



Institute of Secretariat Training & Management

Annual Training Calendar 2021 - 2022

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
CSS-CTP (Cadre Training Programmes for Central Secretariat Service)								
1	CSS-A	CSS Level - A	Senior Secretariat Assistants of CSS with 7 years of approved service	11	4 Weeks	12 Apr,21 To 07 May,21	Completed	PKJ
						26 Apr,21 To 21 May,21	Completed	PR
						24 May,21 To 18 Jun,21	Going On	YD
						07 Jun,21 To 02 Jul,21	Going On	PR
						28 Jun,21 To 23 Jul,21	To be started	AJ
						05 Jul,21 To 30 Jul,21	To be started	AKB
						26 Jul,21 To 20 Aug,21	To be started	PR
						09 Aug,21 To 03 Sep,21	To be started	AKB
						31 Aug,21 To 24 Sep,21	To be started	AJ
						13 Sep,21 To 08 Oct,21	To be started	PR
28 Feb,22 To 25 Mar,22	To be started	PR						
2	CSS-B	CSS Level - B	Assistant Section Officers of CSS with 6 years of approved service	12	5 Weeks	42 Apr,21 To 13 May,21	POST-PONED	AA
						03 May,21 To 04 Jun,21	Completed	RJS
						05 Jul,21 To 06 Aug,21	To be started	AA
						26 Jul,21 To 27 Aug,21	To be started	RJS
						16 Aug,21 To 17 Sep,21	To be started	YD
						06 Sep,21 To 08 Oct,21	To be started	PKJ
						27 Sep,21 To 29 Oct,21	To be started	YD
						18 Oct,21 To 18 Nov,21	To be started	MS
						08 Nov,21 To 10 Dec,21	To be started	RKJ
						29 Nov,21 To 31 Dec,21	To be started	VK
03 Jan,22 To 04 Feb,22	To be started	AA						
28 Feb,22 To 01 Apr,22	To be started	JB						
3	CSS-D	CSS Level - D	Section Officers of CSS with 6 years of approved service	8	12 Weeks	26 Apr,21 To 16 Jul,21	POST-PONED	DB
						24 May,21 To 13 Aug,21	POST-PONED	DKB
						05 Jul,21 To 24 Sep,21	To be started	RG
						09 Aug,21 To 29 Oct,21	To be started	VR
						20 Sep,21 To 10 Dec,21	To be started	MS
						25 Oct,21 To 14 Jan,22	To be started	KGR + KGR + KGR + KGR
29 Nov,21 To 18 Feb,22	To be started	RJS						
10 Jan,22 To 01 Apr,22	To be started	BP						
4	CSS-E	CSS Level - E	Under Secretaries of CSS with 4 years of approved service	7	6 Weeks	42 Apr,21 To 21 May,21	POST-PONED	RG
						47 May,21 To 25 Jun,21	POST-PONED	VR
						44 Jun,21 To 23 Jul,21	POST-PONED	YD
						26 Jul,21 To 03 Sep,21	To be started	MS
						23 Aug,21 To 01 Oct,21	To be started	AA
						18 Oct,21 To 26 Nov,21	To be started	DB
24 Jan,22 To 04 Mar,22	To be started	VK						
5	CSS-F	CSS Level - F	Deputy Secretaries of CSS with 4 years of approved service	3	3 Weeks	16 Aug,21 To 03 Sep,21	To be started	RG
						20 Dec,21 To 07 Jan,22	To be started	MS
						07 Mar,22 To 25 Mar,22	To be started	DKB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
MDP (Management Development Programmes)								
6	OCD	Orientation Course for Dy. Secretaries / Directors	Deputy Secretaries/Directors Joining Central Secretariat	3	3 Days	07 Apr,21 To 09 Apr,21	POST-PONED	VR
						09 Jun,21 To 11 Jun,21	POST-PONED	MS
						13 Sep,21 To 15 Sep,21	To be started	DKB
7	RIS	Reservation in Services for SC/ST/OBC	Section Officers/Assistant Section Officers or equivalent	4	4 Days	17 May,21 To 20 May,21	POST-PONED	RG
						02 Aug,21 To 05 Aug,21	To be started	RG
						15 Nov,21 To 18 Nov,21	To be started	PKJ
01 Feb,22 To 04 Feb,22	To be started	RG						
8	AV1	Administrative Vigilance:Role of IO/PO	Under Secretaries / Section Officers / Assistant Section Officers or equivalent	2	1 Week	44 Jun,21 To 18 Jun,21	POST-PONED	RJS
						21 Mar,22 To 25 Mar,22	To be started	RKJ
9	H-CAT	Handling of CAT Cases	Section Officers/Assistant Section Officers or equivalent	2	3 Days	02 Jun,21 To 04 Jun,21	POST-PONED	VR
						21 Mar,22 To 23 Mar,22	To be started	PKJ
10	WND	Workshop on Noting & Drafting	Section Officers/Assistant Section Officers or equivalent	2	2 Days	22 Apr,21 To 23 Apr,21	Completed	YD
						11 Oct,21 To 12 Oct,21	To be started	RG
11	WPCN-1	Workshop on Preparing Cabinet Notes	Deputy Secretaries and Directors	2	1 Day	30 Apr,21	POST-PONED	MS
						14 Jan,22	To be started	VR
12	WPCN-2	Workshop on Preparing Cabinet Notes-2	Under Secretaries & Section Officers	2	1 Day	28 May,21	POST-PONED	PKJ
						04 Mar,22	To be started	AA
13	BMS	Basic Management Services	Senior / Junior Analysts / Section Officers / Assistant Section Officer / Technical Assistant or equivalent	1	8 Weeks	29 Nov,21 To 21 Jan,22	To be started	RJS
14	AMS	Advanced Management Services	Group A & B Officers undergone BMS course	1	3 Weeks	24 Jan,22 To 11 Feb,22	To be started	AJ
15	KM	Knowledge Management	Group A & B Officers	1	3 Days	28 Jun,21 To 30 Jun,21	POST-PONED	KGR + KGR

