

PREFACE

The Annual Training Calendar is prepared in accordance with the National Training Policy, 2012 formulated by Department of Personnel and Training. First articulated in 1996, the National Training Policy is based on the fundamental principle that there must be training for all civil servants both at the time of their joining as well as periodically in the course of their careers, so that their efficiency is improved and they are far more responsive to the needs of the citizens. With the liberalisation of the economy, economic development, devolution of funds and functions to local bodies, enhanced transparency, globalisation etc., the National Training Policy has since been revised by Department of Personnel and Training.

Ministry of Urban Development (Secretariat) has prepared "Annual Training Plan- 2015-16" encompassing the training needs of all grades of officials/ officers which, *inter alia*, provides for nomination of officials for training programmes being conducted by ISTM and other training institutes, preparation of induction material, induction training to new entrants as well as conducting in-house training courses complying with the instructions laid by DoPT.

I appreciate the efforts made by the Administration Wing of this Ministry in preparation of this training plan. I am confident that this will go a long way in enhancing the competency of the officers and staff of the Ministry.



(MADHUSUDAN PRASAD)

Secretary

Ministry of Urban Development

New Delhi;
May, 2015

Annual Training Calendar 2015-16

1. Background:

- 1.1 The National Training Policy was issued by Department of Personnel and Training (DOPT) in April 1996 for the development of human resources of the Government. With the liberalisation of economy, economic development, devolution of funds and functions to Panchayat and Urban Local Body level, enhanced transparency, globalisation etc have thrown up challenging environment for civil servants at all levels. Hence the need for a revised National Training Policy arose. Accordingly, a Review Committee on National Training Policy was constituted. Based on the recommendations of the Review Committee, National Training Policy 2012 has been finalized by Department of Personnel & Training. The salient features of the Policy are as under:

2. Competency Framework:

- 2.1 There is increasing recognition that the individual in an organisation is a key resource; not a cost.
- 2.2 Group B and C employees are receiving sporadic training. With the creation of third tier of governance, training of functionaries of Municipal bodies has become a critical concern.
- 2.3 For transforming civil service, it is imperative to move to a Strategic Human Resource Management (SHRM) system.
- 2.4 Competencies encompass knowledge, skills and behaviour required for effective performance of functions by an individual.

- 2.5 Competencies are broadly divided into core skills and professional skills.
- 2.6 Core skills are proficiency in leadership, financial management, people management, IT, communication etc.
- 2.7 Professional skills are specialised skills such as building roads, irrigation projects, civil aviation, medical care etc.
- 2.8 Fundamental principle of competency framework is that each job should be performed by a person who has the required competencies for that job.
- 2.9 Training intervention is essential to develop a professional, impartial and efficient civil service that is responsive to the needs of citizens. In doing so, care should be taken to inculcate proper ethics, commitment to work and empathy for the vulnerable sections of society.
- 2.10 Training has to ensure that civil servants have requisite knowledge, skills and attitude to effectively perform functions entrusted to them

3. Action on the part of Ministries/ Departments/ Organisations:

- 3.1 To equip civil servants with the competencies for their current or future jobs. Such training will be imparted
 - a) at the time of their entry into service and at appropriate intervals.
 - b) such training should be given from lowest level to the highest level functionaries.

- c) Training should not be restricted to mandatory points in the career of an employee. It should be available to meet needs as they arise through a mix of conventional course, distance and e-learning.
 - d) Training of front line staff including training on soft skills to be given priority.
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- 3.2 Appoint a Training Manager.
 - 3.3 Create a Training Cell with HR and Capacity building professionals.
 - 3.4 Developing Cadre Training Plans (CTP) by Ministry and its Attached/Subordinate Offices based on competencies required and training needs for cadres under Ministry or its attached/subordinate offices.
 - 3.5 Link training and development of competencies to career progression.
 - 3.6 To conduct Induction Training for new entrants and to upload Induction Material on website.
 - 3.7 To make immediate superiors responsible and accountable for training.
 - 3.8 Incorporate a provision for training in any new scheme to ensure that suitable training is imparted for its proper implementation and sustainability.
 - 3.9 Prepare Annual Training Plan for all cadres under its control.
 - 3.10 Allocate funds for training (2.5% of salary budget).
 - 3.11 Organise on the Job and In-house training.

