

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
APRIL								
1	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills.	TCS and Others (Senior and Middle level Officers)	3	1-3	ES	21	12
2	Management of Projects	What the project is, why it is necessary, ingredients of the project, Project preparation, implementation, Record keeping, Maintenance and Submission of accounts	Officials of RD, Panchayat Dept. Members of SHGs, NGOs	3	3-5	SM/PB	21	12
3	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimensions, printing	PWD engineers, Draftsman	6	6-13	AC	42	24
4	E-Governance initiatives of the Government	Concept and need of governance; Tools and methods of good Gov. need of E-governance, Browsing of Internet, web communication through e-mail, Cyber law	Senior officers of the Departments	2	6-7	SM/PB	14	8
5	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management; Diarising of Receipts; Disposal time.	Officials of Secretariat / Other departments	3	7-9	ES	21	12
6	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	3	10-12	ES	21	12
7	Preparation of Project and implementation thereof by NGOs for Rural Development for West Tripura District	What the project is, why it is necessary, ingredients of the project, Project preparation, implementation, Record keeping, Maintenance and Submission of accounts	Senior, Middle, Junior level officers of Departments	3	12-16	MLD	21	12
8	Preparation of Project and implementation thereof by NGOs for Rural Development for South Tripura District	What the project is, why it is necessary, ingredients of the project, Project preparation, implementation, Record keeping, Maintenance and Submission of accounts	Senior, Middle, Junior level officers of Departments	3	17-20	MLD	21	12
9	Direct Trainers Skill	Concepts of Information Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge, Microsoft Excel- creating Spread sheet, Calculation, Referencing, chart, Internet and using E-mails	For officials of all Level from all Departments	5	19-24	AC	35	20
10	Planning Budgetting and Accounting- MNREGA for South Tripura District Officials (Flagship)	What is MGNREGA, Object of this scheme, Planning and Budgetting, Maintenance of records and accounts	Senior, Middle, Junior level officers of Departments	3	26-28	MLD	21	12

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
11	Health Insurance – Concept, requirements, plans and supported schemes.	Concept, issues and provisions under health insurance, cost-containment mechanism via organizational innovation, various policies undertaken to create awareness among people regarding health insurance.	Middle and Jr. Level Officers	3	28-30	SM	21	12
12	Service Conduct Rules and Disciplinary Proceedings	Introduction with reference to constitutional provisions, Salient aspects of Misconduct; Procedural aspects of Disciplinary Enquiry; Disciplinary Matters; Status of Disciplinary Matters in the State & Role of HODs; CCS(CC&A) Rules, 1965 Application/Suspension;(penalty & Disciplinary Authorities; Appeals/Revision & Review; Tripura Civil Service (Conduct) Rules, 1988; Do's and Don'ts in handling cases.	Middle level Officers	3	28-30	ES	21	12
13	Evaluation of Projects using Statistics	Statistics, Understanding Project Evaluation, Data collection methods, steam lining the Data, computing data, analysis of data using different software, finding critical differences (CD), Standard errors etc., Preparation of statistical reports	TCS, TFS, Medical officers	1	30	PB	7	4
MAY								
14	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	3-5	ES	21	12
15	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	5	3-10	AC	35	20
16	Role of Presenting officers in Disciplinary Proceedings	Framing of charges, Penalties-Major and Minor, Procedure of inquiry, Punishment, Tripura Civil Service Conduct Rules 1988, Role of Presenting officers, How it is decided, Procedure of appeal and Revision	Presenting Officers	2	4-5	MLD	14	8
17	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts.	Officials of Secretariat / Other departments	3	4-6	ES	21	12
18	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	6-13	AC	42	24
19	Information Technology for Office Management (Level - I)	Concepts of DBMS & RDBMS, Concepts of MS Access, Creating different objects, linking with other databases, hands on session	For officials, completed the Level I course	5	10-15	AC	35	20

