

TRAINING COMPLETED DURING 2009-10 (SPONSORING DEPARTMENT WISE)

SL No	Name of the Workshop/ Training	Period (Days)	Duration of Trg. Days	Sponsoring Deptt.	No. of Participant	Course Director
1	Information Technology for Office Management (I)	6	18-24/11/09	Agriculture Department	16	AC
2	Information Technology for Office Management (II)	6	26/11 - 2/12/09	Agriculture Department	17	AC
3	Information Technology for Office Management (III)	6	4/12 - 1/12/09	Agriculture Department	16	AC
4	Information Technology for Office Management (IV)	6	14-19/12/09	Agriculture Department	16	AC
5	Information Technology for Office Management (V)	6	11/1/10 - 16/1/10	Agriculture Department	13	AC
6	Information Technology for Office Management (VI)	6	21/1 -29/1/10	Agriculture Department	17	AC
7	Information Technology for Office Management (DM I)	5	5-9/10/09	DM (West)	32	AC
8	Information Technology for Office Management (DM II)	5	12-16/10/09	DM (West)	27	AC
9	Information Technology for Office Management (DM III)	6	27-31/10/09	DM (West)	16	AC
10	Information Technology for Office Management (DM IV)	5	10-16/11/09	DM (West)	14	AC
11	Induction Training for Tehsilders & LDCs (DM V)	6	21-26/12/09	DM (West)	37	AC
12	Induction Training for Tehsilders & LDCs (DM VI)	6	29/12/09 - 2/1/10	DM (West)	29	AC
13	Induction training for LDCs/Jr. Store Keepers/TDRs of West Dist. (Batch – I)	3	7.9.09 to 9.10.09	DM West	33	ES
14	Induction training for LDCs/Jr. Store Keepers/TDRs of West Dist. (Batch – II)	11	12 - 23.10 .09	DM West	35	ES
15	Induction training for LDCs/Jr. Store Keepers/TDRs of West Dist. (Batch – III)	11	27.10.09 to 6.11.09	DM West	35	ES
16	Induction training for LDCs/Jr. Store Keepers/TDRs of West Dist. (Batch – IV)	5	17 - 21.11.09	DM West	19	ES
17	Induction training for LDCs/Jr. Store Keepers/TDRs of West Dist. (Batch – V)	8	25.11.09 to 02.12.09	DM West	35	ES
18	Induction training for LDCs/Jr. Store Keepers/TDRs of West Dist. (Batch – VI)	5	15 - 19.12.09	DM West	25	ES
19	Computer Aided Design (for P W Department)	5	8/3/10 ~ 12/3/10	DoPT (CBPR)	18	AC
20	Computer Aided Design (for P W Department)	5	15/3/1- ~ 19/3/10	DoPT (CBPR)	15	AC

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21	Information Technology for Office Management	6	6-16/4/09	DoPT (CBPR)	13	AC
22	Information Technology for Office Management	6	5-12/5/09	DoPT (CBPR)	14	AC
23	Information Technology for Office Management	6	13-19/5/09	DoPT (CBPR)	8	AC
24	Information Technology for Office Management	6	20-27/5/09	DoPT (CBPR)	17	AC
25	Information Technology for Office Management	6	28/5 -3/6/09	DoPT (CBPR)	11	AC
26	Information Technology for Office Management	5	23-27/6/09	DoPT (CBPR)	3	AC
27	Information Technology for Office Management	6	25/6 ~2/7/09	DoPT (CBPR)	11	AC
28	Information Technology for Office Management	6	4-11/7/09	DoPT (CBPR)	2	AC
29	Information Technology for Office Management	6	24-29/8/09	DoPT (CBPR)	12	AC
30	Computer Aided Design	5	1-5/8/09	DoPT (CBPR)	18	AC
31	Information Technology for Office Management (PWD II)	6	2-7/11/09	DoPT (CBPR)	18	AC
32	Information Technology for Office Management	6	11/1/10 - 16/1/11	DoPT (CBPR)	14	AC
33	Information Technology for Office Management	5	25/1/10 ~ 30/1/10	DoPT (CBPR)	13	AC
34	Information Technology for Office Management	6	1/2/10 ~ 6/2/10	DoPT (CBPR)	11	AC
35	Information Technology for Office Management	6	15/2/10 ~ 20/2/10	DoPT (CBPR)	9	AC
36	Right to Information Act	2	28-29/4/09	DoPT (UNDP)	32	AC
37	Right to Information Act	2	25-26/6/09	DoPT (UNDP)	42	AC
38	Right to Information Act	1	5/11/2009	DoPT (UNDP)	18	AC
39	Right to Information Act	1	11/11/2009	DoPT (UNDP)	21	AC
40	Right to Information Act	1	19/11/09	DoPT (UNDP)	24	AC
41	Right to Information Act	1	10/12/2009	DoPT (UNDP)	25	AC
42	Right to Information Act	2	27-28/8/09	DoPT (UNDP)	12	AC