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
							+ KGR + KGR	
16	GG	Good Governance	Group A & B Officers	1	1 Week	20 Sep,21 To 24 Sep,21	To be started	VR
17	HRM	Human Resource Management	Group A & B Officers	1	2 Days	27-May,21 To 28-May,21	POST-PONED	MS
18	WLO(SC/ST)	Workshop for Liaison Officers (SC/ST)	Liaison Officers for SC/ST	2	2 Days	20-May,21 To 21-May,21 10-Jan,22 To 11-Jan,22	POST-PONED To be started	PKJ RG
19	WCCSDA	Workshop on Citizen Centric & Service Delivery Approach	Group A & B Officers	1	3 Days	01 Nov,21 To 03 Nov,21	To be started	MS
20	WeO	Workshop on e-Office	Group A & B Officers	2	2 Days	22 Jul,21 To 23 Jul,21 17 Feb,22 To 18 Feb,22	To be started To be started	AA JB
21	BDA(Basic)	Big Data Analytics in Government (Basic)	All Gazetted Officers	1	3 Days	13 Dec,21 To 15 Dec,21	To be started	BP
22	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group A & B Officers	2	1 Day	25-Jun,21 25 Feb,22	POST-PONED To be started	DKB PKJ
23	OTP-DDM	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	Group A & B Officers	2	2 Days	15 Nov,21 To 16 Nov,21 17 Mar,22 To 18 Mar,22	To be started To be started	AJ BP
24	BDA(Adv.)	Big Data Analytics in Government (Advance)	All Gazetted Officers	2	3 Days	49-May,21 To 21-May,21 02 Feb,22 To 04 Feb,22	POST-PONED To be started	BP RJS
25	WPEFC/SFC	Workshop on Preparation of Expenditure Finance Committee / Standing Finance Committee	Deputy Secretary and Director	2	3 Days	42-Apr,21 To 14-Apr,21 13 Dec,21 To 15 Dec,21	POST-PONED To be started	DB VR
26	WPPF	Workshop on Public Policy Formulation	Group A & B Officers	2	1 Week	42-Apr,21 To 16-Apr,21 14 Mar,22 To 18 Mar,22	POST-PONED To be started	RJS AA
27	MSS	Training Programme on Managerial / Supervisory Skills	Group A & B officers	2	3 Days	02 Aug,21 To 04 Aug,21 07 Feb,22 To 09 Feb,22	To be started To be started	KGR + KGR + KGR + KGR MS
28	WSP	Workshop on Strategic Planning	Group A & B officers	2	3 Days	12 Jul,21 To 14 Jul,21 13 Dec,21 To 15 Dec,21	To be started To be started	KGR + KGR + KGR + KGR AA
29	ER-1	Establishment Rules-1	Section Officers / Assistant Section Officers or equivalent	2	1 Week	26-Apr,21 To 30-Apr,21 28-Jun,21 To 02-Jul,21	POST-PONED POST-PONED	PKJ RJS
30	ER-2	Establishment Rules-2	Section Officers / Assistant Section Officers or equivalent	2	1 Week	07-Jun,21 To 11-Jun,21 06 Dec,21 To 10 Dec,21	POST-PONED To be started	RG YD
31	SDG	Training Programme on Sustainable Development Goals	Group A & B Officers	2	4 Days	13 Jul,21 To 16 Jul,21 04 Oct,21 To 07 Oct,21	To be started To be started	DB VR
32	HPM	Handling Parliamentary Matters	Group A & B Officers	2	2 Days	12 Jul,21 To 13 Jul,21 17 Feb,22 To 18 Feb,22	To be started To be started	VR YD
33	WPFL	Workshop on Policy Formulation to Legislation	Group A & B officers	2	4 Days	40-May,21 To 13-May,21 04 Oct,21 To 07 Oct,21	POST-PONED To be started	RG DB
34	ARM	Advanced course on Record Management	Group A & B Officers	2	2 Days	15 Apr,21 To 16 Apr,21 29 Nov,21 To 30 Nov,21	Completed To be started	RG AA
35	EPD	Economic Planning & Development including Liberalization, Global Warming & Economic Crisis	Group A & B Officers	2	2 Days	21 Oct,21 To 22 Oct,21 30 Dec,21 To 31 Dec,21	To be started To be started	AA RG
36	D-RFP	Drafting of Request for Proposal (RFP)	Group A & B Officers	2	1 Day	05 Nov,21 28 Jan,22	To be started To be started	AD(OM) BP
37	MEGS	Monitoring & Evaluation of Government Schemes	Group A & B Officers	2	1 Day	46-Apr,21 07 Feb,22	POST-PONED To be started	MS VR
38	R-PWD	Rights of Persons with Disabilities (PWDs)	Group A & B Officers	2	1 Day	30 Jul,21 25 Mar,22	To be started To be started	DKB VK
39	W-EP	Workshop on Effective Presentation	Group A & B Officers	1	2 Days	13 Jan,22 To 14 Jan,22	To be started	DB
40	STT	Statistical Tools and Techniques	Group A & B Officers	2	2 Days	29 Nov,21 To 30 Nov,21 21 Mar,22 To 22 Mar,22	To be started To be started	VR MS
41	WPM	Workshop on Project Management	Group A & B Officers	1	2 Days	03 Mar,22 To 04 Mar,22	To be started	MS
42	LTM	Litigation Management	Group A & B Officers	1	2 Days	14 Feb,22 To 15 Feb,22	To be started	DKB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
-------	------	--------------	-----------------------	----------------	----------	-----------	--------	-----------------