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
20	Social Audit, Village Monitoring Committee and Grievance Management for better Implementation of MGNREGA for Officials / Non – Officials of Dhalai Tripura District	What is MGNREGA, Object of this scheme, Planning and Budgetting, What is social auditing, why it is required, how it is conducted, constitution of village monitoring committee and their function, Procedure of grivence redressal	Officials of RD , Panchayat & Other line Department & members of NGOs and Representitives of PRI bodies	3	11-13	MLD	21	12
21	Good Governance for Improving Service Delivery	Concept and need of governance; Tools and methods of good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions.	Senior officers of the Departments	3	11-13	ES	21	12
22	Disciplinary matters for - Presetting officers	Salient aspects of Misconduct; Procedural aspects of Disciplinary Enquiry; Disciplinary Matters; Status of Disciplinary Matters in the State & Role of HODs; CCS(CC&A) Rules, 1965 Application/Suspension;(penalty & Disciplinary Authorities; Appeals/Revision & Review; Tripura Civil Service (Conduct) Rules, 1988; Do's and Don'ts in handling cases.	Presetting officers	3	13-15	ES	21	12
23	Right to Infromation Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For officials of all Level from all Departments	1	15	AC	7	4
24	Preparation of Project and implementation thereof by NGOs for Rural Development for North Tripura District	What the project is, why it is necessary, ingradients of the project, Project preparation, implementation, Record keeping, Maintanance anf Submission of accounts	Senior, Middle, Junior level officers of Departments	3	17-20	MLD	21	12
25	Database Management through MS Access (Level II)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	18-22	AC	42	24
26	Service delivery Management	Concept and need of governance; Tools and methods of service delivery and good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions; Single Window.	For officials of different departments	3	20-22	ES	21	12
27	Rural electrification Programme under Bharat Nirman (Flagship)	Concept and need of Rural electrification, Infrastructure,Subsidy towards capital expenditure,Role of State Rural Electrification Corporation, services of Central Public Sector Undertakings (CPSU)	Officials of related departments	2	24-25	MLD	14	8
28	Co-operative Societies	Role as instruments for self reliance in food production as well as generating income and employment in rural areas of the State	Middle and Jr. Level Officers	3	28-31	SM	21	12

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
29	Disaster Preparedness and Management	Introduction, Key elements, Institutional and Policy framework, Early warning system, Disaster Prevention and Mitigation, Preparedness, Conclusion, Case studies (Regional, National and Global), Role of IEC in Disaster Preparedness	TCS, TFS, Medical officers	1	31	PB	7	4
JUNE								
30	Information Technology for Office Management (Level - I)	Concepts of Windows and MS Office, using MS Excel for calculation , referancing, Chart, Pivot table, Different Function & Formulas	For officials, completed the Level I course	4	1-7	AC	28	16
31	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	2-4	ES	21	12
32	E-Governance initiatives of the Government	Concept and need of governance; Tools and methods of good Gov. need of E-governance, Browsing of Internet, web communication through e-mail, Cyber law	Senior officers of the Departments	2	3-4	SM/PB	14	8
33	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	6-13	AC	42	24
34	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart, Internet and using E-mails	For officials of all Level from all Departments	6	7-11	AC	42	24
35	SHG movement for village development in west Tripura Dist.	Status of women in Tripura; Empowerment of women through SHGs: The need of the hour; Status of women in primary sector; Economic empowerment of women through SHGs in Tripura; Reducing crimes against women through SHGs; Importance of selection of key activity for sustainable development; Importance of Book Keeping for SHGs; Role of SHGs in enhancing quality of health	Officials of RD, Panchayat Dept. Members of SHGs, NGOs	3	13-15	MLD	21	12
36	SHG movement for village development in South Tripura Dist.	Status of women in Tripura; Empowerment of women through SHGs: The need of the hour; Status of women in primary sector; Economic empowerment of women through SHGs in Tripura; Reducing crimes against women through SHGs; Importance of selection of key activity for sustainable development; Importance of Book Keeping for SHGs; Role of SHGs in enhancing quality of health	officials of RD, Panchayat Dept. Members of SHGs, NGOs	4	13-16	MLD	28	16
37	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Elected Representatives of 3 tire panchayat	1	15	AC	7	4
38	Managing Information Technology	Concept, theory & hands on session on Windows XP & MS Power Point	For officials, completed the Level I course	2	15-19	AC	14	8

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
39	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	3	17-19	ES	21	12
40	Preparation of Project and implementation thereof by NGOs for Rural Development for South Tripura District	What the project is, why it is necessary, ingredients of the project, Project preparation, implementation, Record keeping, Maintenance and Submission of accounts	Senior, Middle, Junior level officers of Departments	3	17-20	MLD	21	12
41	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time.	Officials of Secretariat / Other departments	3	20-22	ES	21	12
42	Planning Budgetting and Accounting- MNREGA for Dhalai Tripura District Officials (Flagship)	What is MGNREGA, Object of this scheme, Planning and Budgetting, Maintenance of records and accounts	Senior, Middle, Junior level officers of Departments	3	26-28	MLD	21	12
43	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	28-30	AC	21	12
44	Food, Civil Supplies & Consumer Affairs	Strategies , programs/schemes , allotment , procurement and off-take(PDS system) ; Functions in respect of consumer affairs performed by the State Govt.; New Initiative Projects.	Officials of related depts., fair price shop owners	3	28-30	SM	21	12
45	Rain Water Harvesting	Nature and properties of rain water, Understanding the need of the time, RWH system components, Water quality and Treatment, Water balance and system sizing, RWH guidelines, Cost estimation, Financial and Other initiatives, Potentiality in Tripura and its utilization	Municipal/NP officers, DWS Engineers	1	30	PB	7	4
JULY								
46	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	2-5	ES	21	12
47	Gender and Development of PRI representatives/SHGs	Gender development, justice and equality; Gender planning, budgeting and auditing; Vigilance Committees: Role for Gender justice; Role and responsibility of local governments in gender planning, budgeting and auditing.	Panchayat & Line Departments	3	3-5	ES	21	12
48	MGNREGA soft for West District	Concepts of MGNREGA, Using the MGNREGA Software for data updation	For Elected Representatives of 3 tier panchayat	3	6-8	AC	21	12
49	Good Governance for Improving Service Delivery	Concept and need of governance; Tools and methods of good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions.	Senior officers of the Departments	3	12-14	ES	21	12