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43	Right to Information Act	1	14/10/09	DoPT (UNDP)	20	AC
44	Project Preparation and Maintenance of Accounts(1 st , betch)	3	27-29 April,09	DOPT, GoI	52	MLD
45	Project preparation and Maintenance of Accounts(2 nd , batch)	3	11 to 13 May '09	DOPT, GoI	23	MLD
46	Empowerment of Women through Self Help Groups (Batch – I)	3	23-25.4.08	DOPT, GoI	35	ES
47	Empowerment of Women through Self Help Groups – (Batch – II)	3	23-25.4.08	DOPT, GoI	30	ES
48	Community Participation in Development	3	14-16.5.09	DOPT, GoI	15	ES
49	Disaster Preparedness and Management	3	19 – 215.2009	DOPT, GoI	20	ES
50	Empowerment of women through SHGs	3	13 – 15.5.2009	DOPT, GoI	45	ES
51	Formulation of Plan for Disaster Management (South District)	3	9 – 11.6.2009	DOPT, GoI	33	ES
52	Entrepreneurship Development through SHGs	3	16 – 18.6.2009	DOPT, GoI	41	ES
53	Office Management, Vigilance and Disciplinary Proceedings	5	16 – 20.6.2009	DOPT, GoI	15	ES
54	Disaster Preparedness and Management for Dhalai District	3	7 – 9.10.2009	DOPT, GoI	33	ES
55	Entrepreneurship Development through SHFs (Ambassa Block)	3	27 – 29.10.2009	DOPT, GoI	30	ES
56	Entrepreneurship development through SHGs (Batch – I)	3	28 – 30.1.10	DOPT, GoI	33	ES
57	Entrepreneurship development through SHGs (Batch – I)	3	28 – 30.1.10	DOPT, GoI	33	ES
58	Entrepreneurship development through SHGs (Batch – II)	3	28 – 30.1.10	DOPT, GoI	28	ES
59	Community Participation for Development	3	1 – 3.2.10	DOPT, GoI	19	ES
60	Entrepreneurship development through SHGs (Batch –III)	5	2 – 6.2.10	DOPT, GoI	36	ES
61	Empowerment of Women through SHGs	3	4 – 6.2.10	DOPT, GoI	31	ES
62	Database Management through MS Access	5	19-23/5/09	DOPT, GoI	13	AC
63	Accounting Procedure through Tally	5	15-19/6/09	DOPT, GoI	10	AC
64	Desktop Publishing Software	5	22-26/6/09	DOPT, GoI	13	AC
65	Managing Information Technology (PWD I)	6	7-14/9/09	DOPT, GoI	11	AC
66	Direct Trainers Skill	5	23-27/11/09	DOPT, GoI	24	AC

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SL No	Name of the Workshop/ Training	Period (Days)	Duration of Trg. Days	Sponsoring Deptt.	No. of Participant	Course Director
67	Design of Training	5	30/11 - 4/12/09	DOPT, GoI	10	AC
68	Management of Change	5	7-11/12/09	DOPT, GoI	23	AC
69	Project Management	3	28/1/10 ~ 30/1/10	DOPT, GoI	37	AC
70	Decentralized Planning	4	8/2/10 ~ 11/2/10	DOPT, GoI	17	AC
71	Management Information System of NREGS	2	27-28/10/09	DOPT, GoI	43	AC
72	Induction training for LDCs of Forest (Batch – I)	5	8 – 12.3.10	Forest Department	23	ES
73	Induction training for LDCs of Forest (Batch – II)	5	15 – 19.3.10	Forest Department	26	ES
74	Induction Trg. - Computer part	5	2/3/10 - 6/3/10	Forest Department	21	AC
75	Induction Trg. - Computer part	5	20/3/10 ~ 25/3/10	Forest Department	24	AC
76	Induction training for TCS – Gr. – II (2009 Batch)	70	8.3 – 7.6.10	GA(P&T)	10	ES
77	Extension Management for Horticulture (MANAGE & SIPARD)	5	5 – 9.10.2009	MANAGE	25	ES
78	District level workshop at Dhalai on NREGA	3	22-24,Dec,09	MoRD	27	MLD
79	Project Management and work Execution through NREGA for the officials of Dhalai District	3	6-8 Jan,2010	MoRD	21	MLD
80	Planning, Budgeting and Accounting of NREGA for the officials of South Tipura District	3	17-19,Feb,10	MoRD	23	MLD
81	Project Management and Work Execution through NREGA for the officials of Dhalai District	1	18.01.10	MoRD	22	MLD
82	Planning Budgeting and Accounting of NERGA.	3	9-11.O9.09	MoRD,GoI	39	MLD
83	Financial Management of NREGA	3	15-17.09.09	MoRD,GoI	33	MLD
84	Natural resource Management through NREGA	3	20-22.10.09	MoRD,GoI	30	MLD
85	Social Audit. Village Monitoring Committee and Grievance Management	3	27-29.10.09	MoRD,GoI	27	MLD
86	District level work shop on NREGA at south dist, Udaipur	3	28 th to 30 th Jan 10	MoRD,GoI	21	MLD
87	Project Management & Work Execution through NREGA	3	23-25 TH ,Nov.09	MoRD,GoI.	30	MLD
88	Disaster Management (Batch – I)	2	24-25.4.09	NIDM	33	ES

