

Dr.MCRHRD INSTITUTE OF TELANGANA HYDERABAD

RCT-NALGONDA CONDUCTED PROGRAMS FROM APRIL 2022 TO MARCH 2023

Sl. No.	Name of the Month	Title	Category	Conducted Dates	No. of Days	No. of Participants	No. of Trainee Days	Remarks
1	May-22	Financial Management	GOI	24.05.2022 to 26.05.2022	3	28	84	
2	Jun-22	Fundamentals of Networking & MS-Office	STATE	08.06.2022 & 09.06.2022	2	18	36	
3		Conduct Rules	STATE	17.06.2022 & 18.06.2022	2	26	52	
4	Aug-22	Noting & Drafting	STATE	04.08.2022 & 05.08.2022	2	37	74	
5		Service Matters	STATE	10.08.2022 & 11.08.2022	2	34	68	
6		Pensions	STATE	18.08.2022 & 19.08.2022	2	26	52	
7		Drafting of Parawise Remarks	STATE	25.08.2022 & 26.08.2022	2	29	58	
8	Sep-22	Audit & Budget	STATE	07.09.2022 & 08.09.2022	2	36	72	
9		Women Empowerment	STATE	15.09.2022 & 16.09.2022	2	38	76	
10		Office Management	STATE	20.09.2022 & 21.09.2022	2	36	72	
11	Oct-22	Financial Management	STATE	12.10.2022 & 13.10.2022	2	28	56	
12		Communication Skills	STATE	19.10.2022 & 20.10.2022	2	39	78	
13		Service Matters	STATE	27.10.2022 & 28.10.2022	2	29	58	
14	Nov-22	Duties & Responsibilities of DDOs	STATE	10.11.2022 & 11.11.2022	2	31	62	
15		Hostel Management	STATE	15.11.2022 & 16.11.2022	2	42	84	
16		Noting & Drafting	STATE	22.11.2022 & 23.11.2022	2	29	58	
17		Office Management	STATE	29.11.2022 & 30.11.2022	2	37	74	
18	Dec-22	Preparation of Pension Papers	STATE	08.12.2022 & 09.12.2022	2	18	36	
19		Disciplinary & Vigilance Procedure	STATE	13.12.2022 & 14.12.2022	2	19	38	
20		Service Matters	STATE	20.12.2022 & 21.12.2022	2	30	60	
21		Pensions	STATE	28.12.2022 & 29.12.2022	2	32	64	
22	Jan-23	Drafting of Parawise Remarks	STATE	10.01.2023 & 11.01.2023	2	28	56	
23		Financial Management	STATE	17.01.2023 & 18.01.2023	2	33	66	
24		Women Empowerment	STATE	24.01.2023 & 25.01.2023	2	26	52	
25	Feb-23	Communication Skills	STATE	02.02.2023 & 03.02.2023	2	35	70	
26		Noting & Drafting	STATE	08.02.2023 & 09.02.2023	2	33	66	
27		Office Management	STATE	14.02.2023 & 15.02.2023	2	36	72	
28		Pensions	STATE	21.02.2023 & 22.02.2023	2	28	56	
29	Mar-23	Financial Management	STATE	08.03.2023 & 09.03.2023	2	19	38	
30		Disciplinary & Vigilance Procedure	STATE	14.03.2023 & 15.03.2023	2	31	62	
31		Fundamentals of Networking & MS-Office	STATE	24.03.2023 & 25.03.2023	2	25	50	
Total					63	936	1900	