



**Dr. MCR Human Resource Development Institute of Telangana**  
**Government of Telangana**



**Training Calender 2023-24**  
**Apr 2023 to Feb 2024**

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
1	2	3	4	5	6	7	8	9	10
<b>Apr-23</b>									
1	1	Orientation on Sprogramme on SDGs	State	10.04.2023	12.04.2023	3	CDS	KJMG	All Gazetted Officer/ Middle level
2	2	Orientation Training Programme to Senior Auditors and Assistant Audit Officers on usage of software applications in Panchayat Raj Institutions in conduct of Audit	State	11.04.2023	13.04.2023	3	CFE	AJS	SAs/AAOs
3	3	Training to Supervisors	TFA - ITP	11.04.2023	13.04.2023	3	WD& CW	KSR	Supervisors - Grade-1&2
4	4	Exposure-cum-Study tour Program of Motor Vehicles Inspector of Bihar	SP	16.04.2023	21.04.2023	6	TMU	VS	Motor Vehicle Inspectors
5	5	Training Programme for Divisional Accounts Officers (W) and Superintendents of Works Accounts Department	SP	18.04.2023	21.04.2023	4	CFE	GVVS	DAOs
6	6	Training to Supervisors	TFA - ITP	18.04.2023	20.04.2023	3	WD& CW	GJR	Supervisors - Grade-1&2
7	7	Training Programme on "Departmental Enquiries" for TSPF (Batch-I)	SP	19.04.2023	21.04.2023	3	CLP	Prof. ASR	Officers of TSSPB
8	8	Training Programme on "Departmental Enquiries" for TSPF (Batch-II)	SP	24.04.2023	26.04.2023	3	CLP	Prof. ASR	Officers of TSSPB
9	9	Orientation Programme to the newly recruited employees of TS Human Rights Commission	SP	25.04.2023	29.04.2023	3	CLP	KRG	Officers of TSSPB
10	10	Orientation Training Programme on Income Tax - Filling up 24G & 24Q Forms, GST & Uploads	State	25.04.2023	27.04.2023	3	CFE	TMB	SAs/STOs/JAOs/ AAOs/ATOs/ APPOs of T & A Dept

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Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
<b>May-23</b>									
11	1	Training to Supervisors	TFA - ITP	04.05.2023	06.05.2023	3	WD& CW	KSR	Supervisors - Grade-1&2
12	2	GAA- Orissa administrative service officers (p) exposure visit	SP	08.05.2023	13.05.2023	6	TMU	KRG/ NMR	OAS Officers trainees
13	3	Refresher Training Programme on Financial Matters (Tenders, Loss of Stores, e-Procurement, Relevant Rules of Treasury, Audit Paras, Preparation of Budget)	State	09.05.2023	11.05.2023	3	CFE	GVVS	AAO/ATO/AD/AO & Gazetted Officers of T & A Dept
14	4	Training to Child Development Project Officers	TFA - ITP	10.05.2023	12.05.2023	3	WD& CW	GJR	CDPOs/ACDPOs
15	5	Training Programme on 'Noting and Drafting' Skills (Sevottam Scheme)	Sevottam	10.05.2023	12.05.2023	3	CLP	SVR	Ministerial Staff
16	6	Orientation Training Programme on eOffice Management	State	16.05.2023	18.05.2023	3	CIT	Ch. S	All the State Govt. Employees
17	7	Training to Child Development Project Officers	TFA - ITP	18.05.2023	20.05.2023	3	WD& CW	KSR	CDPOs/ACDPOs
18	8	172nd Induction Training Programme for Jas Sas of T&A Dept	State	22.05.2023	04.08.2023	75	CFE	PVSP	JAs/SAs of T & A Department
19	9	Orientation Programme for Public Servants in the context of Telangana	State	23.05.2023	25.05.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
20	10	Refresher Training Programme on Service Matters ( <b>Batch-I</b> )	State	23.05.2023	27.05.2023	3	CLP	KSK	Ministerial Staff
21	11	Refresher Training Programme on Service Matters ( <b>Batch-II</b> )	State	23.05.2023	27.05.2023	3	CLP	SVR	Ministerial Staff
22	12	Specialized training programme on Advanced MS Office	State	23.05.2023	27.05.2023	5	CIT	Md. K	All the State Govt. Employees
23	13	Basic Computer training on MS Office	State	23.05.2023	27.05.2023	5	CIT	Ch. S	All the State Govt. Employees
24	14	Training to Child Development Project Officers	TFA - ITP	25.05.2023	27.05.2023	3	WD& CW	GJR	CDPOs/ACDPOs
25	15	Capacity Building - cum - Management Development Program for Executive Officers and Research Officers from Lok Sabha Secretariat	SP	29.05.2023	02.06.2023	5	CMB	Prof. AA	Executive Officers and Research Officers