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
50	Role of Presenting officers in Disciplinary Proceedings	Framing of charges, Penalties-Major and Minor, Procedure of inquiry, Punishment, Tripura Civil Service Conduct Rules 1988, Role of Presenting officers, How it is decided, Procedure of appeal and Revision	Presenting Officers	2	16-17	MLD	14	8
51	Multi sectoral district plans for minority concentration districts (Flagship)	Objectives, enhancing opportunities for education, improving access to school education, equitable share in economic activities and employment, improving the conditions of living of minorities.	Minority welfare officers	2	12-13	PB/SM	14	8
52	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	12-17	AC	42	24
53	SHG movement for village development in North Tripura Dist.	Status of women in Tripura; Empowerment of women through SHGs: The need of the hour; Status of women in primary sector; Economic empowerment of women through SHGs in Tripura; Reducing crimes against women through SHGs; Importance of selection of key activity for sustainable development; Importance of Book Keeping for SHGs; Role of SHGs in enhancing quality of health	officials of RD, Panchayat Dept. Members of SHGs, NGOs	3	13-15	MLD	21	12
54	SHG movement for village development in Dhalai Tripura Dist.	Status of women in Tripura; Empowerment of women through SHGs: The need of the hour; Status of women in primary sector; Economic empowerment of women through SHGs in Tripura; Reducing crimes against women through SHGs; Importance of selection of key activity for sustainable development; Importance of Book Keeping for SHGs; Role of SHGs in enhancing quality of health	officials of RD, Panchayat Dept. Members of SHGs, NGOs	4	13-16	MLD	28	16
55	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	6-13	AC	42	24
56	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	20-22	ES	21	12
57	MGNREGA soft for North District	Concepts of MGNREGA, Using the MGNREGA Software for dat updation	For Electied Representatives of 3 tire panchayat	3	20-22	AC	21	12
58	Accounting procedure through Tally	Concepts of Accounting System, Accounting in the computer, introduction to Tally, preparing the accounts on tally and hands on session.	For officials dealing with Cash and Accounts	5	20-24	AC	35	20
59	Planning for the people – District Level Planning, Block Level Planning – people participation.	District level planning- providing leadership and guidance in planning , implementation , self employment programs in Tripura. Block level planning – peoples participation (Gramodaya).	PRI representatives, Pantheist officers, Development officers, officials from DRDA	3	26-28	SM	21	12

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60	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	26-31	AC	42	24
61	Environmental Pollution and their Control Measures	Pollution, Types and health issues related to different pollutions, Prevention, Control, and Abatement of Air, Water, and Other Pollutions, Administered Lands, and Activities, Handling of hazardous wastes., Environmental Compliance and management of pollution.	Govt. officials, Head masters, Faculties of different colleges	1	31	PB	7	4
AUGUST								
62	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	4-6	ES	21	12
63	Watershed management for better living, West and South Dist	Introduction to the Programme, Discussion on sources of rivers of Tripura and their catchment area in breif, need for development of watershed	Officials of Agriculture, Horticulture, RD., depts.	3	5-7	MLD	21	12
64	E-Governance initiatives of the Government	Concept and need of governance; Tools and methods of good Gov. need of E-governance, Browsing of Internet, web communication through e-mail, Cyber law	Senior officers of the Departments	2	6-7	SM/PB	14	8
65	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	6-12	AC	42	24
66	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	2	10-11	ES	14	8
67	MGNREGA Soft	Concepts of MGNREGA, Using the NREGA Software for dat updation	For Accounts Assistants, Computer Operator, Junior Engineer and Programme Assistants of NREGA	2	10-11	AC	14	8
68	Management of Projects	What the project is, why it is necessary, ingradients of the project, Project preparation, implementation, Record keeping, Maintanance anf Submission of accounts	Officials of RD, Panchayat Dept. Members of SHGs, NGOs	3	10-12	SM/PB	21	12
69	Watershed management for better living, North and Dhalai Dist	Introduction to the Programme, Discussion on sources of rivers of Tripura and their catchment area in breif, need for development of watershed, water is gift of the nature, it should be preserved	Officials of Agriculture, Horticulture, RD., depts.	3	12-14	MLD	21	12