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SL No	Name of the Workshop/ Training	Period (Days)	Duration of Trg. Days	Sponsoring Deptt.	No. of Participant	Course Director
89	Disaster Management (Batch – II)	2	24-25.4.09	NIDM	23	ES
90	Disaster Preparedness for Public Representatives	2	2 – 3.6.2009	NIDM	35	ES
91	Disaster Preparedness for Public Representatives	2	8 – 9.6.2009	NIDM	19	ES
92	Disaster Preparedness and Management	2	25 -26.8.09	NIDM	29	ES
93	Reviewing District Disaster Management Plan for West & South	5	31.8.2009 to 4.9.2009	NIDM	122	ES
94	Disaster Management for Nurses of Dhalai Dist.	2	29 – 30.9.09	NIDM	9	ES
95	Disaster Preparedness and Management for Chamanu Block	2	15 – 16.10.2009	NIDM	24	ES
96	Disaster Preparedness and Management for officers of Dhalai Dist	2	2 – 3.11. 09	NIDM	20	ES
97	Disaster Preparedness and Management for Public Representatives of Kadamtala Block	2	3 – 4.11.09	NIDM	23	ES
98	Disaster Preparedness and Management for Public Representatives of Kumarghat Block	3	9 – 10.11.09	NIDM	11	ES
99	Disaster Preparedness and Management for Public Representatives of Panisagar Block	2	17 – 18.11.09	NIDM	25	ES
100	Disaster Preparedness and Management for Public Representatives of Damcherra Block	2	8– 9.12.09	NIDM	25	ES
101	Disaster Management and Preparedness	2	29 – 30.1.10	NIDM	19	ES
102	ICT & GIS Application for NREGS	6	25-30/5/09	NIRD	20	AC
103	Management of Accounts for RD Programmes	3	19-21/8/09	NIRD	36	AC
104	PIME of NSAP(NATIONAL SOCIAL ASSISTANCE PROGRAMME)	5	22-26.06.09	NIRD	29	MLD
105	Planning and Management of SGSY for RD functionaries	5	12-16,Oct,09	NIRD	26	MLD
106	ToT-11 on Planning and Implementation of SGSY	5	02 nd -06 th , Feb 10	NIRD	48	MLD
107	ToT II – SGSy	5	22-26 March, 10	NIRD	29	MLD
108	ICT Application for R. D. Programmes	4	8/2/10 ~ 11/2/10	NIRD_NERC	15	AC
109	ToT – II on SGST	5	23 – 27.11.09	NIRD-NERC	25	ES
110	Citizen Centric Administration to Improve Service Delivery to Govt. Departments	2	22-23/6/09	P & C Department	19	AC