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Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
<b>Jun-23</b>									
26	1	Artificial Intelligence for eGovernance	State	01.06.2023	02.06.2023	2	CIT	K.J	Project/Program/IT Managers/Sr. officials
27	2	Specialized training programme on Advanced MS Office	State	12.6.2023	16.6.2023	5	CIT	K.J	All the State Govt. Employees
28	3	Training Programme on Noting & Drafting Skills	State	13.06.2023	15.06.2023	3	CLP	KSK	Ministerial Staff
29	4	Orientation Programme on Education Management in Telangana State	State	13.06.2023	15.06.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
30	5	Orientation Training Programme on eOffice Productivity	State	13.06.2023	15.06.2023	3	CIT	Md. K	Project/Program/IT Managers/Sr. officials
31	6	Orientation on SDG-5 "Gender Equality"	State	14.06.2023	16.06.2023	3	CDS	KJMG	All Gazetted Officer/ Middle level
32	7	Training of Trainers on Bydtander Intervention Training -ToT on BIT	TFA - ITP	15.06.2023	17.06.2023	3	WD& CW	KSR	Staff of Sakhi, ICPS and MSK project
33	8	Training Programme on Administration, Accounts & Service Matters for newly recruited Senior Assistants & JACTs of P V N R T Veterinary University	SP	19.06.2023	24.06.2023	3	CLP	SVR	Junior Assistants - cum - Typist
34	9	Training to Child Development Project Officers	TFA - ITP	21.06.2023	24.06.2023	4	WD& CW	GJR	CDPOs/ACDPOs
35	10	Exposure-cum-Study tour Program of Enforcement Sub- Inspector of Bihar	SP	23.06.2023	01.07.2023	9	TMU	VS	Enforcement Sub - Inspectors of transport dept of Bihar
36	11	Cloud Computing for eGovernance	State	26.06.2023	28.06.2023	3	CIT	K.J	Project/Program/IT Managers/Sr. officials
37	12	Training to Supervisors	TFA - ITP	26.06.2023	28.06.2023	3	WD& CW	KSR	Supervisors - Grade-1&2
<b>Jul-23</b>									
38	1	Exposure-cum-Study tour Program of Enforcement Sub- Inspector of Bihar	SP	01.07.2023	10.07.2023	9	TMU	VS	Enforcement Sub - Inspectors of transport dept of Bihar
39	2	Basic Computer training on MS Office	State	03.07.2023	06.07.2023	5	CIT	Ch. S	All the State Govt. Employees
40	3	Training to Child Development Project Officers	TFA - ITP	03.07.2023	06.07.2023	4	WD& CW	GJR	CDPOs/ACDPOs

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**Apr 2023 to Feb 2024**

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
41	4	Cyber Security	State	04.07.2023	05.07.2023	3	CIT	K.J	Project/Program/IT Managers/Sr. officials
42	5	Orientation on SDG-3 "Good Health Well being"	State	04.07.2023	06.07.2023	3	CDS	KJMG	All Gazetted Officer/ Middle level
43	6	Change Management - A Road Map	State	04.07.2023	06.07.2023	3	CMB	Prof. AA	Gazetted officers and above
44	7	Specialised Training programme on Pay Fixations in different conditions of services for 2nd & 3rd level Gazetted Officers of T & A Department	State	04.07.2023	06.07.2023	3	CFE	TMB	AAOs/ATOs/APPOs/ADs /AOs of T & A Dept
45	8	Foundation Course for Junior Assistants	State	10.07.2023	09.08.2023	24	CLP	KSK	Jr. Asst of Various Depts
46	9	5th FC for Group A Officers (P) Military Engineer Services	SP	10.07.2023	14.10.2023	100	CIT	SA	MES Officers
47	10	Exposure-cum-Study tour Program of Enforcement Sub- Inspector of Bihar	SP	11.07.2023	19.07.2023	9	TMU	VS	Enforcement Sub - Inspectors of transport dept of Bihar
48	11	Training to Supervisors	TFA - ITP	12.07.2023	14.07.2023	3	WD& CW	KSR	Supervisors - Grade-1&2
49	12	IT for Effective Financial Management	State	13.07.2023	15.07.2023	3	CIT	Md. K	All the State Govt. Employees
50	13	Training Programme on "Disciplinary Inquiries and Vigilance Procedures for TSSP Officers (Batch-I)	State	20.07.2023	22.07.2023	3	CLP	Prof. ASR	Officers of TSSPB
51	14	Artificial Intelligence for Good Governance	State	20.07.2023	22.07.2023	3	CIT	SA	All the State Govt. Employees
52	15	Training to Supervisors	TFA - ITP	20.07.2023	22.07.2023	3	WD& CW	GJR	Supervisors - Grade-1&2
53	16	School Safety Plan	GoI	25.07.2023	27.07.2023	3	CDS	VE	All Gazetted Officer/ Middle level
54	17	Training to Supervisors	TFA - ITP	25.07.2023	27.07.2023	3	WD& CW	KSR	Supervisors - Grade-1&2
55	18	Foundation Course for Junior Assistants	Sevottam	26.07.2023	09.08.2023	12	CLP	KSK	Junior Assistants
56	19	12 day Induction Training programme for cutting edge level functionaries of State Government on Orientation on Service delivery (Sevottam Scheme)	Sevottam	26.07.2023	09.08.2023	12	CLP	KSK	Cutting edge level functionaries