- 3.12 To incorporate separate section on "Training and Capacity Building" in the Annual Report of the Ministry.
4. Accordingly, **Annual Training Plan 2014-15** was prepared. Action taken as per the Annual Training Plan 2014-15 is as under:-
- 4.1 Circular issued to make superior officers responsible and accountable for relieving the officers/ officials nominated for different training courses.
- 4.2 Under the Annual Training Plan, in the year 2014-15, Eighteen (18) officials were nominated for the following 'Other than Mandatory Training Courses' conducted by ISTM, New Delhi.
- 4.2.1 MS Power Point
 - 4.2.2 Workshop on Public Private Partnership
 - 4.2.3 Pension related Matters
 - 4.2.4 Preparation of Cabinet Notes
 - 4.2.5 RTI Act-2005
- 4.3 DARPG or NIC conducted various trainings in e-Office for better understanding and implementation of eOffice in Ministries in which officers at various level were nominated.
- 4.4 Circulars for trainings/ workshops, both domestic and foreign, received in the Ministry are being circulated without fail. Prominent amongst these are circulars from National Productivity Council, National Institute of Financial Management, Indian Institute of Public Administration etc besides training circulars of Department of Personnel and Training and ISTM.
- 4.5 For training courses under DFFT Scheme, twelve (12) applications have been forwarded to DOPT out of which two

officers have been selected till date for a long term course and a short term course.

4.6 In-house workshops on Private Public Partnership, General financial Rules and Use of Social Media for Government Schemes and Projects were held during the year 2014-15 and various officers/ officials of this Ministry attended the workshops.

4.7 Forty one (41) officials/ officers from this Ministry nominated by DOPT attended Mandatory Training Programmes at Institute of Secretariat Training and Management (ISTM).

5. Annual Training Calendar 2015-16 of MOUD:

5.1 Action Plan for Annual Training Calendar 2015-16 will be as under:-

5.1.1 Deputy Secretary(Administration) has been nominated nodal Training Manager for Ministry (Sectt).

5.1.2 All training circulars relating to domestic/ foreign training programmes being organized by various training institutes as received in the Ministry will be circulated / uploaded on intranet portal of the Ministry.

5.1.3 Since the service records of staff posted in Attached/ Subordinate offices are maintained by themselves, the training plan for staff belonging to CSS, CSSS, CSCS cadres as well as the subordinate cadres of respective offices will be prepared by

Attached/ Subordinate offices based on their own requirements.

- 5.1.4 Mandatory Training for CSS, CSSS and CSCS is being arranged by DoP&T/ISTM. It will be ensured that the staff nominated by DoP&T/ISTM is relieved by respective Wing Heads/HODs whenever the programmes are scheduled. List of Mandatory Training Programmes that are conducted by ISTM is placed below at **Annexure-I**.
- 5.1.5 List of courses (other than mandatory) to be organised by ISTM during 2015-16 is at **Annexure-II**. Administration Division will ensure adequate participation in relevant courses being organised by ISTM on different subjects. Wing Heads/ Divisional Heads will be requested to nominate suitable officials from their Divisions for those courses.
- 5.1.6 During 2015-16, it is proposed to organize in-house training courses on varied subjects also. The list of the courses is at **Annexure-III**.
- 5.1.7 Circulars for 'Trainers Development Programmes' organized by DoPT will also be circulated in this Ministry for nominations, during the year 2015-16. The list of the courses is at **Annexure-IV**.
- 5.1.8 During the Annual Training Plan 2014-15, induction material was prepared. The same will be updated and placed on the website. Such material will also be provided to new entrants.
- 5.1.9 MOUD will also arrange to impart induction training/ briefing to new entrants from the years 2015-16 onwards.