FMP (Financial Management Programmes)

43	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretariat Assistants or equivalent with 5 years of service	3	9 Weeks	26 Jul,21 To 24 Sep,21 29 Nov,21 To 28 Jan,22 31 Jan,22 To 01 Apr,22	To be started To be started To be started	DB DKB YD
44	PRB1	Programme on Pensions & other Retirement Benefits	Under Secretaries / Section Officers & equivalent	1	1 Week	03-May,21 To 07-May,21	POST-PONED	YD
45	PRB2	Programme on Pension & Other Retirement Benefits	Assistant Section Officers or equivalent	2	1 Week	20-Jun,21 To 02-Jul,21 18 Oct,21 To 22 Oct,21	POST-PONED To be started	DB DKB
46	WPF	Workshop on Pay Fixation	Section Officers/Assistant Section Officers or equivalent	2	3 Days	05-Jul,21 To 07-Jul,21 01 Sep,21 To 03 Sep,21	Revised-Date To be started	YD DKB
47	PMG-1	Purchase Management in Government	Section Officers/Assistant Section Officers or equivalent	1	3 Days	12 Apr,21 To 14 Apr,21	Completed	DKB
48	WOB	Workshop on Outcome Budget	Section Officers/Assistant Section Officers or equivalent	1	2 Days	27 Sep,21 To 28 Sep,21	To be started	AKB
49	WPPP	Workshop on Public	Group A Officers	2	2 Days	40-May,21 To 11-May,21		DB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
		Private Partnership				20 Jan,22 To 21 Jan,22	POST-PONED	MS
50	WFB	Workshop on Formulation of Budget	Section Officers/Assistant Section Officers or equivalent	1	2 Days	20 Dec,21 To 21 Dec,21	To be started	PR
51	WITAX	Workshop on Income Tax	Assistant Section Officers and DDOs or equivalent	1	2 Days	14 Feb,22 To 15 Feb,22	To be started	RJS
52	WEP	Workshop on e-Procurement	Group A & B Officers	2	2 Days	28 Jun,21 To 29 Jun,21 14 Mar,22 To 15 Mar,22	POST-PONED To be started	PKJ DD(MS)
53	WFM	Workshop on Financial Management in Government	DDO / HOO, Group A, B & C Officers	2	1 Week	04 Oct,21 To 08 Oct,21 21 Feb,22 To 25 Feb,22	To be started To be started	AKB AKB
54	WPP-GFR	Workshop on Public Procurement under GFR-2017	Group A & B Officers	2	3 Days	21 Jun,21 To 23 Jun,21 02 Feb,22 To 04 Feb,22	POST-PONED To be started	RG AKB
55	WGST	Workshop on Goods and Services Tax	Group A & B Officers	2	2 Days	01 Nov,21 To 02 Nov,21 21 Mar,22 To 22 Mar,22	To be started To be started	AKB DB
56	SWFM	Special Workshop on Financial Management for PSUs and other Autonomous Bodies	PSUs and other Autonomous Bodies	2	1 Week	31 May,21 To 04 Jun,21 20 Dec,21 To 24 Dec,21	POST-PONED To be started	DKB DB
