

Calendar of Training Programmes | 2011-12

Programmes beginning in the Month of	Sl No	Programme	Level of participants	Period	Course Director	Days
April 2011	1	Indian Postal Service Probationers, 2009 Batch – Module II	IPS Probationers	28 March – 27 May 2011	Joint Director- I	45 days
	2	Technology Management Programme for Divisional Heads (Batch I)	Gr. B / JTS / STS officers	04-08 April 2011	Joint Director-III	5 days
	3	Induction Training Programme for PSS Group B (Batch I)	Officers promoted to Group B	04 April – 06 May 2011	Assistant Director-II	25 days
	4	Workshop on Parcels and Logistics	STS / JAG officers	25 -27 April 2011	Joint Director - III	3 days
May 2011	5	Induction Training Programme for PSS Group B (Batch II)	Officers promoted to Group B	09 May -03 June 2011	Assistant Director-I	20 days
	6	Workshop on Business Development	Gr. B/ JTS/ STS officers	09 –11 May 2011	Joint Director-III	3 days
	7	Workshop on Recruitment, Rosters and Reservations	Gr. B / JTS / STS officers	18 – 20 May 2011	Joint Director-I	3 days
	8	Indian Postal Service Probationers, 2006 & 2010 Batch – Module I (Part B)	IPS Probationers	30 May – 17 June 2011	Joint Director-III	15 days
June 2011	9	Indian Postal Service Probationers, 2009 Batch – Module - III	IPS Probationers	20 June – 05 August 2011	Joint Director-I	45 days
	10	Workshop on RTI Act	All Ministries/PSUs/ Gr. B / JTS / STS officers	06 –08 June 2011	Joint Director-III	3 days
	11	Induction Training Programme for PSS Group B (Batch III)	Officers promoted to Group B	06 June -01 July 2011	Assistant Director-II	20 days
	12	Technology Management Programme for Accounts Officers (Batch – I)	AAO/AO/Sr AO/ACAO	20 – 24 June 2011	ACAO	5 days
	13	Workshop on Mail Management	Gr. B/ JTS/ STS officers	27-29 June 2011	Joint Director - III	5 days

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July 2011	14	Special EDP for Sr. Officers	JAG / SAG officers	04-15 July 2011	Additional Director	10 days
	15	Development Programme for Accounts Officers (Batch – I)	AAO/AO/Sr AO/ACAO	11 - 15 July 2011	Dy. Director (Accounts)	5 days
	16	Workshop on Postal Life Insurance	Gr. B / JTS / STS officers	18 - 20 July 2011	Joint Director-I	3 days
	17	Technology Management Programme for Divisional Heads (Batch – II)	Gr. B / JTS / STS officers	25 -29 July 2011	Joint Director-III	5 days
August 2011	18	Advanced Development Programme	SAG Officers (25+ Years)	04 – 19 August 2011	Additional Director	12 days
	19	Technology Management Programme for Divisional Heads (Batch – III)	Gr. B / JTS / STS officers	08 - 12 August 2011	Joint Director-III	5 days
	20	Programme on Project Management	JAG officers	23-26 August 2011	Joint Director -III	4 days
	21	Indian Postal Service Probationers, 2006 & 2010 Batch – Module II	IPS Probationers	29 August – 04 November 2011	Joint Director-III	50 days
	22	Programme on Accounts and Finance for Non Finance Executives	Divisional Heads / AD (A/Cs)	29 August – 02 September 2011	Dy. Director (A/Cs)	5 days
September 2011	23	International Training Programme on Postal Life Insurance	Postal Managers at Middle to Senior Management Level	05 - 16 September 2011	Additional Director	10 days
	24	Technology Management Programme for Divisional Heads (Batch – IV)	Gr. B / JTS / STS officers	19 – 23 September 2011	Joint Director-I	5 days
	25	Induction Training Programme for PSS Group B (Batch IV)	Officers promoted to Group B	26 Septemer -21 October 2011	Assistant Director-I	20 days
	26	Leadership Programme for Divisional Heads (Batch – I)	Sr. ASPs working as ad-hoc Group B Officers	19 – 30 September 2011	Assistant Director - II	10 days