- 5.1.10 Separate chapter on training and capacity building has been included in the Annual Report of the Ministry highlighting the training activities of the Ministry.

ANNEXURE-I**Mandatory Training Courses**

S. No.	Code	Course Title	Level of Participants
1.	CSS-A	Level 'A'	UDCs of CSS with 4 years' of service
2.	CSS-B	Level 'B'	Assistants with 6 years' of service
3.	CSS-C	Level 'C'	Section Officers with 5 years' of service
4.	CSS-D	Level 'D'	Section Officers with 6 years' of service
5.	CSS-E	Level 'E'	Under Secretaries with 4 years' of service
6.	CSS-F	Level 'F'	Dy. Secretaries with 5 years' of service
7.	CSS-G	Level 'G'	Directors with 5 years' service
8.	ADR (F)	Foundational Training Course for Assistants	Direct Recruit Assistants
9.	CSSS-1	Level I	Stenographers' Grade 'D' with 7 years' service
10.	CSSS-2	Level II	Personal Assistants of CSSS with 3 years' service
11.	CSSS-3	Level III	Private Secretaries of CSSS with 4 years' service
12.	CSSS-4	Level IV	PPS with 4 years' service
13.	OCD	Orientation Courses for Dy. Secretaries/ Directors	DSs/ Directors joining Central Secretariat
14.	WPCN-1, 2	Workshop for preparing notes for consideration by Cabinet/ Cabinet Committee	SOs/ USs/ DSs/ Directors

ANNEXURE-II

Training Calendar 2015-16

S. No.	Code	Course Title	Level of Participants	From	To
1.	OCD	Orientation Course for Dy. Secretaries/Directors	Dy. Secretaries/Directors joining Central Secretariat	20 July 15	22 July 15
				28 Mar 16	30 Mar 16
2.	ER	Establishment Rules	Officers and staff dealing with the subject	25 May 15	29 May 15
3.	RIS	Reservation in Services for SC/ST/OBC	SOs/ Assistants or equivalent	24 Aug 15	26 Aug 15
				05 Oct 15	07 Oct 15
4.	AV 1	Administrative Vigilance: Role of IO/ PO	SOs/ Dealing Assistants	14 Sep 15	18 Sep 15
5.	AV 3	Administrative Vigilance: Disciplinary Proceedings- 3	Assistants and Equivalent	21 Mar 16	01 Apr 16
6.	WND	Workshop on Noting and drafting	Dealing Assistants & SOs	15 Apr 15	16 Apr 15
				06 Jul 15	07 Jul 15
				17 Aug 15	18 Aug 15
				28 Sep 15	29 Sep 15
				09 Nov 15	10 Nov 15
				28 Mar 16	29 Mar 16

7.	BMS	Basic Management Services	Senior/ Junior Analysts/ SOs/ Assistants/ Technical Assistants/ RAs	13 Jul 15	04 Sep 15
8.	AMS	Advanced Management Services	Gp A/B Officers undergone BMS course	21 Dec 15	08 Jan 16
9.	KM	Knowledge Management	Gp A & B officers	07 Dec 15	09 Dec 15
10.	WPCN-1	Workshop on Preparing Cabinet Notes-1	Deputy Secretaries and Directors	26 Jun 15	26 Jun 15
				09 Oct 15	09 Oct 15
				28 Sep 15	28 Sep 15
				01 Feb 16	01 Feb 16
11.	WPCN-2	Workshop on Preparing Cabinet Notes-2	Under Secretaries	18 May 15	18 May 15
				20 Jul 15	20 Jul 15
				21 Sep 15	21 Sep 15
				12 Oct 15	12 Oct 15
				05 Jan 16	05 Jan 16
				15 Feb 16	15 Feb 16
12.	GG	Good Governance	Gp A & B officers	27 Apr 15	01 May 15
13.	PMES	Performance Monitoring and Evaluation System	Gp A & B officers	07 May 15	08 May 15
14.	PNJ	Principles of Natural	Gp A & B officers	07 Dec	07 Dec