57	OTP-RGO	Orientation Training Programme for the retiring Government officials	Retiring Government Officials - Gazetted & Non Gazetted Staff	2	2 Days	08 Nov,21 To 09 Nov,21 07 Mar,22 To 08 Mar,22	To be started To be started	YD DB
58	OTP-PFMS	Orientation Training Programme on PFMS	Group A & B Officers	2	2 Days	15 Jul,21 To 16 Jul,21 07 Mar,22 To 08 Mar,22	To be started To be started	BP AJ
59	OTP-e-Bhavishya	Orientation Training Programme on e-Bhavishya	Group A & B Officers	2	1 Day	23 Apr,21 11 Mar,22	POST-PONED To be started	DB RG
60	BKE	Basic Knowledge on Economics	Group A & B Officers	3	2 Days	10 May,21 To 11 May,21 06 Dec,21 To 07 Dec,21 14 Mar,22 To 15 Mar,22	POST-PONED To be started To be started	MS RG RJS
61	e-Tendering	Training on e-Tendering Procedure	Group A & B Officers	2	1 Day	24 Dec,21 18 Feb,22	To be started To be started	AJ PR
62	B-FI	Budget - Formulation & Implementation	Group A & B Officers	2	1 Day	05 Jul,21 15 Nov,21	To be started To be started	DKB DKB
63	OTP-CPPP&GeM	Orientation Training Programme on CPPP & GeM for dealing hands	Group A & B Officers	2	3 Days	15 Nov,21 To 17 Nov,21 21 Mar,22 To 23 Mar,22	To be started To be started	VR RG
64	SOTP-CPPP&GeM	Special Orientation Training Programme on CPPP & GeM for PSUs and other Autonomous Bodies	PSUs and other Autonomous Bodies	2	3 Days	29 Nov,21 To 01 Dec,21 14 Mar,22 To 16 Mar,22	To be started To be started	AJ VR

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
RTI (Right To Information - Capacity Building Programmes)								
65	RM-RTI	Record Management and Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent	3	3 Days	26 Apr,21 To 28 Apr,21 01 Sep,21 To 03 Sep,21 12 Jan,22 To 14 Jan,22	POST-PONED To be started To be started	VR KGR + KGR + KGR + KGR VK
66	RTI-PIO	Right to Information - Public Information Officers	Public Information Officers/Central Public Information Officers	3	3 Days	01 Sep,21 To 03 Sep,21 01 Nov,21 To 03 Nov,21 14 Mar,22 To 16 Mar,22	To be started To be started To be started	VR DKB KGR + KGR + KGR + KGR
67	RTI-AA	Right to Information - Appellate Authority	Officers designated as Appellate Authority	2	1 Day	09 Apr,21 11 Oct,21	Completed To be started	KGR + KGR + KGR + KGR KGR + KGR + KGR + KGR
68	S-RTI	Seminar on Right to Information	Section Officers & above	1	1 Day	28 Mar,22	To be started	KGR + KGR + KGR + KGR