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
70	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Electied Representatives of 3 tire panchayat	1	15	AC	7	4
71	Food Security, livestock & dairy development.	Responsibility of Food Field – Functionaries in Maintenance of PDS; Procurements, Transportation and Distribution under PDS/TPDS/OWS etc; Financial Management for uninterrupted Operation of PDS/TPDS/OWS; Food Security Schemes and the Administration; Role of FCI in Maintenance of PDS & Other Food Security Schemes; Role of PRIs/ULBs in Effective Implementation of TPDS and Other Food Related Schemes; Godown storage of PDS items and preservation of Stocks; Importance of PDS/TPDS in Tripura; Livestock and diary in Tripura	Panchayat Reps. and officers of line Deptts	3	15-17	ES	21	12
72	National Resources Management through MGNREGA for District level Officers of West & North Tripura District	What os MGNREGA, How National Resource Management is realated with MNREGA, what are the resources can be built up and maintained in MNREGA	Officials of RD , Panchayat & Other line Department	3	16-18	MLD	21	12
73	Database Management through MS Access (Level II)	Concepts of DBMS & RDBMS, Concepts of MS Access, Creating different objects, linking with other databases, hands on session	For officials, completed the Level I course	5	17-21	AC	35	20
74	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	19-21	ES	21	12
75	Lifestyle Diseases in Tripura.	Causes of common diseases (both communicable & non-communicable diseases) and prevention , measures to improve quality of life.	Medical officers, Municipal officers, Panchayat officers	3	23-25	SM	21	12
76	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart, Internet and using E-mails	For officials of all Level from all Departments	6	23-28	AC	42	24
77	MGNREGA soft (Dhalai Dist)	Concepts of MGNREGA, Using the NREGA Software for dat updation	For Electied Representatives of 3 tire panchayat	3	25-27	AC	21	12
78	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	26-30	AC	21	12
79	SSA and its impact (Flagship)	Objective of the scheme, implementation, Role of educations officers, Human Resource Development, Measures to impart quatily education, managing the school assets, Project evolution	Head Masters and Head Mistress of HS schools	2	30-31	MLD	14	8

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
80	Biodiversity Conservation Approaches (Protected Area Network)	Biodiversity, Prioritizing biodiversity conservation, Biodiversity status of Tripura, Conservation approaches, Protected are networks (Sanctuaries, National Parks, Biosphere reserves), Objectives and actions for all priorities	TFS, TCS, ZOO authorities, Panchayat officers	1	31	PB	7	4
SEPTEMBER								
81	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Elected Representatives of 3 tire panchayat	3	4-6	AC	21	12
82	Packaging and Marketing of SGSY (National Livelihood Misson)Products for the NGOs of West and South Tripura Districts	Object of the scheme, Formation of SHGs, Skill development of the SHG members for better functioning, Marketting stretagies of the products of SHGsimportance for packaging and marketting for SHGs	Officials of RD , Panchayat & Other line Department	3	4-6	MLD	21	12
83	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	5-7	ES	21	12
84	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	6-13	AC	42	24
85	Refresher course of PMGSY Engineer	Aims, Histry of rural roots of India-Tripura, requirement of improvement, introduction of the scheme named PMGSY, Present implementation, Funding Pattern, Submission of UC, Maintanance of records.	Engineers of PMGSY Projects	3	7-9	MLD	21	12
86	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	7-9	ES	21	12
87	Accounting procedure through spreadsheet	Concept, theory & hands on session on Windows XP & MS Excel	Officials who completed level I course	4	7-10	AC	28	16
88	National Mission on Female Literaty (Flagship)	Female literacy in India, factors responsible for poor female literacy rate, Strategy adopted by government, contributions of literacy campaigns to female literacy, highlighted social awarness	Officials of HRD and School education	2	9-10	SM/PB	14	8
89	Packaging and Marketing of SGSY (National Livelihood Misson)Products for the NGOs of North and Dhalai Tripura Districts	Object of the scheme, Formation of SHGs, Skill development of the SHG members for better functioning, Marketting stretagies of the products of SHGsimportance for packaging and marketting for SHGs	Officials of RD , Panchayat & Other line Department	3	11-13	MLD	21	12
90	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	13-18	AC	42	24

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Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
91	Planning, Budgeting and Accounting MGNREGA for North Tripura District	What is MGNREGA, Object of this scheme, Planning and Budgeting, Maintenance of records and accounts	Officials of RD , Panchayat & Other line Department	2	14-15	MLD	14	8
92	Right to Information Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Elected Representatives of 3 tier panchayat	1	15	AC	7	4
93	Role of Presenting officers in Disciplinary Proceedings	Framing of charges, Penalties-Major and Minor, Procedure of inquiry, Punishment, Tripura Civil Service Conduct Rules 1988, Role of Presenting officers, How it is decided, Procedure of appeal and Revision	Presenting Officers	2	17-18	MLD	14	8
94	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	17-19	ES	21	12
95	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	3	18-20	ES	21	12
96	Information Technology for Office Management (Level - I)	Concepts of Information Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referencing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	20-24	AC	42	24
97	IT for Rural Development	Concepts of Information Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referencing, chart etc., Internet and using E-mails	Officials of RD , Panchayat Department	5	20-24	AC	35	20
98	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	21-23	ES	21	12
99	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	23-25	AC	21	12
100	Good Governance for Improving Service Delivery	Concept and need of governance; Tools and methods of good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions.	Senior officers of the Departments	3	23-26	ES	21	12
101	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimensions, printing	PWD engineers, Drafts man	6	25-30	AC	42	24