		Justice course		15	15
15.	HRM	Human Resource Management course	Group A & B officers	01 Feb 16	02 Feb 16
16.	WLO(SC/ST)	Workshop on Liaison Officers of SC/ST	Liaison officers for SC/ST	12 Oct 15	13 Oct 15
				18 Jan 16	19 Jan 16
17.	C&A	Cash & Accounts	Assistant or UDCs with 5 years of service	26 Oct 15	24 Dec 15
18.	PRB1	Programme on Pensions & other Retirement Benefits	Under Secretaries/Section Officers	22 Jun 15	25 Jun 15
19.	PRB2	Programmes on Pension & Other Retirement Benefits	Dealing Assistants	06 Apr 15	09 Apr 15
				21 Sep 15	24 Sep 15
20.	WPF	Workshop on Pay Fixation	Officers Dealing with Pay Fixation Cases	29 Jun 15	01 Jul 15
				10 Aug 15	12 Aug 15
				18 Nov 15	20 Nov 15
				15 Feb 16	17 Feb 16
21.	PMG1	Purchase Management in Government	Staff dealing with purchase in Govt. offices	02 Nov 15	04 Nov 15
22.	WOB	Workshop on Outcome Budget	Officers dealing with preparation of Outcome Budget	15 Jun 15	16 Jun 15
				14 Mar 16	15 Mar 16
23.	WAFS	Workshop on Analysis of Financial Statements	Gp A & above officers	12 Oct 15	13 Oct 15
				21 Dec	22 Dec

				15	15
24.	WPFA	Workshop on Project Formulation and Appraisal	Gp A & above officers	13 Apr 15	14 Apr 15
				23 Nov 15	24 Nov 15
25.	WPPP	Workshop on Public Private Partnership	Gp A & above officers	27 Jul 15	28 Jul 15
				29 Feb 16	01 Mar 16
26.	WFB	Workshop on Formulation of Budget	Officers dealing with preparation of budget	25 May 15	26 May 15
				28 Jan 16	29 Jan 16
27.	WITAX	Workshop on Income Tax	Assistants and DDOs working in cash section	06 Jul 15	07 Jul 15
28.	WIFO	Workshop for Internal Finance officers	Internal Finance Officers	07 Dec 15	08 Dec 15
29.	RM-RTI	Record Management - Right to Information	Section Officers//Record Officers/ Assistant	24 Aug 15	26 Aug 15
30.	RTI PIO	Right to Information Public Information Officers	Public Information Officers/Central Public Information Officers	27 Apr 15	28 Apr 15
				10 Aug 15	11 Aug 15
				14 Mar 16	15 Mar 16
31.	RTI-AA	Right to Information Appellate Authority	Officers designated as Appellate Authority	30 Nov 15	30 Nov 15
				21 Dec 15	21 Dec 15
32.	S-RTI	Seminar on Right to Information	Section Officers & above	28 Sep 15	28 Sep 15
				28 Mar	28 Mar

				16	16
33.	SM	Stress Management	Section Officers & above	05 Oct 15	08 Oct 15
34.	OBG	Organisational Behaviour in Government	Group A & B Gazetted	03 Aug 15	07 Aug 15
35.	EVPG	Ethics & Value in Public Governance	Group. A&B Gazetted Officers	13 Apr 15	15 Apr 15
				19 Oct 15	21 Oct 15
36.	GI	Gender Issues	US/SO/Asstts.of CSS/PS/PA of CSSS	28 Dec 15	01 Jan 16
37.	WEI	Workshop on Emotional Intelligence	Gp. A&B Officers	22 Jun 15	24 Jun 15
38.	WTBL	Workshop on Team Building and Leadership	Gp. A&B Gazetted Officers	01 Feb 16	03 Feb 16
39.	WCS	Workshop on Communication Skills	Group A & B officer	18 May 15	19 May 15
				05 Jan 16	06 Jan 16
40.	IPE-I	Inter Personal Effectiveness for Group A officers	Group A officers	23 Nov 15	24 Nov 15
41.	IPE-II	Inter Personal Effectiveness for Group B officers	Group B officers	07 Mar 16	08 Mar 16
42.	MS-PP	MS-Power Point	Officers & Staff	30 Nov 15	02 Dec 15
43.	MS-OS	MS-Office Suite	Officers & Staff	01 Jun 15	05 Jun 15
44.	MS-W	MS-Word	Officers & Staff	22 Apr 15	24 Apr 15
45.	MS-Ex	MS-Excel	Officers & Staff	31 Aug 15	02 Sep 15
46.	NTP	National Training Policy	Officers involved in Training	20 Apr 15	21 Apr 15
				06 Jul 15	07 Jul 15
				14 Dec 15	15 Dec 15
47.	DTS	Direct Training Skills	DTS	01 Jun 15	05 Jun 15