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SL No	Name of the Workshop/ Training	Period (Days)	Duration of Trg. Days	Sponsoring Deptt.	No. of Participant	Course Director
111	Attitude, Leadership & Success	1	27/7/09	P & C Department	54	AC
112	Key to motivation and Communication Skill	2	28-29/7/09	P & C Department	71	AC
113	Team Building	2	30-31/7/09	P & C Department	72	AC
114	Office procedure with ref to estt. matters	4	9-12.06.09	P & C Department	73	MLD
115	Efficiency in administration through compliance of office procedure and financial rules.	4	27-30.4.09	P & C Department	30	ES
116	Information Technology for Office Management	6	19~ 24/10/09	Panchayat Department	30	AC
117	Information Technology for Office Management	6	2-7/11/10	Panchayat Department	17	AC
118	Information Technology for Office Management	6	16-21/11/09	Panchayat Department	27	AC
119	Following Office Procedure in day to day functioning for improving efficiency	4	2 – 5.6.2009	Planning & Coordination	24	ES
120	Office Procedure and Establishment Matters (Batch II)	4	9 – 12.6.2009	Planning & Coordination	42	ES
121	Attitude, Leadership and Success	2	23 – 24.6.2009	Planning & Coordination	23	ES
122	Motivation, Communication Skills and Team Building	2	25 – 26.6.2009	Planning & Coordination	28	ES
123	Presentation Skills	1	27.6.2009	Planning & Coordination	31	ES
124	Efficient Handling of Govt. Fund and Accounting Procedure	3	9 – 11.9.2009	Planning & Coordination	38	ES
125	Efficient Handling of Govt. Fund and Accounting Procedure	3	13 – 15.10.09	Planning & Coordination	41	ES
126	Stress Relief	1	14.11.09	Planning & Coordination	11	ES
127	Responsive Administration	1	21.12.09	Planning & Coordination	93	ES
128	Efficient Handling of Govt. Fund and Accounting Procedure	3	21 – 23.12.09	Planning & Coordination	45	ES
129	Responsive Administration	1	21.12.09	Planning & Coordination	99	ES
130	Efficient Handling of Govt. Fund and Accounting Procedure	3	28 – 30.12.09	Planning & Coordination	34	ES
131	Basic Computer Training	10	1/12-11/12/09	Police Department	12	AC
132	Administrative and Financial Matters for TPD (Probationers)	8	8 – 16.09.09	Police Department	3	ES
133	Induction training for LDCs of PWD (Batch – I)	5	12 – 16.1.10	PWD	36	ES
134	Induction training for LDCs of PWD (Batch – II)	3	28.1.10 – 2.2.10	PWD	37	ES

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SL No	Name of the Workshop/ Training	Period (Days)	Duration of Trg. Days	Sponsoring Deptt.	No. of Participant	Course Director
135	Induction training for LDCs of PWD (Batch – IV)	5	16– 20.2.10	PWD	36	ES
136	Induction training for LDCs of PWD (Batch – V)	5	22– 26.2.10	PWD	35	ES
137	SHG-Movement-Accounting-Banking procedure and SGSY	3	10-12.08.09	RDD	22	MLD
138	SHG-Movement-accounting ,Banking .Etc	4	14-17.09.09	RDD	10	MLD
139	Training of PRI officials of West and Dhalai District on TSSPS	2	10-11 Dec ,09	RDD	11	MLD
140	Training of PRI officials of West and Dhalai District on TSSPS	2	17-18,Dec,09	RDD	10	MLD
141	Planning, Implementation, Monitoring and evaluation of SGSY	3	9-11.06.09	RDDT	10	MLD
142	Planning, Implementation ,Monitoring and Evaluation of SGSY	3	16-18.06.09	RDDT	18	MLD
143	SHG-Movement. ,Accounting, banking procedure and SGSY	4	17-20.06.09	RDDT	19	MLD
144	SHG-Movement-Accounting-Banking procedure and SGSY	4	7-10.7.09	RDDT	31	MLD
145	Planning, Implementation, Monitoring and Evaluation of SGSY	3	4-6, March.10	RDDT	10	MLD
146	Seminar on 'Disaster Risk Management'	2	4 – 5.8.09	Revenue Deptt.	102	ES
147	Disaster Safe Building Codes & Design for Engineers	2	29-30.4.2009	Revenue Deptt.	27	ES
148	Dalit Mahila Samelhan	2	13 – 14.2.10	SC Welfare	100	ES
149	Orientation programme for HMs/AHMs of SB&HS (Batch VI)	6	25 – 30.5.2009	SCERT	25	ES
150	Orientation programme for HMs/AHMs of SB&HS (Batch VII)	4	2 – 6.6.2009	SCERT	26	ES
151	Orientation programme for HMs/AHMs of SB&HS (Batch VIII)	5	8 – 12.6.2009	SCERT	33	ES
152	Orientation programme for HMs/AHMs of SB&HS (Batch IX)	5	16 – 20.6.2009	SCERT	31	ES
153	Orientation programme for HMs/AHMs of SB&HS (Batch X)	5	23 – 27.6.2009	SCERT	29	ES
154	Orientation programme for HMs/AHMs of SB&HS (Batch X)	5	6 – 10.7.09	SCERT	10	ES
155	National Consultation on Exploring & Identification of Research Areas on Labour & Employment in NER	2	19 – 20.11.09	VVGNI	22	ES
<p>Total no s of Programmes - 155 Total no. of Training Days - 677 Total no of participants - 4218</p>						