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Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
57	20	Training Programme on “Disciplinary Inquiries and Vigilance Procedures for TSSP Officers (Batch-II)	State	26.07.2023	28.07.2023	3	CLP	Prof. ASR	TSSPB Officers
58	21	Training Programme on “Disciplinary Inquiries and Vigilance Procedures for TSSP Officers (Batch-III)	State	31.07.2023	02.08.2023	3	CLP	Prof. ASR	TSSPB Officers
<b>Aug-23</b>									
59	1	Specialised Training Programme on Office Productivity	State	01.08.2023	03.08.2023	3	CIT	Md. K	All the State Govt. Employees
60	2	Training to Supervisors	TFA - ITP	03.08.2023	05.08.2023	3	WD& CW	GJR	Supervisors - Grade-1&2
61	3	Specialized training programme on Advanced MS Office	State	09.08.2022	11.08.2023	3	CIT	Ch. S	All the State Govt. Employees
62	4	Communication and Presentation Skills for Individual & Organizational Effectiveness	GOI	09.08.2023	11.08.2023	3	CMB	Prof. AA	Gazetted officers and above
63	5	Nagaland State Administrative Services Officers Exposure cum learning visit	SP	21.08.2023	26.08.2026	6	TMU	VS	NCS Officers
64	6	Training Programme for public servants on Effective mplementation of Govt Policies and Programmes	State	22.08.2023	24.08.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
65	7	Specialised Training Programme on Data Analytics with Excel	State	22.08.2023	24.08.2023	3	CIT	Md. K	All the State Govt. Employees
66	8	School Safety Plan	GoI	22.08.2023	24.08.2023	3	CDS	VE	All Gazetted Officer/ Middle level
67	9	Orientation Training Programme on Pension Rules (OPS & CPS/NPS)	State	22.08.2023	24.08.2023	3	CFE	GVVS	JAOs/STOs/SAs
68	10	Orientation on SDG-Public Service Delivery	State	28.08.2023	30.08.2023	3	CDS	KJMG	All Gazetted Officer/ Middle level
69	11	Awareness Training Programme on Cyber Security	State	28.08.2023	30.08.2023	3	CIT	SA	Project/Program/IT Managers/Sr. officials
70	12	Foundation Course for Junior Assistants	State	28.08.2023	27.09.2023	24	CLP	KSK	Jr.Assistants
71	13	Training Program on ‘the RTI Act’ for the Officers working in Hyderabad	State	28.08.2023	30.08.2023	3	CLP	KRG	Officers on various cadres
72	14	Workshop on 'Noting and Drafting Skills"	State	28.08.2023	30.08.2023	3	CLP	SVR	Ministerial staff /Gazetted Officers

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73	15	Media Management for the Officers of Lok Sabha Secretariat"	SP	28.08.2023	01.09.2023	5	CMB	Prof. AA	Senior Officers from Lok Sabha Secretarial
<b>Sep-23</b>									
74	1	Capacity Building - cum - Management Development Program for Executive Officers and Research Officers from Lok Sabha Secretariat	SP	11.09.2023	15.09.2023	5	CMB	Prof. AA	Executive Officers and Research Officers
75	2	Training Programme on RTI Act to FAA/ PIO/ APIO / Staff of Heads of Departments / Secretariat Departments of TS	CSS,RTI	11.9.2023	13.9.2023	3	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS
76	3	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	11.09.2023	11.09.2023	1	WD& CW	GJR	Anganwadi Teachers
77	4	Training Program on 'Ethics towards Happy Society'	GOI	12.09.2023	14.09.2023	3	CLP	KRG	Gazetted Officers
78	5	Specialized training programme on Advanced MS Office	GoI	12.09.2023	16.09.2023	3	CIT	K.J	All the State Govt. Employees
79	6	Orientation Programme on Health Care and Sanitation Programmes in Telangana State	GoI	12.09.2023	14.09.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
80	7	Training Programme on Reforms in Agricultural Market Committees Introduction of e-NAM and Role of Audit	GoI	12.09.2023	14.09.2023	3	CFE	AJS	SAs/AAOs
81	8	Specialised Training Programme on Online Systems & Computer initiatives in the Treasury for effective functioning of Treasuries	State	12.09.2023	14.09.2023	3	CFE	PVSP	Sas/STOs of T & A Dept.
82	9	Block chain for Secure and Trusted Records	State	13.09.2023	15.09.2023	3	CIT	SA	All the State Govt. Employees
83	10	Personal Effectiveness Skills - Measurement, Counselling & Development	GOI	14.09.2023	16.09.2023	3	CMB	Dr.R.NVC	Gazetted officers and above

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Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
84	11	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	15.09.2023	15.09.2023	1	WD& CW	KSR	Anganwadi Teachers
85	12	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	16.09.2023	16.09.2023	1	WD& CW	GJR	Anganwadi Teachers
86	13	Convergence training to the officers of Key line departments (Health, PR&RD and Police)	TFA - ITP	17.09.2023	17.09.2023	1	WD& CW	KSR	Officers of Key line departments (Health, PR&RD and Police)
87	14	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	19.09.2023	19.09.2023	1	WD& CW	GJR	Anganwadi Teachers
88	15	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	20.09.2023	20.09.2023	1	WD& CW	GJR	Anganwadi Teachers
89	16	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	20.09.2023	22.09.2023	3	WD& CW	KSR	Staff of Sakhi, ICPS and HEW project
90	17	Workshop on Proactive Disclosure of Information under RTI Act	CSS,RTI	20.9.2023	21.9.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
91	18	Training Program on 'Ethics towards Happy Society'	State	20.09.2023	23.09.2023	4	CLP	KRG	Gazetted Officers
92	19	Specialised Training Programme on Office Productivity and eOffice	GoI	20.09.2023	22.09.2023	3	CIT	Ch. S	Project/Program/IT Managers/Sr. officials
93	20	Awareness on Minority Issues and their Development	State	20.09.2023	22.09.2023	3	CMB	Prof. AA	Gazetted officers and above
94	21	Training Programme on Telangana Orientation for excellence in service among Govt Services	State	20.09.2023	22.09.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
95	22	Orientation Training Programme on eOffice Management	State	21.09.2023	23.09.2023	3	CIT	Md. K	All the State Govt. Employees