				16 Nov 15	20 Nov 15
48.	DoT	Design of Training	DoT	08 Jun 15	12 Jun 15
				23 Nov 15	27 Nov 15
49.	MOT	Management of Training	MOT	06 Jul 15	10 Jul 15
50.	WOM	Workshop on Mentoring	Class A and B Officers	14 Sep 15	16 Sep 15
51.	TNA	Training Need Analysis	Officers Imparting Training	05 Oct 15	16 Oct 15

ANNEXURE-III

List of Courses for In-house Training:

- i) Right to Information.
- ii) Handling Disciplinary and vigilance cases.
- iii) General Financial Rules/DFPRs.
- iv) Retirement Benefits/ Anubhav.
- v) Stress Management.
- vi) Public Private Partnerships in Urban Sector.
- vii) Manual of Office Procedures.
- viii) Handling Court/CAT cases.
- ix) Issues in Urbanization.
- x) How to disseminate the policies and programmes of the Government to the public.
- xi) E-office training.
- xii) Induction training (once every quarter) for newly joined staff.
- xiii) Conduct Rules/Lokpal returns.

ANNEXURE-IV

S.No	Title	Level	From Date	To Date	Institute	City
1.	National Training Policy (NTP)	National Level	20/04/2015	21/04/2015	ISTM	New Delhi
2.	ELT	National Level	20/04/2015	24/04/2015	ATIC	Kolkata
3.	ELT	National Level	20/04/2015	24/04/2015	MCRHRD	Hyderabad
4.	DTS	State Level	11/05/2015	15/05/2015	MCRHRD	Hyderabad
5.	DTS	State Level	11/05/2015	15/05/2015	CAA	Raipur
6.	Introduction to SAT Courses	National Level	18/05/2015	20/05/2015	YASDA	Pune
7.	RT Development on DTS	National Level	18/05/2015	05/06/2015	UPAAM	Lucknow
8.	DOT	National Level	25/05/2015	29/05/2015	ATIC	Kolkata
9.	DOT	National Level	25/05/2015	29/05/2015	AASC	Guwahati
10.	DOT	National Level	01/06/2015	05/06/2015	YASDA	Pune
11.	DOT	State Level	08/06/2015	12/06/2015	CAA	Raipur
12.	DTS	National Level	08/06/2015	12/06/2015	MCRHRD	Hyderabad
13.	MOT	National Level	08/06/2015	12/06/2015	UPAAM	Lucknow
14.	Mentoring	National Level	08/06/2015	10/06/2015	RCVPNA A	Bhopal
15.	DOT	National Level	08/06/2015	12/06/2015	ISTM	New Delhi
16.	DOT	National Level	15/06/2015	19/06/2015	MCRHRD	Hyderabad
17.	National Training Policy (NTP)	National Level	15/06/2015	16/06/2015	CAA	Raipur
18.	DTS (Hindi)	National Level	15/06/2015	19/06/2015	RIPA	Jaipur
19.	EOT	National Level	15/06/2015	19/06/2015	ATIM	Mysore
20.	Mentoring	National Level	22/06/2015	24/06/2015	YASDA	Pune
21.	EOT	National Level	22/06/2015	26/06/2015	AASC	Guwahati
22.	MOT	State Level	22/06/2015	26/06/2015	ATIC	Kolkata
23.	MOT	National Level	06/07/2015	10/07/2015	ISTM	New Delhi
24.	National Training Policy (NTP)	National Level	06/07/2015	07/07/2015	ISTM	New Delhi
25.	EOT	National Level	06/07/2015	10/07/2015	YASDA	Pune