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
BT (Behavioural Techniques)								
69	SM	Stress Management	Section Officers & above	1	4 Days	09 Aug,21 To 12 Aug,21	To be started	KGR + KGR + KGR + KGR
70	OBG	Organisational Behaviour in Government	Group A & B Officers	1	1 Week	02 Aug,21 To 06 Aug,21	To be started	MS
71	EVPG	Ethics and Value in Public Governance	Group A & B Officers	2	3 Days	13 Sep,21 To 15 Sep,21 15 Nov,21 To 17 Nov,21	To be started To be started	KGR + KGR + KGR + KGR VK
72	GS	Gender Sensitization	Under Secretaries / Section Officers /Assistant Section Officers or equivalent	1	1 Week	04 Oct,21 To 08 Oct,21	To be started	MS
73	WEI	Workshop on Emotional Intelligence	Group A & B Officers	1	3 Days	01 Nov,21 To 03 Nov,21	To be started	VK
74	WTBL	Workshop on Team Building and Leadership	Group A & B Officers	1	3 Days	01 Dec,21 To 03 Dec,21	To be started	BP
75	WCS	Workshop on Communication Skills	Group A & B Officers	2	2 Days	30 Sep,21 To 01 Oct,21 17 Feb,22 To 18 Feb,22	To be started To be started	AJ RG
76	IPE	Inter Personal Effectiveness	Group A & B Officers	1	2 Days	13 Dec,21 To 14 Dec,21	To be started	KGR + KGR + KGR + KGR
77	POSH	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	Group A & B Officers	3	2 Days	19 Jul,21 To 20 Jul,21 15 Nov,21 To 16 Nov,21 28 Mar,22 To 29 Mar,22	To be started To be started To be started	RG MS AA
78	WGB	Workshop on Gender Budgeting	Group A & B Officers	1	3 Days	02 Feb,22 To 04 Feb,22	To be started	PKJ

79	CTPST	Critical Thinking & Problem Solving Techniques	Group A & B Officers	2	2 Days	17 Jun,21 To 18 Jun,21	POST-PONED	DB
						17 Feb,22 To 18 Feb,22	To be started	RKJ

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
-------	------	--------------	-----------------------	----------------	----------	-----------	--------	-----------------

CSSS-CTP (Cadre Training Programmes for Central Secretariat Stenographer Service)

80	SDR(F)	Stenographers Direct Recruit (Foundational)	Stenographers Grade D (Direct Recruit)	3	8 Weeks	12 Apr,21 To 04 Jun,21	Completed	BP
						12 Apr,21 To 04 Jun,21	Completed	AKB
						12 Apr,21 To 04 Jun,21	POST-PONED	AKB
81	CSSS-1	CSSS Level - I	Stenographers Grade D of CSSS with 7 years of regular service	12	3 Weeks	19 Apr,21 To 07 May,21	Completed	MS
						31 May,21 To 18 Jun,21	Going On	PKJ
						07 Jun,21 To 25 Jun,21	Going On	BP
						28 Jun,21 To 16 Jul,21	To be started	MS
						19 Jul,21 To 06 Aug,21	To be started	PKJ
						02 Aug,21 To 20 Aug,21	To be started	BP
						06 Sep,21 To 24 Sep,21	To be started	RJS
						27 Sep,21 To 14 Oct,21	To be started	BP
						18 Oct,21 To 05 Nov,21	To be started	AJ
						08 Nov,21 To 26 Nov,21	To be started	PR
						29 Nov,21 To 17 Dec,21	To be started	AKB
						03 Jan,22 To 21 Jan,22	To be started	RKJ
82	CSSS-2	CSSS Level - II	Personal Assistants of CSSS with 3 years of regular service	2	2 Weeks	14 Jun,21 To 25 Jun,21	To be started	RJS
						09 Aug,21 To 20 Aug,21	To be started	AJ
83	CSSS-3	CSSS Level - III	Private Secretaries of CSSS with 4 years of regular service	2	3 Weeks	19 Apr,21 To 07 May,21	POST-PONED	KGR + KGR + KGR
						17 May,21 To 04 Jun,21	POST-PONED	DB
84	CSSS-4	CSSS Level - IV	Principal Private Secretaries with 4 years of regular service	5	4 Weeks	12 Apr,21 To 07 May,21	POST-PONED	DKB
						24 May,21 To 18 Jun,21	POST-PONED	KGR + KGR + KGR
						26 Jul,21 To 20 Aug,21	To be started	PKJ
						04 Oct,21 To 29 Oct,21	To be started	RJS
						07 Feb,22 To 04 Mar,22	To be started	BP
85	CSSS-5	CSSS Level - V	Senior Principal Private Secretaries with 4 years of regular service	1	3 Weeks	08 Nov,21 To 26 Nov,21	To be started	RG