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**Apr 2023 to Feb 2024**

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
96	23	Training Programme on 'Noting and Drafting'	GOI	21.09.2023	23.09.2023	3	CLP	Saka	NGOs ie. Jr. Assts/Typists/ Stenos./ Sr. Assts / Supdts.
97	24	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	23.09.2023	23.09.2023	1	WD& CW	KSR	Anganwadi Teachers
98	25	Convergence training to the officers of Key line departments (Health, PR&RD and Police)	TFA - ITP	23.09.2023	23.09.2023	1	WD& CW	GJR	Officers of Key line departments (Health, PR&RD and Police)
99	26	Training Programme on Handling Court Cases and Drafting Parawise Remarks	GOI	25.09.2023	27.09.2023	3	CLP	Dr.RM	Gazetted and Non-Gazetted
100	27	Workshop on Effective Implementation of RTI Act	CSS,RTI	25.9.2023	26.9.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
101	28	Specialised Training Programme on Advanced MS Excel	State	25.09.2023	27.09.2023	3	CIT	Ch. S	All the State Govt. Employees
102	29	Orientation Training Programme to Senior Auditors and Assistant Audit Officers on Tender Procedures	State	25.09.2023	27.09.2023	3	CFE	AJS	SAs/AAOs
103	30	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	25.09.2023	25.09.2023	1	WD& CW	KSR	Anganwadi Teachers
104	31	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	25.09.2023	27.09.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
105	32	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	29.09.2023	29.09.2023	1	WD& CW	GJR	Anganwadi Teachers
106	33	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	30.09.2023	30.09.2023	1	WD& CW	GJR	Anganwadi Teachers
107	34	Convergence training to the officers of Key line departments (Health, PR&RD and Police)	TFA - ITP	30.09.2023	30.09.2023	1	WD& CW	KSR	Officers of Key line departments (Health, PR&RD and Police)



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Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
<b>Oct-23</b>									
108	1	Specialised Training Programme on Office Productivity	State	04.10.2023	06.09.2023	3	CIT	Md. K	All the State Govt. Employees
109	2	Training for District Welfare Officers	TFA - ITP	04.10.2023	06.10.2023	3	WD& CW	SM	DWOs
110	3	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	04.10.2023	04.10.2023	1	WD& CW	KSR	Anganwadi Teachers
111	4	Training Programme on RTI Act to FAA/ PIO/ APIO / Staff of Heads of Departments / Secretariat Departments of TS	CSS,RTI	5.10.2023	7.10.2023	3	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS
112	5	Training Programme on Urban Water Supply in Town / Cities of Telangana State	GoI	05.10.2023	07-10-2023	3	CDS	CRB	Municipal Commissioners & Engineers of Telangana State
113	6	Equality of Women in Minority Communities	State	05.10.2023	07.10.2023	3	CMB	Prof. AA	Gazetted officers and above
114	7	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	05.10.2023	05.10.2023	1	WD& CW	GJR	Anganwadi Teachers
115	8	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	07.10.2023	07.10.2023	1	WD& CW	KSR	Anganwadi Teachers
116	9	Convergence training to the officers of Key line departments (Health, PR&RD and Police)	TFA - ITP	07.10.2023	07.10.2023	1	WD& CW	GJR	Officers of Key line departments (Health, PR&RD and Police)
117	10	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	09.10.2023	09.10.2023	1	WD& CW	GJR	Anganwadi Teachers
118	11	Direct Trainer Skills (DTS) (N)	GOI	09.10.2023	13.10.2023	24	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
119	12	Workshop on Proactive Disclosure of Information under RTI Act	CSS,RTI	10.10.2023	11.10.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
120	13	Data Visualization with Excel	GoI	10.10.2023	12.10.2023	3	CIT	Md. K	All the State Govt. Employees

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Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
121	14	Poverty Alleviation programmes in Telangana State	GoI	10.10.2023	12.10.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
122	15	Training programme on Implementation of TS Bpass Act in ULBs- Audit Checks	GoI	10.10.2023	12.10.2023	3	CFE	AJS	SAs/AAOs
123	16	Refresher training programme on Scrutiny of bills, PD Accounts & Duties & Responsibilities of DDOs	State	10.10.2024	12.10.2024	3	CFE	TMB	STOs/JAOs/ATOs/AO of T & A Dept
124	17	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	10.10.2023	10.10.2023	1	WD& CW	KSR	Anganwadi Teachers
125	18	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	10.10.2023	12.10.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
126	19	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	12.10.2023	12.10.2023	1	WD& CW	GJR	Anganwadi Teachers
127	20	Convergence training to the officers of Key line departments (Health, PR&RD and Police)	TFA - ITP	13.10.2023	13.10.2023	1	WD& CW	KSR	Officers of Key line departments (Health, PR&RD and Police)
128	21	Training of Trainers Programme on Right to Information Act for District Resource Persons	CSS,RTI	16.10.2023	20.10.2023	5	CLP	KSR/SM	Identified Officers for developing as Trainers on RTI Act from HoDs and Districts
129	22	Training Programme on Revenue Improvement Strategies in ULBs of Telangana State	GoI	17.10.2023	19.10.2023	3	CDS	CRB	Municipal Revenue Officers / Inspectors of Telangana State
130	23	Sensitization on Sexual Harassment of women at work place Act, 2013 for Public Prosecutors	GOI	17.10.2023	19.10.2023	3	CLP	Dr.RM	Public Prosecutors
131	24	Training Program on 'Disciplinary & Vigilance Procedures'	GOI	17.10.2023	19.10.2023	3	CLP	KRG	Gazetted and Non-Gazetted
132	25	Training Programme on 'Service Matters'	GOI	17.10.2023	19.10.2023	3	CLP	Saka	Gazetted Officers & Non-Gazetted Officers from HoDs & Districts
133	26	Training Programme on Communication & Presentation Skills	GOI	17.10.2023	19.10.2023	3	CLP	KSK	All Gazetted & Non-Gazetted