26.	MOT	National Level	06/07/2015	10/07/2015	RIPA	Jaipur
27.	ELT	National Level	06/07/2015	10/07/2015	ATIM	Mysore
28.	Introduction to SAT Courses	National Level	08/07/2015	10/07/2015	NATRSS	New Delhi
29.	ELT	National Level	20/07/2015	24/07/2015	ATIC	Kolkata
30.	Mentoring	National Level	22/07/2015	24/07/2015	NATRSS	New Delhi
31.	Mentoring	National Level	23/07/2015	25/07/2015	RCVPNA A	Bhopal
32.	Mentoring	National Level	23/07/2015	25/07/2015	IMG	Thiruvananthapuram
33.	EOT	National Level	27/07/2015	31/07/2015	IMG	Thiruvananthapuram
34.	Facilitation	National Level	27/07/2015	29/07/2015	NATRSS	New Delhi
35.	Mentoring	National Level	27/07/2015	29/07/2015	AASC	Guwahati
36.	DOT	State Level	27/07/2015	31/07/2015	GAA	Bhubaneswar
37.	EOT	National Level	27/07/2015	31/07/2015	ATIM	Mysore
38.	DTS	National Level	03/08/2015	07/08/2015	NATRSS	New Delhi
39.	DOT	National Level	10/08/2015	14/08/2015	NATRSS	New Delhi
40.	EOT	National Level	10/08/2015	14/08/2015	GAA	Bhubaneswar
41.	DOT	National Level	14/08/2015	18/08/2015	RIPA	Jaipur
42.	EOT	National Level	24/08/2015	28/08/2015	ATIM	Mysore
43.	DOT	National Level	24/08/2015	28/08/2015	ATIC	Kolkata
44.	Introduction to SAT Courses	National Level	01/09/2015	03/09/2015	GAA	Bhubaneswar
45.	ELT	National Level	07/09/2015	11/09/2015	ATIM	Mysore
46.	DTS	National Level	07/09/2015	11/09/2015	RIPA	Jaipur
47.	Introduction to SAT Courses	National Level	07/09/2015	09/09/2015	CAA	Raipur
48.	DTS	National Level	07/09/2015	11/09/2015	SKIPA	Ranchi
49.	DOT	National Level	14/09/2015	18/09/2015	SKIPA	Ranchi
50.	Mentoring	National Level	14/09/2015	16/09/2015	IMG	Thiruvananthapuram
51.	ELT	National Level	14/09/2015	18/09/2015	SIPARD	Agartala
52.	DTS	National Level	14/09/2015	18/09/2015	YASDA	Pune
53.	ELT	National Level	14/09/2015	18/09/2015	ATIC	Kolkata