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October 2011	27	Development Programme for Accounts Officers (Batch –II)	AAO/AO/Sr AO/ACAO	10 - 14 October 2011	ACAO	5 days
	28	Workshop on Financial Services & CBS (Batch –I)	Gr. B / JTS / STS officers	10-12 October 2011	Joint Director - I	3 days
	29	Technology Management Programme for Accounts Officers(Batch – II)	AAO/AO/Sr AO/ACAO	17 - 21 October 2011	Dy Director (A/Cs)	5 days
	30	Management Development Programme	JAG officers (15 – 20 years)	31 October - 15 November 2011	Additional Director	12 days
November 2011	31	Development Programme for Accounts Officers (Batch –III)	AAO/AO/Sr AO/ACAO	21 – 25 November 2011	ACAO	5 days
	32	Leadership Programme for Divisional Heads (Batch – II)	Sr. ASPs working as ad-hoc Group B Officers	19 – 30 December 2011	Assistant Director-I	10 days
	33	Indian Postal Service Probationers, 2006 & 2010 Batch – Module III	IPS Probationers	28 November 2011 – 17 February 2012	Joint Director-III	60 days
December 2011	34	International Training Programme on Leadership Development for Postmasters and Managers	Postmasters and Managers at Middle Management Level	05-16 December 2011	Additional Director	10 days
	35	Indian Postal Service Probationers, 2011 Batch – Module I	IPS Probationers	26 December 2011- 16 March 2012	Joint Director-I	60 days
January 2012	36	Induction Training Programme for PSS Group B (Batch V)	Officers promoted to Group B	02 January -27 January 2012	Assistant Director-II	20 days
	37	Technology Management Programme for Accounts Officers (Batch – III)	AAO/AO/Sr AO/ACAO	30 January – 3 February 2012	ACAO	5 days
	38	Technology Management Programme for Divisional Heads (Batch – V)	Gr. B / JTS / STS officers	09 – 13 January 2012	Joint Director-III	5 days

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February 2012	39	Executive Development Programme	STS / JAG officers (7 – 10 years)	02–17 February 2012	Additional Director	12 days
	40	Workshop on Vigilance & Disciplinary Matters	All Government Ministries / Departments/PSUs/ Gr. B/JTS/STS officers	06 –09 February 2012	Joint Director-I	4 days
	41	Development Programme for Accounts Officers (Batch –IV)	AAO/AO/Sr AO/ACAO	13 February - 17 February 2012	ACAO	5 days
	42	Workshop on Financial Services & CBS (batch–II)	Gr. B / JTS / STS officers	20 February - 22 February 2012	Joint Director-I	3 days
March 2012	43	International Executive Development Programme	Postal Managers at Middle Management Level	05-16 March 2012	Joint Director-I	10 days

Off Campus Programmes:-

S.No	Course	Level	Venue	Date
1	Workshop on “Leadership for Divisional Heads”	Divisional Heads	Tbd	tbd
2	Workshop on “Leadership for Accounts Officers”	AAO/AO/Sr. AO/ACAO	-do-	-do-
3	Workshop on “Right To Information Act”	Divisional Heads	-do-	-do-
4	Workshop on “Right To Information Act”	AAO/AO/Sr. AO/ACAO	-do-	-do-
5	Workshop on “Disciplinary Matters”	Divisional Heads	-do-	-do-
6	Workshop on “Disciplinary Matters”	AAO/AO/Sr. AO/ACAO	-do-	-do-
7	Workshop on “Office Procedure”	Divisional Heads	-do-	-do-
8	Workshop on “Office Procedure”	AAO/AO/Sr. AO/ACAO	-do-	-do-
9	Workshop on “ Rosters & Reservation “	Divisional Heads / Accounts Officers	-do-	-do-

More Off campus programmes can be considered as per demands from the Circles / PAOs.