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**Apr 2023 to Feb 2024**

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
134	27	Specialised Training Programme on Data Visualization with Excel	State	17.10.2023	19.10.2023	3	CIT	Ch. S	All the State Govt. Employees
135	28	Educational Development of Minorities	State	17.10.2023	19.10.2023	3	CMB	Dr. R. NVC	Gazetted officers and above
136	29	Orientation Training Programme on Public Service Delivery System in Telanagana	State	17.10.2023	19.10.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
137	30	Refresher Training Programme for Senior Auditors and Assistant Audit Officers on usage of Soft ware applications in Urban Local Bodies facilitating ease in conduct of Audits	GoI	17.10.2023	19.10.2023	3	CFE	AJS	SAs/AAOs
138	31	Specialised Training Programme on Pay Fixations in different Service conditions	GoI	17.10.2023	19.10.2023	3	CFE	GVVS	Non-Gazetted staff dealing with the subject
139	32	Orientation Training Programme on Budget & Finance Management	State	17.10.2024	19.10.2024	3	CFE	PVSP	Sas/STOs of T & A Dept.
140	33	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	17.10.2023	17.10.2023	1	WD& CW	GJR	Anganwadi Teachers
141	34	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	18.10.2023	18.10.2023	1	WD& CW	KSR	Anganwadi Teachers
142	35	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	18.10.2023	20.10.2023	3	WD& CW	KSR	Staff of Sakhi, ICPS and HEW project
143	36	Orientation on SDG-3 "Good Health Well being"	GoI	19.10.2023	21.10.2023	3	CDS	KJMG	All Gazetted Officer/ Middle level
144	37	Workshop on Best Practices & Success Stories on RTI Act	CSS,RTI	20.10.2023	21.10.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
145	38	173RD Induction Training Programme for JAS/SAS of T & A Dept.	State	30.10.2023	12.01.2023	75	CFE	GVVS	JAS/SAS of T & A Dept.

## Training Calender 2023-24

**Apr 2023 to Feb 2024**

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
146	39	Training Needs Analysis(TNA) (N)	GOI	30.10.2023	04.11.2023	16	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
147	40	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	30.10.2023	30.10.2023	1	WD& CW	GJR	Anganwadi Teachers
<b>Nov-23</b>									
148	1	Supportive Supervision for Good Governance	GOI	01.11.2023	03.11.2023	3	CLP	SM	Gazetted Officers / Non-Gazetted Officers
149	2	Orientation Training Programme on Big Data Emerging Technology	State	01.11.2023	03.11.2023	3	CIT	Ch. S	Project/Program/IT Managers/Sr. officials
150	3	Training programme on Integrated waste water management in ULBs of Telangana State	GoI	01.11.2023	03.11.2023	3	CDS	CRB	Municipal Commissioners, Engineers & Sanitary Inspectors of Telangana State
151	4	Leadership and Team Building - Constraints & Opportunities	GOI	01.11.2023	03.11.2023	3	CMB	Prof. AA	Gazetted officers and above
152	5	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	02.11.2023	02.11.2023	1	WD& CW	KSR	Anganwadi Teachers
153	6	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	02.11.2023	04.11.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
154	7	Training Programme on RTI Act to FAA/ PIO/ APIO / Staff of Heads of Departments / Secretariat Departments of TS	CSS,RTI	2.11.2023	4.11.2023	3	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS
155	8	Refresher Course in Basic Disaster Management	GoI	02.11.2023	04.11.2023	3	CDS	VE	All Gazetted Officer/ Middle level
156	9	Orientation on SDG-4 "Quality Education"	State	02.11.2023	4.11.2023	3	CDS	Dr KUR	All Gazetted Officer/ Middle level

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
157	10	Design of Training (DoT) (S)	GOI	06.11.2023	10.11.2023	12	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
158	11	IT for Effective Financial Management	State	06.11.2023	10.11.2023	5	CIT	K.J	All the State Govt. Employees
159	12	Right to Information Act for FAAs/ PIOs/ APIOs of HoDs	GOI	06.11.2023	08.11.2023	3	CLP	KSR	FAAs/ PIOs/APIOs of HoDs
160	13	Telangana Orientation and capacity building for public servants	State	06.11.2023	08.11.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
161	14	Workshop on Proactive Disclosure of Information under RTI Act	CSS,RTI	7.11.2023	8.11.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
162	15	Training Programme on 'Service Matters'	State	07.11.2023	09.11.2023	3	CLP	Saka	Gazetted Officers & Non-Gazetted Officers from HoDs & Districts
163	16	Specialised Training Programme on Data Analytics with Excel	State	07.11.2023	09.11.2023	3	CIT	Md. K	All the State Govt. Employees
164	17	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	07.11.2023	07.11.2023	1	WD& CW	KSR	Anganwadi Teachers
165	18	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	07.11.2023	09.11.2023	3	WD& CW	KSR	Staff of Sakhi, ICPS and HEW project
166	19	Project Management - Planning, Execution and Evaluation	GOI	08.11.2023	11.11.2023	3	CMB	Prof. AA	Gazetted officers and above
167	20	Orientation Training Programme to Senior Auditors and Asst. Audit Officers on follow up action on audit reports	State	08.11.2023	10.11.2023	3	CFE	AJS	SAs/AAOs
168	21	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	09.11.2023	09.11.2023	1	WD& CW	GJR	Anganwadi Teachers

