

TRAINING SCHEDULE FOR THE ADMINISTRATIVE STAFF

| Sl. No | Course Title | Participants | Date & Time |
|--------|--|--|----------------------------------|
| 1. | Refresher training programme on Store Management and Disposal of Goods | All administrative staff under DHTE including Colleges | 19.02.2021 3.00 PM to 5.00 PM |
| 2. | Right to Information Act, 2005 | | 12.03.2021 3.00 PM to 5.00 PM |
| 3. | Procurement Policy, Preparation of Tenders & GFR, 2017 | | 16.04.2021 3.00 PM to 5.00 PM |
| 4. | Drafting of charge sheet for instituting disciplinary proceedings under CCS(CCA) Rules | | 21.05.2021 3.00 PM to 5.00 PM |
| 5. | Workshop on Pension (including National Pension System) | | 18.06.2021 3.00 PM to 5.00 PM |
| 6. | Records Management | | 16.07.2021 3.00 PM to 5.00 PM |
| 7. | Establishment Rules | | 20.08.2021 3.00 PM to 5.00 PM |
| 8. | Procurement of Goods and Services through GeM portal | | 17.09.2021 3.00 PM to 5.00 PM |
| 9. | Stress & Time Management | | 29.10.2021 3.00 PM to 5.00 PM |
| 10. | Introduction and Application of Conduct Rules in Government Services | | 19.11.2021 3.00 PM to 5.00 PM |
| 11. | 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