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
102	Tribal Sub Plan and Special Component Sub Plan – activity, allocation, schemes/programmes	Objectives , allocation , income generating schemes and special programs under TSP and SCSP; Impact of the plans in improving the socio-economic condition of the tribal people with special focus on reduction in poverty level covering the State.	Rehabilitation officers, Tribal and Social welfare officers	3	27-29	SM	21	12
103	Identification, formation and Implementation of Projects Under SGSY for Newly Recruited RD Officers	Introduction of the scheme of SGSY, formation of SHG groups and their activities, Guidelines for Project formulation for SHGs, Funding pattern, Maintenance of Accounts and records	Officials of Rural Development dept	3	28-30	MLD	21	12
104	Ground Water Pollution and Mitigation Process	Understanding the water resources, utilization of ground water, Nature and factors of GW pollution, Methodology to assess GW pollution, Risk management, Case studies from Tripura	DWS engineers, Medical officers, Municipal /NP officers	1	30	PB	7	4
OCTOBER								
105	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Elected Representatives of 3 tire panchayat	3	4-6	AC	21	12
106	Packaging and Marketing of SGSY (National Livelihood Misson)Products for the NGOs of West and South Tripura Districts	Object of the scheme, Formation of SHGs, Skill development of the SHG members for better functioning, Marketting strategies of the products of SHGsimportance for packaging and marketting for SHGs	Officials of RD , Panchayat & Other line Department	3	4-6	MLD	21	12
107	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	5-7	ES	21	12
108	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	6-13	AC	42	24
109	Refresher course of PMGSY Engineer	Aims, Histry of rural roots of India-Tripura, requirement of improvement, introduction of the scheme named PMGSY, Present implementation, Funding Pattern, Submission of UC, Maintanance of records.	Engineers of PMGSY Projects	3	7-9	MLD	21	12
110	E-Governance initiatives of the Government	Concept and need of governance; Tools and methods of good Gov. need of E-governance, Browsing of Internet, web communication through e-mail, Cyber law	Senior officers of the Departments	2	8-9	SM/PB	14	8
111	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	22-27	AC	42	24
112	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Elected Representatives of 3 tire panchayat	3	23-25	AC	21	12

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
113	Planning, Budgeting and Accounting MGNREGA for West Tripura District	What is MGNREGA, Object of this scheme, Planning and Budgeting, Maintanance of records and accounts	Officials of RD , Panchayat & Other line Department	3	25-27	MLD	21	12
114	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	25-30	AC	42	24
115	Occupational Health Hazards – Linkages to risk and disaster management.	Concept , occupational health & safety , risk assessment ;Work related hazards and occupational diseases in small industries and agriculture and prevention , occupational health safety programs to foster safe work environment.	PRI representatives, Govt officials, Forest rangers, Police department	3	27-30	SM	21	12
116	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	3	28-30	ES	21	12
117	MGNREGA Soft	Concepts of MGNREGA, Using the NREGA Software for dat updation	For Accounts Assistants, Computer Operator, Junior Engineer and Programme Assistants of NREGA	2	29-30	AC	14	8
118	Rural Technology/Eco-friendly Technologies for Sustainable Development	Rural Technology, Objectives, Concept of Appropriate Technology, Eco-friendly technology, sustainability of Eco-friendly technologies, Building Entrepreneurship with RT, Guidelines for Project formulation in Rural Entrepreneurship on RT	Panchayat officers, APDs of RD, RD officers	1	30	PB	7	4
NOVEMBER								
119	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	8-10	ES	21	12
120	Formation and Function of SGSY Federation North and Dhalai Tripura Districts	Introduction of the scheme of SGSY, formation of SHG groups and their activities, Guidelines for Project formulation for SHGs, Funding pattern, Need for formation of Fedaration, its function, Maintanance of Accounts and records	Officials of R.D. dept., members of SGSY, NGOs	3	8-10	MLD	21	12
121	Formation and Function of SGSY Federation Wes and South Tripura Districts	Introduction of the scheme of SGSY, formation of SHG groups and their activities, Guidelines for Project formulation for SHGs, Funding pattern, Need for formation of Fedaration, its function, Maintanance of Accounts and records	Officials of R.D. dept., members of SGSY, NGOs	4	8-11	MLD	28	16
122	Database Management through MS Access (Level II)	Concepts of DBMS & RDBMS, Concepts of MS Access, Creating different objects, linking with other databases, hands on session	For officials, completed the Level I course	5	8-12	AC	35	20
123	Good Governance for Improving Service Delivery	Concept and need of governance; Tools and methods of good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions.	Senior officers of the Departments	3	10-12	ES	21	12

