

**DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION, PUDUCHERRY**  
**TRAINING SCHEDULE FOR THE ADMINISTRATIVE STAFF**

Sl. No	Course Title	Participants	Date & Time	Resource Person
1.	Refresher training programme on Store Management and Disposal of Goods	All administrative staff under DHTE including Colleges	05.02.2021 3.00 PM to 5.00 PM	
2.	Right to Information Act, 2005		19.02.2021 3.00 PM to 5.00 PM	
3.	Procurement Policy, Preparation of Tenders & GFR, 2017		12.03.2021 3.00 PM to 5.00 PM	
4.	Drafting of charge sheet for instituting disciplinary proceedings under CCS(CCA) Rules		26.03.2021 3.00 PM to 5.00 PM	
5.	Workshop on Pension (including National Pension System)		23.04.2021 3.00 PM to 5.00 PM	
6.	Public Debt & Fiscal Parameters		14.05.2021 3.00 PM to 5.00 PM	
7.	Records Management		11.06.2021 3.00 PM to 5.00 PM	
8.	Establishment Rules		09.07.2021 3.00 PM to 5.00 PM	
9.	Reservation in Services		20.08.2021 3.00 PM to 5.00 PM	
10.	Procurement of Goods and Services through GeM portal		17.09.2021 3.00 PM to 5.00 PM	
11.	Stress & Time Management		08.10.2021 3.00 PM to 5.00 PM	
12.	Introduction and Application of Conduct Rules in Government Services		29.10.2021 3.00 PM to 5.00 PM	
13.	Deputation, Foreign Services and Lien		19.11.2021 3.00 PM to 5.00 PM	
14.	Conduct of Audit by CAG, IA & LFA w.r. to Vertical Audit, Performance Audit and Annual Audit		17.12.2021 3.00 PM to 5.00 PM	

**NOTE:**

1. The training programme will be conducted through Google Meet
2. The link for the Google Meet will be shared by the resource person before a day
3. All the administrative /ministerial staff working in various colleges and in the Directorate should attend the training without fail