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
169	22	Training of Trainers Programme on Right to Information Act for District Resource Persons	CSS,RTI	13.11.2023	17.11.2023	5	CLP	KSR/SM	Identified Officers for developing as Trainers on RTI Act from HoDs and Districts
170	23	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	13.11.2023	15.11.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
171	24	Implementation of Telugu as administrative language (Official Language of the State): Drafting and Communicating in Telugu	GOI	14.11.2023	16.11.2023	3	CLP	SM	Gazetted Officers / Non-Gazetted Officers
172	25	Training Programme on 'Disciplinary and Vigilance Procedures'	State	14.11.2023	16.11.2023	3	CLP	Saka	Gazetted Officers & Non-Gazetted Officers from HoDs & Districts
173	26	Orientation on SDG -4 - Quality Education	State	14.11.2023	16.11.2023	3	CDS	Dr KUR	All Gazetted Officer/ Middle level
174	27	Specialised Awareness on Income Tax for salaries employees & GST - DDOs approach	GoI	14.11.2023	16.11.2023	3	CFE	TMB	Non-Gazetted staff dealing with the subject
175	28	Direct Trainer Skills (DTS) (S)	GOI	14.11.2023	18.11.2023	24	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
176	29	Training Programme on Noting & Drafting Skills for ULB Staff	State	15.11.2023	17.11.2023	3	CLP	KSK	Supdts., Sr. Asst., Jr Asst.
177	30	Artificial Intelligence for Good Governance	GoI	14.11.2023	16.11.2023	3	CIT	SA	Project/Program/IT Managers/Sr. officials
178	31	Awareness programme on Cyber Security	State	14.11.2023	16.11.2023	3	CIT	SA	All the State Govt. Employees
179	32	Work shop on Works Audit for Senior Auditors and Assistant Audit Officers	State	15.11.2023	16.11.2023	2	CFE	AJS	SAs/AAOs
180	33	Training Programme on Sustainable Plastic Waste and E-Waste Management	GoI	16.11.2023	18.11.2023	3	CDS	CRB	Municipal Commissioners, Engineers & Sanitary Inspectors of Telangana State

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
181	34	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	16.11.2023	18.11.2023	3	WD& CW	KSR	Staff of Sakhi, ICPS and HEW project
182	35	One Day Virtual Training programme to Anganwadi Teachers	TFA - ITP	17.11.2023	17.11.2023	1	WD& CW	KSR	Anganwadi Teachers
183	36	Workshop on Effective Implementation of RTI Act	CSS,RTI	21.11.2023	22.11.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
184	37	Implementation of Telugu as administrative language (Official Language of the State): Drafting and Communicating in Telugu	GOI	21.11.2023	23.11.2023	3	CLP	SM	Gazetted Officers / Non-Gazetted Officers
185	38	Training Programme on Office Management	GOI	21.11.2023	23.11.2023	3	CLP	KSK	Supdts., Sr.Assistant & Jr Assistants
186	39	School Safety Plan	State	21.11.2023	23.11.2023	3	CDS	VE	All Gazetted Officer/ Middle level
187	40	Orientation on SDG-4 "Quality Education"	State	21.11.2023	23.11.202	3	CDS	Dr KUR	All Gazetted Officer/ Middle level
188	41	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	21.11.2023	23.11.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
189	42	Training Program on 'Ethics towards Happy Society'	GOI	22.11.2023	24.11.2023	3	CLP	KRG	Gazetted and Non-Gazetted
190	43	Management of the Hostels	GOI	22.11.2023	24.11.2023	3	CLP	GJR	Identified officers from ATWOs of Social welfare and BC welfare
191	44	Orientation Training Programme on Social Media concepts	GoI	22.11.2023	24.11.2023	3	CIT	Ch. S	Project/Program/IT Managers/Sr. officials
192	45	Rural Development Schemes in Telangana State	GoI	22.11.2023	24.11.2023	3	CTS	DR.PS	Gazetted/Non Gazetted

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
193	46	Sensitization on Sexual Harassment of women at work place Act, 2013 for Employees of Women and Child Development Department	GOI	23.11.2023	25.11.2023	3	CLP	Dr.RM	Gazetted and Non-Gazetted
194	47	Orientation Training Programme to Senior Auditors and Assistant Audit Officers on Temple Audits/ Universities	State	28.11.2023	30.11.2023	3	CFE	AJS	SAs/AAOs
195	48	Evaluation of Training (EOT)(N)	GOI	28.11.2023	02.012.2023	16	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
196	49	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	28.11.2023	30.11.2023	3	WD&C W	GJR	Staff of Sakhi, ICPS and HEW project
197	50	Data Analysis with Excel	State	30.11.2023	02.12.2023	3	CIT	K.J	All the State Govt. Employees
<b>Dec-23</b>									
198	1	Induction Training Programme for Senior Auditors of State Audit Department	State	01.12.2023	30.03.2024	120	CFE	AJS	Senior Auditor
199	2	Training Programme on RTI Act to FAA/ PIO/ APIO / Staff of Heads of Departments / Secretariat Departments of TS	CSS,RTI	4.12.2023	6.12.2023	3	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS
200	3	Orientation Training Programme on Health management in Telangana	State	04.12.2023	06.12.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
201	4	Voluntary Disclosure of Information under RTI Act	GOI	05.12.2023	07.12.2023	3	CLP	KSR	FAAs/PIOs/ other officers from HoDs, Secretariat Departments and Dist.
202	5	Training on Service Matters to Newly promoted supervisors of Women and Child Development	GOI	05.12.2023	07.12.2023	3	CLP	GJR	Newly appointed supervisors of Women Development and Child Welfare Department



## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
203	6	Training programme on Faecal Sludge Septage Management in Mpl corporations of Telangana State	GoI	05.12.2023	07.12.2023	3	CDS	CRB	Municipal Commissioners, Engineers & Sanitary Inspectors of Telangana State
204	7	Education – Reforms & challenges	GoI	05.12.2023	07.12.2023	3	CDS	Dr KUR	All Gazetted Officer/ Middle level
205	8	Data Sciences for eGovernance	State	05.12.2023	07.12.2023	3	CIT	K.J	Project/Program/IT Managers/Sr. officials
206	9	Employment Challenges for Minorties	GOI	05.12.2023	07.12.2023	3	CMB	Prof. AA	Gazetted officers and above
207	10	Orientation Training Programme on Income Tax - Filling up 24G & 24Q Forms GST & Uploads	State	05.12.2023	07.12.2023	3	CFE	JD	DDS/CAOS/DTOS/ADS/ AOs of T & A Dept
208	11	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	05.12.2023	07.12.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
209	12	Work Shop on Audit of State Disaster Relief funds (SDRF) for Senior Auditors and Assistant Audit Officers	State	06.12.2023	07.12.2023	2	CFE	AJS	SAs/AAOs
210	13	Orientation Training Programme on Cyber Security	GoI	06.12.2023	08.12.2023	3	CIT	SA	All the State Govt. Employees
211	14	Workshop on Proactive Disclosure of Information under RTI Act	CSS,RTI	11.12.2023	12.12.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
212	15	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	11.12.2023	13.12.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
213	16	Training programme on Office Procedures	GOI	12.12.2023	14.12.2023	3	CLP	KSK	Supdts., Sr.Assistant & Jr Assistants
214	17	Refresher Course in Basic Disaster Management	State	12.12.2023	14.12.2023	3	CDS	VE	All Gazetted Officer/ Middle level

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
215	18	Watershed Development Schemes in Telangana State	GoI	12.12.2023	14.12.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
216	19	Orientation Training Programme on OPS/NPS/CPS - Sanction-Disbursement Exit-With drawls and uploads	GoI	12.12.2023	14.12.2023	3	CFE	PVSP	Non-Gazetted staff dealing with the subject
217	20	Training programme on Preparation of Budget, Annual accounts and Audit in Local Body Institutions	GoI	12.12.2023	14.12.2023	3	CFE	AJS	SAs/AAOs
218	21	Design of Training (DoT) (S)	GOI	12.12.2023	16.12.2023	12	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
219	22	Foundation Course for Junior Assistants	State	13.12.2023	11.01.2024	24	CLP	Saka	Newly recruited Junior Assistants, Typists, Junior Stenographers etc
220	23	Specialised Training Programme on MS Excel	State	13.12.2023	15.12.2023	3	CIT	Ch. S	All the State Govt. Employees
221	24	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	14.12.2023	16.12.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
222	25	Training Program on 'the RTI Act' for the Officers working in Hyderabad	State	16.12.2023	18.12.2023	3	CLP	KRG	Gazetted Officers of Hyderabad.
223	26	Prevention of Atrocities Against Children, Women & Senior citizens- Role of Government Officials	GOI	18.12.2023	20.12.2023	3	CLP	Dr.RM	All Gazetted
224	27	Training of Trainers Programme on Right to Information Act for District Resource Persons	CSS,RTI	19.12.2023	23.12.2023	5	CLP	KSR/SM	Identified Officers for developing as Trainers on RTI Act from HoDs and Districts
225	28	Training Programme on Noting & Drafting Skills for Endowment Department Staff	State	19.12.2023	21.12.2023	3	CLP	KSK	Supdts., Sr. Asst., Jr Asst.
226	29	Addressing Skills Gaps - Role of Government Departments	GOI	19.12.2023	21.12.2023	3	CMB	Prof. AA	Gazetted officers and above

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
227	30	Orentation Training Programme on Urban Development and Issue in Telanagana	State	19.12.2023	21.12.2023	3	CTS	DR.PS	Gazetted/Non Gazetted
228	31	Refresher Training Programme on OPS/NPS/CPS - Sanction -Disbursement with drawls and uploads	State	19.12.2023	21.12.2023	3	CFE	TMB	AAOs/ATOs/APPOs/ADs /AOs of T & A Dept
229	32	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	19.12.2023	21.12.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project
230	33	Training Programme on Reforms in Urban Local Bodies-Role of Audit	GoI	20.12.2023	22.12.2023	3	CFE	AJS	SAs/AAOs
231	34	Preparation of Master Plan and Local Area Plan in Telangana State	GoI	20.12.2023	22.12.2023	3	CDS	CRB	Municipal Commissioners, Municipal Town Planners of ULBs in Telangana State
232	35	Specialised Training Programme on Law Governing Administrators	GOI	20.12.2023	22.12.2023	3	CLP	Prof.ASR	Gazetted Officers / Non-Gazetted Officers
233	36	Training Programme on Contributory Pension Scheme/NPS	GOI	20.12.2023	22.12.2023	3	CLP	GJR	Gazetted Officers & Non-Gazetted Officers from HoDs & Districts
234	37	Specialized training programme on Advanced MS Office	State	20.12.2023	22.12.2023	3	CIT	Md. K	All the State Govt. Employees
235	38	Workshop on Best Practices & Success Stories on RTI Act	CSS,RTI	28.12.2023	29.12.2023	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
236	39	Training programme for staff of Sakhi (One Stop Centre - OSC)/ Hub for Empowerment of Women/ Child Protection Units	TFA - ITP	28.12.2023	30.12.2023	3	WD& CW	GJR	Staff of Sakhi, ICPS and HEW project

