistants	30	90	90000	KSK	COMSP
282	Personality Development	1	3	14-Mar-18	16-Mar-18	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
283	Labour Laws with Spl Refrence to BOCW	1	3	15-Mar-18	17-Mar-18	1st Level Gazetted officers and above.	40	120	72000	Dr SMN	CGRA
284	Case studies on use of Executive Magistracy	1	3	15-Mar-18	17-Mar-18	DT/Tah/Dy.Colletctor(LA)	40	120	72000	DrPS	CGRA
285	overview of procedure in Civil cases	1	3	15-Mar-18	17-Mar-18	1st Level Gazetted officers and above	40	120	72000	Dr RM	CGRA
286	ToT on Communication Skills to Office Subordinates	1	3	15-Mar-18	17-Mar-18	DTC Faculty	30	90	30000	Dr.GL	COMSP
287	Time Management	1	3	21-Mar-18	23-Mar-18	Gazetted officers and above	30	90	90,000	Dr NS	CMBS
288	Labour problems - State measures	1	3	26-03-018	28-Mar-18	1st Level Gazetted officers and above	40	120	72000	Dr SMN	CGRA

Sd/-
Addl Director General