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
-------	------	--------------	-----------------------	----------------	----------	-----------	--------	-----------------

CC (Computer Courses)

86	MS-PP	MS-Power Point	Officers & Staff	1	3 Days	06 Dec,21 To 08 Dec,21	To be started	RJS
87	MS-OS	MS-Office Suite	Officers & Staff	1	1 Week	12 Apr,21 To 16 Apr,21	POST-PONED	PR
88	MS-W	MS-Word	Officers & Staff	1	3 Days	20 Oct,21 To 22 Oct,21	To be started	PR
89	MS-Ex	MS-Excel	Officers & Staff	1	3 Days	12 Jul,21 To 14 Jul,21	To be started	PR
90	MS-Ac	MS Access	Officers & Staff	1	3 Days	02 Feb,22 To 04 Feb,22	To be started	RKJ
91	MS-Ex(Adv)	MS-Excel (Advance)	Officers & Staff	1	3 Days	28 Feb,22 To 02 Mar,22	To be started	DB
92	DA-Ex	Data Analytics using MS-Excel	Officers & Staff	1	3 Days	07 Feb,22 To 09 Feb,22	To be started	DB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
-------	------	--------------	-----------------------	----------------	----------	-----------	--------	-----------------

TDP (Trainers Development Programmes)

93	NTP	National Training Policy	Officers involved in Training Activities	2	2 Days	03 May,21 To 04 May,21	POST-PONED	VR
						13 Dec,21 To 14 Dec,21	To be started	YD
94	MOT	Management of Training	Officers imparting Direct Training / Training Managers	1	1 Week	27 Sep,21 To 01 Oct,21	To be started	DKB
95	WOM	Workshop on Mentoring	Group A and B Officers	1	3 Days	02 Aug,21 To 04 Aug,21	To be started	BP
96	RTDP-DTS	Recognized Trainers Development Programme – Direct Trainer Skills	Officers imparting Direct Training / Group A & B Officers	1	3 Weeks	27 Dec,21 To 14 Jan,22	To be started	KGR + KGR + KGR + KGR + AKB
97	RTDP-DoT	Recognized Trainers Development Programme – Design of Training	Direct Trainers (those who have undergone DTS course) with some experience	1	3 Weeks	03 Jan,22 To 21 Jan,22	To be started	YD + JB

S.No.	Code	Course Title	Level of Participants	No. of Courses	Duration	From - To	Status	Course Director
-------	------	--------------	-----------------------	----------------	----------	-----------	--------	-----------------

SCTP (State Category Training Programme)

98	SCTP-OP	Training Programme on Office Procedure under SCTP	Divyang Employees of Central & State Governments	1	3 Days	03 May,21 To 05 May,21	POST-PONED	DKB
99	SCTP-ER	Training Programme on Establishment Rules under SCTP	Divyang Employees of Central & State Governments	1	3 Days	01 Dec,21 To 03 Dec,21	To be started	JB
100	SCTP-CA	Training Programme on Computer Applications under SCTP	Divyang Employees of Central & State Governments	1	3 Days	21 Mar,22 To 23 Mar,22	To be started	AJ
101	SCTP-FM	Training Programme on Financial Management under SCTP	Divyang Employees of Central & State Governments	1	3 Days	06 Dec,21 To 08 Dec,21	To be started	DB
102	SCTP-MI	Training Programme on Sensitization of Government functionaries on issues relating to Minorities	Central & State Government Employees	1	3 Days	07 Mar,22 To 09 Mar,22	To be started	RKJ