

Revised

Training Calendar – 2007 - 08

April – 2007

| 1 S.No. | 2 Name of the Course | 3 Level of Participation | 4 Period of Course | 5 No. of days | 6 Course Director / Coordinator |
|------------|---------------------------------|---|---|------------------|------------------------------------|
| i. | Sevottam-I | Divisional Heads / Nodal Officer in CO/RO | 2 nd to 4 th April | 3 days | Jt. Director-III |
| ii. | P.S. Group 'B' – I | | 9 th April to 25 th May | 7 Weeks | Jt. Director-I |
| iii. | Art of Living – Advanced Course | HAG/SAG – Those who have earlier attend the Basic Course. | 9 th to 13 th April | 1 Week | Jt. Director-II |

May – 2007

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|------|--------------------------------|------------------|---|---------|------------------|
| i. | Departmental Software - I | Divisional Heads | 7 th to 11 th May | 1 Week | Jt. Director-III |
| ii. | P.S. Group 'B' - II | | 28 th May to 13 th July | 7 Weeks | Jt. Director-II |
| iii. | IPS 2005 Batch Module-II & III | | Upto 13 July | | Jt. Director-I |

June – 2007

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|------|--------------------------------|--|---|--------|------------------|
| i. | Course on Gender Sensitization | JAG Officers and Participants from other organizations/ Departments/Ministries/ PSUs | 4 th to 6 th June | 3 days | Jt. Director-II |
| ii. | Sevottam-II | Divisional Heads/Nodal Officers in CO/RO | 18 th to 20 th June | 3 days | Jt. Director-III |
| iii. | Departmental Software - II | Divisional Heads | 25 th to 29 th June | 1 Week | Jt. Director-III |

July – 2007

| 1 S.No. | 2 Name of the Course | 3 Level of Participation | 4 Period of Course | 5 No. of days | 6 Course Director / Coordinator |
|------------|---|---|---|------------------|------------------------------------|
| i. | Construction Management – New Approaches. | Officers from Civil wing and JAG Officers. | 9 – 11 July | 3 days | Jt. Director-II |
| ii. | Workshop on Reservation Rosters. | Divl. Heads / APMGs / ADs of CO / RO and participants from other organization/Department/ Ministries / PSUs | 16 th to 18 th July | 3 days | Jt. Director-II |
| iii. | Marketing and Business Development | JTS/STS | 25-27 July | 3 days | Jt Director-I |

August – 2007

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|------|-------------------------------|---|--|--------|------------------|
| i. | Course on RTI | CPIOs/CAPIOs of Department of Posts and other Departments / Ministries / Organisations / PSUs | 1 st to 3 rd August | 3 days | Jt. Director-II |
| ii. | Departmental Software-III | Divisional heads | 20 – 24 th August | 1 Week | Jt. Director-III |
| iii. | Seminar on Official Language. | Hindi Officers from CO. | 20 – 21 st August | 2 days | Dy. Director |
| iv. | Sevottam-III | Divil. Heads / Nodal Officers from CO/RO. | 27 th – 29 th August | 3 days | Jt. Director-I |

September – 2007

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|------|--|--|--|---------|-----------------|
| i. | Refresher Course Group 'A' | Officers promoted to IPS Gr. A and having three years of service left before superannuation. | 10 th to 21 st September | 2 weeks | Jt. Director-II |
| ii. | Refresher Training for Accounts Officers/Sr. Accounts Officers | Accounts Officers/ Sr Accounts Officers nominated by Directorate | 10 th -14 th September | 1 week | Jt. Director-I |
| iii. | Workshop on Marketing | SAG / JAG officers | 24 th to 26 th September | 3 days | Jt. Director-I |

October – 2007

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|------|---------------------------------|---|--|---------|------------------|
| i. | Course on New Services. | JTS / STS Officer | 3 rd to 5 th Oct | 3 days | Jt. Director-II |
| ii. | Executive Development Programme | IPS Gr. A Officers with 7 – 9 years of service. | 8 th to 19 th October | 2 weeks | Jt. Director-I |
| iii. | Course on Financial Services | JAG / STS officers | 22 nd to 24 th October | 3 days | Jt. Director-III |
| iv. | Sevottam-IV | Divl. Heads / Nodal Officers in RO/CO. | 29 th to 31 st October | 3 days | Jt. Director-I |

November – 2007

| 1 S.No. | 2 Name of the course | 3 Level of Participation | 4 Period of Course | 5 No. of days | 6 Course Director / Coordinator |
|------------|--------------------------|-----------------------------|---|------------------|------------------------------------|
| i. | Mail Management | SSRMs/SRMs/APMG/ AD (Mails) | 5 th to 7 th November | 3 days | Jt. Director-II |
| ii. | Strategic Management | HAG / SAG | 14 th to 16 th November | 3 days | Additional Director |
| iii. | Legal Matters | JAG/APMGs/ADs – Legal Cell. | 19 th to 23 rd November | 1 week | Jt. Director-III |
| iv. | P.S. Group 'B' – IV | | 26 th to 11 th January | 7 weeks | Jt. Director-I |
| v. | IPS 2006 Batch Module-II | | Upto March 2008 | | Jt. Director-II |

December – 2007

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|------|---------------------------------|--|--|--------|------------------|
| i. | Course on Personnel Management. | Divl. Heads | 3 rd to 5 th December | 3 days | Jt. Director-II |
| ii. | Course on RTI | CPIOs/CAPIOs of the Deptt and other Deptts/Ministries/PSUs | 10 – 12 th December | 3 days | Jt. Director-I |
| iii. | IPS 2007 Batch Module-I | | 10 th December – March 2008. | | Jt. Director-III |
| iv. | Course on Insurance Services | JAG / STS officers | 17 th - 19 th December | 3 days | JD-II |

January – 2008

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|------|----------------------------|---|--|---------|------------------|
| i. | Financial Management | JAG & Circle IFAs / DAPs | 7 – 11 th January | 1 week | Addl. Director |
| ii. | Refresher Course Group 'A' | Officers promoted to IPS Gr. A and having 3 years of service left before superannuation | 14 th to 25 th January | 2 Weeks | Jt. Director-I |
| iii. | Vigilance Administration | Participation Deptl. Officers as well as officers from other Ministries/Departments | 28 th to 30 th January | 3 days | Jt. Director-III |

February – 2008

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|------|--------------------------|---|---|---------|---------------------|
| i. | Departmental Software-IV | Divisional Heads | 4 th to 8 th February | 1 Week | Jt. Director-III |
| ii. | International E.D.P. | International participants nominated by the Dte and JTS / STS officers. | 4 th to 15 th February | 2 weeks | Additional Director |
| iii. | P.S. Group 'B' Batch-V | | 18 th Feb to 4 th April | 7 Weeks | Jt. Director-I |