54.	Mentoring	National Level	14/09/2015	16/09/2015	ISTM	New Delhi
55.	National Training Policy (NTP)	National Level	25/09/2015	26/09/2015	GAA	Bhubaneswar
56.	DTS	National Level	28/09/2015	01/10/2015	ATIM	Mysore
57.	DOT	National Level	05/10/2015	09/10/2015	ATIM	Mysore
58.	DTS	State Level	05/10/2015	09/10/2015	UAoA	Nainital
59.	EOT	National Level	05/10/2015	09/10/2015	AASC	Guwahati
60.	EOT	National Level	05/10/2015	09/10/2015	MCRHRD	Hyderabad
61.	DOT	National Level	12/10/2015	16/10/2015	YASDA	Pune
62.	EOT	National Level	12/10/2015	16/10/2015	NATRSS	New Delhi
63.	ELT	National Level	12/10/2015	16/10/2015	IMG	Thiruvananthapuram
64.	DOT	National Level	12/10/2015	15/10/2015	IMG	Thiruvananthapuram
65.	DTS	National Level	19/10/2015	23/10/2015	IMG	Thiruvananthapuram
66.	Facilitation	National Level	19/10/2015	21/10/2015	RCVPNA A	Bhopal
67.	Facilitation	National Level	26/10/2015	28/10/2015	RIPA	Jaipur
68.	Facilitation	National Level	02/11/2015	04/11/2015	YASDA	Pune
69.	ELT	National Level	02/11/2015	06/11/2015	ATIM	Mysore
70.	DTS	National Level	02/11/2015	06/11/2015	MGSIPA	Chandigarh
71.	EOT	National Level	02/11/2015	06/11/2015	SKIPPA	Ranchi
72.	ELT	National Level	16/11/2015	20/11/2015	IMG	Thiruvananthapuram
73.	MOT	National Level	16/11/2015	20/11/2015	SIPARD	Agartala
74.	DTS	State Level	16/11/2015	20/11/2015	RIPA	Jaipur
75.	DTS	National Level	16/11/2015	20/11/2015	ISTM	New Delhi
76.	ELT	National Level	16/11/2015	20/11/2015	ATIC	Kolkata
77.	DOT	National Level	23/11/2015	27/11/2015	ISTM	New Delhi
78.	DOT	State Level	30/11/2015	04/12/2015	UAoA	Nainital
79.	DTS	National Level	01/12/2015	05/12/2015	ATIM	Mysore
80.	RT Development on Mentoring	National Level	02/12/2015	09/12/2015	RIPA	Jaipur
81.	Introduction to SAT	National Level	07/12/2015	09/12/2015	CAA	Raipur

	Courses					
82.	DOT	National Level	07/12/2015	11/12/2015	ATIM	Mysore
83.	DTS	National Level	07/12/2015	11/12/2015	ATIC	Kolkata
84.	TNA	National Level	07/12/2015	18/12/2015	MCRHRD	Hyderabad
85.	Mentoring	National Level	07/12/2015	11/12/2015	SIPARD	Agartala
86.	MT Developmen t on Mentoring	National Level	07/12/2015	18/12/2015	SKIPA	Ranchi
87.	DTS	National Level	14/12/2015	18/12/2015	MGSIPA	Chandigar h
88.	ELT	National Level	14/12/2015	18/12/2015	NATRSS	New Delhi
89.	DOT	National Level	14/12/2015	18/12/2015	AASC	Guwahati
90.	DOT	National Level	14/12/2015	18/12/2015	ATIC	Kolkata
91.	National Training Policy (NTP)	National Level	14/12/2015	15/12/2015	ISTM	New Delhi
92.	ELT	National Level	04/01/2016	08/01/2016	AASC	Guwahati
93.	TNA	National Level	11/01/2016	22/01/2016	UPAAM	Lucknow
94.	ELT	National Level	11/01/2016	15/01/2016	ATIC	Kolkata
95.	DTS	State Level	18/01/2016	22/01/2016	MCRHRD	Hyderabad
96.	Facilitation	National Level	28/01/2016	30/01/2016	SIPARD	Agartala
97.	EOT	National Level	01/02/2016	05/02/2016	SIPARD	Agartala
98.	RT Developmen t on Mentoring	National Level	01/02/2016	06/02/2016	AASC	Guwahati
99.	DTS	State Level	04/02/2016	08/02/2016	SIPARD	Agartala
100.	DTS	State Level	08/02/2016	12/02/2016	SIPARD	Agartala
101.	DOT	State Level	11/02/2016	15/02/2016	SIPARD	Agartala
102.	DOT	State Level	15/02/2016	19/02/2016	SIPARD	Agartala
103.	DOT	State Level	15/02/2016	19/02/2016	RIPA	Jaipur
104.	DOT	State Level	15/02/2016	19/02/2016	MCRHRD	Hyderabad
105.	ELT	National Level	22/02/2016	26/02/2016	ATIC	Kolkata