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
<b>Jan-24</b>									
237	1	Training Programme on RTI Act to FAA/ PIO/ APIO / Staff of Heads of Departments / Secretariat Departments of TS	CSS,RTI	4.01.2024	6.01.2024	3	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS
238	2	Orientation Training Programme on eOffice Management	State	04.01.2024	06.01.2024	3	CIT	K.J	All the State Govt. Employees
239	3	Workshop on Proactive Disclosure of Information under RTI Act	CSS,RTI	8.01.2024	9.01.2024	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
240	4	Management of Training (MoT) (N)	GOI	08.01.2024	12.01.2024	16	TMU	Dr K.T	Trainers and potential Trainers from departments/Training Institutes
241	5	Orientation Training Programme on Cyber Security	State	09.01.2024	10.01.2024	3	CIT	Ch. S	All the State Govt. Employees
242	6	Big Data in Urban Planning and Development	GoI	09.01.2024	11.01.2024	3	CDS	CRB	Municipal Commissioners, Municipal Town Planners and Engineers of ULBs in Telangana State
243	7	Implementation of Telugu as administrative language (Official Language of the State): Drafting and Communicating in Telugu	State	10.01.2024	12.01.2024	3	CLP	SM	Gazetted Officers / Non-Gazetted Officers
244	8	Training Program on 'Ethics towards Happy Society'	State	17.01.2024	20.01.2024	4	CLP	KRG	Gazetted/ NGO
245	9	Training on Sexual Harassment of women at work place Act, 2013 for Presiding Officers and Members of Internal Complaints Committee (ICC)	GOI	18.01.2024	20.01.2024	3	CLP	Dr.RM	Presiding Officers and Members of Internal Complaints Committee (ICC) of POSH
246	10	Specialized training programme on SmartSheet	State	18.01.2024	20.01.2024	3	CIT	K.J	All the State Govt. Employees
247	11	Right to Information Act for Education Departments	GOI	22.01.2024	24.01.2024	3	CLP	KSR	FAAs/ PIOs/APIOs of Education Departments

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
248	12	Workshop on Effective Implementation of RTI Act	CSS,RTI	23.1.2024	24.1.2024	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
249	13	Specialised Training Programme on Law Governing Administrators	GOI	23.01.2024	25.01.2024	3	CLP	Prof.ASR	Gazetted Officers / Non-Gazetted Officers
250	14	Refresher Course on Service Matters for NGOs	State	23.01.2024	25.01.2024	5	CLP	GJR	Supdts., Sr.Assistant and Jr Assistants from HoDs
251	15	Workshop on 'Noting and Drafting Skills'	GOI	29.01.2024	31.01.2024	3	CLP	Saka	NGOs ie. Jr. Assts/Typists/ Stenos./ Sr. Assts / Supdts.
252	16	Training Programme on Ethics in Governance	GOI	29.01.2024	31.01.2024	3	CLP	KSK	All Gazetted
253	17	Training Programme on Service Matters	State	29.01.2024	02.02.2024	5	CLP	KSK	Supdts., Sr. Asst., Jr Asst.
254	18	Training of Trainers Programme on Office Procedures	State	29.01.2024	02.02.2024	5	CLP	KSR	Identified officers from HoDs, District Offices and Faculty from Training Institutions
255	19	Basic Computer training on MS Office	State	29.01.2024	31.01.2024	5	CIT	Md. K	All the State Govt. Employees
256	20	CCDRR	GoI	29.01.2024	31.01.2024	3	CDS	Dr KUR	All Gazetted Officer/ Middle level
257	21	Orientation on SDGs	GoI	29.01.2024	31.01.2024	3	CDS	KJMG	All Gazetted Officer/ Middle level

## Training Calender 2023-24

Apr 2023 to Feb 2024

Sl.No	Sl. No	Programme Title	Category	Scheduled Dates		Duration	Center	CC	Target Group
<b>Feb-24</b>									
258	1	Training Programme on RTI Act to FAA/ PIO/ APIO / Staff of Heads of Departments / Secretariat Departments of TS	CSS,RTI	01.02.2024	03.02.2024	3	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS
259	2	Workshop on Proactive Disclosure of Information under RTI Act	CSS,RTI	06.02.2024	07.02.2024	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area
260	3	Training Programme on Disciplinary & Vigilance Procedures	State	06.02.2024	08.02.2024	3	CLP	GJR	Middle level officers from HoDs & District Offices
261	4	Specailised Training programme on Pay Fixation in different conditions of service	State	07.02.2024	09.02.2024	3	CFE	GVVS	Sas/STOs of T & A Dept.
262	5	Implementation of Telugu as administrative language (Official Language of the State): Drafting and Communicating in Telugu	State	12.02.2024	14.02.2024	3	CLP	SM	Gazetted Officers / Non-Gazetted Officers
263	6	Specialised Training Programme on Law Governing Administrators	GOI	13.02.2024	15.02.2024	3	CLP	Prof.ASR	Gazetted Officers / Non-Gazetted Officers
264	7	Training Programme on Noting & Drafting Skills	State	13.02.2024	15.02.2024	3	CLP	GJR	Supdts., Sr.Assistant and Jr Assistants from HoDs
265	8	Training of Trainers Programme on Disciplinary & Vigilance Procedures	State	19.02.2024	23.02.2024	5	CLP	KSR	Middle level officers from HoDs & District Offices
266	9	Training Programme on Contributory Pension Scheme/NPS	State	20.02.2024	22.02.2024	3	CLP	GJR	Gazetted Officers & Non-Gazetted Officers from HoDs & Districts
267	10	Workshop on Best Practices & Success Stories on RTI Act	CSS,RTI	20.2.2024	21.2.2024	2	CLP	KSR/SM	FAA/ PIO/ APIO / Staff of HoDs / Secretariat Departments of TS and representatives from reputed CSOs working on RTI subject area