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
124	Social Audit, Village Monitoring Committee and Grievance Management for better Implementation of MGNREGA for Officials / Non – Officials of West Tripura District	What is MGNREGA, Object of this scheme, Planning and Budgetting, What is social auditing, why it is required, how it is conducted, constitution of village monitoring committee and their function, Procedure of grivence redressal	Officials of RD , Panchayat & Other line Department & members of NGOs and Representitives of PRI bodies	3	11-13	MLD	21	12
125	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	13-18	AC	42	24
126	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Electied Representatives of 3 tire panchayat	1	15	AC	7	4
127	Role of Presenting officers in Disciplinary Proceedings	Framing of charges, Penalties-Major and Minor, Procedure of inquiry, Punishment, Tripura Civil Service Conduct Rules 1988, Role of Presenting officers, How it is decided, Procedure of appeal and Revision	Presenting Officers	2	17-18	MLD	14	8
128	Reservation of ST/SC/Minorities	ST/SC/Minority: Reservation Acts and Rules, Maintainance of records and rooster register	Officers from admission authority, Education dep. And officers from administrative depts	3	15-18	SM	21	12
129	IT for Rural Development	Concepts of Rural Development, Using Information Technology for Rural Development	Officials of RD , Panchayat Department	5	15-20	AC	35	20
130	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	3	18-20	ES	21	12
131	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	22-27	AC	42	24
132	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	24-26	AC	21	12
133	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	29-31	ES	21	12
134	Evaluation of Projects using Statistics	Statistics, Understanding Project Evaluation, Data collection methods, steam lining the Data, computing data, analysis of data using different software, finding critical differences (CD), Standard errors etc., Preparation of statistical reports	TCS, TFS, Medical officers	1	30	PB	7	4

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
DECEMBER								
135	E-Governance initiatives of the Government	Concept and need of governance; Tools and methods of good Gov. need of E-governance, Browsing of Internet, web communication through e-mail, Cyber law	Senior officers of the Departments	2	6-7	SM/PB	14	8
136	Revision of Pay Structure	Revision of Pay Structure for Employees of PSUs/Corporations/Stuatory Bodies/Autonomous Bodies/Co-operative Banks – revised pay scales and allowances and other related matters.	Officers of all dept	3	6-8	SM	21	12
137	Accounting procedure through Tally	Concepts of Accounting System, Accounting in the computer, introduction to Tally, preparing the accounts on tally and hands on session.	For officials dealing with Cash and Accounts	5	6-10	AC	35	20
138	Community Participation & social accountability in poverty alleviation programmes.North Dist	Introduction to the Programme, need for participation in the proverty elevation programme, Poverty alleviation programmes and their implementation, how community participation will help better participation	Officials of Agriculture, RD. Panchayat Bodies	3	8-10	MLD	21	12
139	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	13-20	AC	42	24
140	Sensitization on gender issues (west)	Gender in development; Gender justice and equality; planning budgeting and auditing with gender perspective; role of vigilance committees as institutions to ensure gender development; Role and responsibilities of local bodies in ensuring gender development; Process, tools and techniques of gender planning, budgeting and auditing.	Panchayat & Line Departments	3	13-15	ES	21	12
141	Community Participation & social accountability in poverty alleviation programmes. Dhalai Dist	Introduction to the Programme, need for participation in the proverty elevation programme, Poverty alleviation programmes and their implementation, how community participation will help better participation	Officials of Agriculture, RD. Panchayat Bodies	4	14-16	MLD	28	16
142	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	17-22	AC	42	24
143	Gender Planning, Budgeting & Auditing.	Concepts of planning, budgeting and auditing; Social and economic status of women in Tripura; Efforts of the Gvernment/s in enabling and promoting gender sensitive planning; Case studies of other places and success stories; Using the tools of Planning, Budgeting & Auditing for achieving gender equality etc.	Panchayat & Line Departments	3	20-22	ES	21	12
144	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	25-27	ES	21	12
145	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	29-31	ES	21	12

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
146	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	27-29	AC	21	12
147	Social Audit, Village Monitoring Committee and Grievance Management for better Implementation of MGNREGA	What is MGNREGA, Object of this scheme, Planning and Budgetting, What is social auditing, why it is required, how it is conducted, constitution of village monitoring committee and their function, Procedure of grivence redressal	Officials of RD , Panchayat & Other line Department	3	27-29	MLD	21	12
148	Stress Management	Concept and causes of stress, learning healthier strategies to reduce, prevent and cope with stress.	TCS, Senior and Middle level officers of all depts	3	29-31	SM	21	12
149	Sustainable Planning of Urban and Rural Land Resources	Statistics, Understanding Project Evaluation, Data collection methods, steam lining the Data, computing data, analysis of data using different software, finding critical differences (CD), Standard errors	PWD engineers, DWS engineers, Municipal officers	1	31	PB	7	4
JANUARY								
150	Service delivery Management	Concept and need of governance; Tools and methods of service delivery and good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions; Single Window.	For officials of different departments	3	3-5	ES	21	12
151	Database Management through MS Access (Level II)	Concepts of DBMS & RDBMS, Concepts of MS Access, Creating different objects, linking with other databases, hands on session	For officials, completed the Level I course	5	4-8	AC	35	20
152	Management of Projects	What the project is, why it is necessary, ingredients of the project, Project preparation, implementation, Record keeping, Maintanance anf Submission of accounts	officials of RD, Panchayat Dept. Members of SHGs, NGOs	3	10-14	SM/PB	21	12
153	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mail	For officials of all Level from all Departments	6	11-16	AC	42	24
154	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Electied Representatives of 3 tire panchayat	1	15	AC	7	4

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
155	National Resources Management through MGNREGA for District level Officers of West & North Tripura District	What os MGNREGA, How National Resource Management is related with MNREGA, what are the resources can be built up and maintained in MNREGA	Officials of RD , Panchayat & Other line Department	3	16-18	MLD	21	12
156	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	21-23	ES	21	12
157	Role of Presenting officers in Disciplinary Proceedings	Framing of charges, Penalties-Major and Minor, Procedure of inquiry, Punishment, Tripura Civil Service Conduct Rules 1988, Role of Presenting officers, How it is decided, Procedure of appeal and Revision	Presenting Officers	2	21-22	MLD	14	8
158	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimentions, printing	PWD engineers, Drafts man	6	22-28	AC	42	24
159	Morbidity , Health Care and Hygiene – concepts, points to ensure healthy environment, awareness programmes.	Determinants of health condition, level of morbidity, PAP & level of living, PAP & social groups of households, age and gender specific proportion of persons reporting commencement, particulars of hospitalization and cost of treatment jointly with related characteristics to reveal the multi-dimensional aspect of the health care delivery system in the State.	Health workers, NGOs	3	26-28	SM	21	12
160	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	27-29	ES	21	12
161	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	27-29	AC	21	12
162	District level workshop on MNREGA for North District	A discussion on MGNREGA, Identification of theme paper of the workshop, discussion on the theme paper, resolution/ suggestion	Officials of RD , Panchayat & Other line Department	3	27-29	MLD	21	12
163	Creating Power Point Presentation	Concepts and Hands on Session on Power Point and Creating presentation	For officials, completed the Level I course	3	28-30	AC	21	12
164	Good Governance for Improving Service Delivery	Concept and need of governance; Tools and methods of good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions.	Senior officers of the Departments	3	29-31	ES	21	12
165	Rural Water Harvesting Technology for Safe Drinking Water	Concept of Water harvesting, Types of rural water harvesting techniques, water crisis, need of safe drinking water, application of GIS for source identification, Management of watershed.	TFS, DWS engineers, Panchayat officers	1	31	PB	7	4
FEBRUARY								
166	Community Participation for development, North dist.	Concept of community participation, accountability and responsibility; tools of community participation; RTI, Social Audit, Proactive disclosure, etc as means of community participation etc.	Panchayat Representatives, NGOs and Officials of various departments	3	2-4	MLD	21	12

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
167	E-Governance initiatives of the Government	Concept and need of governance; Tools and methods of good Gov. need of E-governance, Browsing of Internet, web communication through e-mail, Cyber law	Senior officers of the Departments	2	6-7	SM/PB	14	8
168	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	8-10	ES	21	12
169	Setting up National Council for Human Resources in Health (Flagship)	Introduction, health systems and human resource, changing context of public health, public health work force, Public health training, public health workforce development-policy issues	Officers of Health and Family welfare departments	2	11-13	SM	14	8
170	Right to Information Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Elected Representatives of 3 tier panchayat	1	15	AC	7	4
171	District level workshop on MNREGA for West District	A discussion on MGNREGA, Identification of theme paper of the workshop, discussion on the theme paper, resolution/ suggestion	Officials of RD, Panchayat & Other line Department	3	15-17	MLD	21	12
172	Information Technology for Office Management (Level - I)	Concepts of Information Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge etc., Microsoft Excel- creating Spread sheet, Calculation, Referencing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	15-20	AC	42	24
173	Empowerment of women through SHGs	Status of women in Tripura; Empowerment of women through SHGs: The need of the hour; Status of women in primary sector; Economic empowerment of women through SHGs in Tripura; Reducing crimes against women through SHGs; Importance of selection of key activity for sustainable development; Importance of Book Keeping for SHGs; Role of SHGs in enhancing quality of health.	SHG and PRI representatives	3	17-19	ES	21	12
174	Information Technology (Level - III)	Interfacing with Auto CAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimensions, printing	PWD engineers, Drafts man	6	21-26	AC	42	24
175	Training On CBPR	Concept; requirement of Health & Hygiene; checking points to ensure healthy environment, causes of different common diseases and preventions; Measures to improve quality of life through removal of obstacles.	Health Workers/NGOs/Rtd. Persons etc.	3	25-27	AC	21	12
176	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	27-29	ES	21	12

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
177	Biomedical Waste Management	Nature and Source of Bio-medical waste, Proof of the need, Diagnostic journey, Remedial Journey, Implementation and holding the gain, Infrastructural survey of BMW generation management, Protocols for Managing and Handling of BMW, House hold BMW management	Officials/ Officers of District Levels	1	30	PB	7	4
MARCH								
178	Financial Management	FRSR, DFPRT; Introduction to overall financial management; Duties and responsibilities of DDOs; Accountants, Dealing Assistants of different schemes and Cashiers in Govt, offices with special emphasis in Blocks; Practical session on Maintenance of Bills	TCS and Others (Senior and Middle level Officers)	3	10-12	ES	21	12
179	Good Governance for Improving Service Delivery	Concept and need of governance; Tools and methods of good Gov. i.e Citizens charter; Social Audit; RTI etc; Accountability and Responsibility for actions.	Senior officers of the Departments	3	1-3	ES	21	12
180	Disaster management, Preparedness, rescue and Relief	Types and Causes of disasters in Tripura; How to face and handle Psychological Trauma especially with reference to children and elderly people ; Support administration in relief and rehabilitation	Different level officers, PRI volunteers	3	8-10	ES	21	12
181	Right to Informaion Act	Introduction to the RTI Act 2005; Role and Responsibilities of PIO/APIO; Pro active disclosure by Depts. role and responsibilities of applicants seeking information; how to submit applications seeking information.	For Electied Representatives of 3 tire panchayat	1	15	AC	7	4
182	Refresher Course in MGNREGA	Discussion on MGNREGA, Problems in Implementation, Suggestion for Improvement	BDOs	2	17-19	MLD	14	8
183	Community Participation for development. Dhalai dist.	Concept of community participation, accountability and responsibility; tools of community participation; RTI, Social Audit, Proactive disclosure, etc as means of community participation.	Panchayat Representatives, NGOs and Officials of various depts.	3	20-22	MLD	21	12
184	Gender Planning, Budgeting & Auditing.	Concepts of planning, budgeting and auditing; Social and economic status of women in Tripura; Efforts of the Government/s in enabling and promoting gender sensitive planning; Case studies of other places and success stories; Using the tools of Planning, Budgeting & Auditing for achieving gender equality.	Panchayat & Line Departments	3	20-22	ES	21	12
185	Information Technology for Office Management (Level - I)	Concepts of Infromation Technology, Concepts of Windows, Microsoft Word,- creating document, formatting, editing, tables, mail Merge, Microsoft Excel- creating Spread sheet, Calculation, Referancing, chart etc., Internet and using E-mails	For officials of all Level from all Departments	6	22-27	AC	42	24
186	Manual of Office Procedure	Machinery of Government/Functions of various Grades of Officers; Dak Receipt, Registration & Distribution/ Forms & Procedure of Communication; Noting, Drafting of communications; Filing system and Record management;Diarising of Receipts; Disposal time	Officials of Secretariat / Other departments	3	27-29	ES	21	12

TRAINING CALENDAR FOR THE YEAR 2010-2011

Sl.no	Name of the Programme	Contents	Target Group	Duration (in days)	Date	Course Director	Trg. hours	Trg. Sessions
187	Stress Management	Concept and causes of stress, learning healthier strategies to reduce, prevent and cope with stress.	TCS, Senior and Middle level officers of all depts	3	24-26	SM	21	12
188	Municipal Solid Waste Management	Waste and their nature, Importance of solid waste management, Describing MSW management, Strategic aspects, Policy Planning and Legal framework, Indicative Programme directions, Full cost accounting for MSW management	DWS engineers, TCS Municipal/NP officers, Panchayat officers	1	31	PB	7	4

Apart from these regular programmes/Flagship programmes The State Institute of Public Administration and Rural Development will conduct the other programmes

Off campus programmes are not included in flagship programmes

There will be department specific programmes other than regular programmes

Abbreviations Used

MLD -	Sri Makhan Lal Das, Officer on Special Duty, SIPARD
ES -	Smt Elizabeth Sangliana, Asst. Professor, SIPARD
AC -	Smt Arpita Chaudhuri, Asst. Professor, SIPARD
PB -	Sri Prithwi Jyoti Bhowmik, Asst. Professor, SIPARD
SM -	Smt Sudakhina Mitra, Asst. Professor, SIPARD