

F.No. O-17024/93/2022-ADMN-V-UD

Computer No: 9137254

भारत सरकार / Government of India

आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs
(Admn. V Section)

Nirman Bhawan, New Delhi 110011

Dated: 25th January, 2023

OFFICE MEMORANDUM

Subject: Participation of CSS officers of SO/ASO grades (with 3 years' service completed) in the Dakshta functional competency courses hosted on i-GoT Mission Karmayogi platform – reg.

The undersigned is directed to refer to the OM of even no. dated 22.12.2022 (copy attached) on the above cited subject wherein all ASO/SO level officers were directed to complete the online modules **latest by 31.01.2023**. It may be noted that offline component of the training programme, i.e. attending the 5-day physical classes at ISTM, will also begin shortly.

2. In this regard, it is requested that the officers who have completed all the online modules of Dakshta functional competency courses may kindly intimate the same to Admn V section **by 27.01.2023(Forenoon)** at email ID *neha.singh93@gov.in*.

3. Further, those officers who have still not completed the online modules are once again requested to complete the same before the stipulated date and thereafter, inform this office at the aforesaid email ID.

Encl: As stated



(N. K. Sinha)

Under Secretary to the Govt. Of India

Email : nk.sinha30@gov.in

To,

- i. All ASOs/SOs (as per list) nominated for Dakshta programme.
- ii. SO (IT Cell): Please upload the OM on e-Office notice board.

Nirman Bhawan, New Delhi 110011

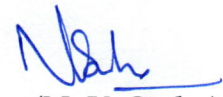
Dated: 22nd December, 2022

OFFICE MEMORANDUM

Subject: Participation of all CSS officers of SO/ASO grades (with 3 years' service completed) in the Dakshta functional competency courses hosted on i-GoT Mission Karmayogi platform - reg.

The undersigned is directed to refer to DoPT's OM No. T-28/83/2022-iGOT/CS-I(Trg.) dated 01.11.2022 (copy attached) regarding the Dakshta functional competency course which is being implemented by the Capacity Building Commission in collaboration with ISTM. The course is designed for officers of SO/ASO grade with 3-years of service completed. It comprises a 10-day online module, followed by 5-day physical component to be attended at ISTM.

2. All SO/ASO level officers who have completed their 3 years of service (list annexed) are directed to undertake and complete the 10-day online module of Dakshta Training, **immediately or latest by 31.01.2023**. The details of the procedure to access the online component of Dakshta suite of courses are explained in Annexure part of DoPT's aforesaid OM. After completing the online module, the officers would then be deputed to participate in the 5-day physical classes at ISTM in different batches.



(N. K. Sinha)

Under Secretary to the Govt. Of India

Email : nk.sinha30@gov.in

To,

- i. All ASOs/SOs (with 3 years' service completed) as per list.
- ii. SO (IT Cell): Please upload the OM on e-Office notice board.

MoHUA - Nominees for Dakshta Courses (ASOs)

Batch 1

S.No	Name of Official (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
1	Naveen Kumar Verma	ASO	naveen.verma95@gov.in	0	0	0	0
2	Vijay Raj	ASO	vijay.raj72@gov.in	0	0	0	0
3	Yogender Kumar	ASO	yogender.kumar88@gov.in	0	0	0	0
4	Chaitanya Krishna Agarwal	ASO	chaitanya.20@nic.in	1	0	0	0
5	Rajesh Kumar Kala (Ad-hoc)	ASO	rajeshkr.kala@nic.in	0	0	0	0
6	Maninder Singh	ASO	maninder.singh89@gov.in	0	0	0	0
7	Dhan Raj Singh	ASO	dhanraj.singh@gov.in	0	0	0	0
8	Ms. Asha Wahane	ASO	asha.wahane35@gov.in	0	0	0	0
9	Chandra Shekhar Dubey	ASO	chandrashekher.68@gov.in	0	0	0	0
10	Anuj Kumar Sinha (Ad-hoc)	ASO	sinha.anuj@gov.in	0	0	0	0
11	Pawan Kumar	ASO	pawan.kumar74@nic.in	0	0	0	0
12	Navin Kumar Sinha (Ad-hoc)	ASO	navin.sinha@gov.in	0	0	0	0
13	Prem Kumar	ASO	prem.kr35@nic.in	0	0	0	0
14	Ravi Shankar	ASO	ravi.shankar52@nic.in	0	0	0	0
15	Shipra Shukla	ASO	shipra.shukla@gov.in	0	0	0	0
16	Vijender Kumar (ad-hoc)	ASO	vijender.kr73@nic.in	0	0	0	0
17	Shankar Dutt (Ad-hoc)	ASO	shankar.dutt63@nic.in	0	0	0	0

18	Dinesh Singh	ASO	d.singh29@gov.in	0	0	0	0
19	Vijay Kumar	ASO	vijay.kumar92@gov.in	0	0	0	0
20	Debadatta Dash	ASO	deba.0674@gov.in	0	0	0	0

Batch - 2

S.No	Name of Official (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
21	Salman Sabri	ASO	s.sabri@gov.in	0	0	0	0
22	Deepak Kumar (Ad-hoc)	ASO	deepak.kumar73@nic.in	0	0	0	0
23	Sandeep Kumar	ASO	sandeep.dahiya88@gov.in	0	0	0	0
24	Balaji Mishra	ASO	balaji.mishra@gov.in	0	0	0	0
25	Ankush Saxena	ASO	a.saxena89@nic.in	0	0	0	0
26	Dinesh Kumar (ad-hoc)	ASO	dinesh.k70@gov.in	0	0	0	0
27	Raman	ASO	r.bhardwaj@gov.in	0	0	0	0
28	Nitin Gupta	ASO	nitin.gupta20@gov.in	0	0	0	0
29	Anil Kumar Singh	ASO	anilkumar.singh35@gov.in	0	0	0	0
30	Ajay Kumar	ASO	ajay.kumar50@gov.in	0	0	0	0
31	Neeraj	ASO	neeraj.jha@gov.in	0	0	0	0
32	N.P Ekka	ASO	patrick.ekka@nic.in	0	0	0	0
33	Anil Kumar Gupta (ad-hoc)	ASO	anil.krgupta71@nic.in	0	0	0	0
34	Ankit Joshi	ASO	joshi.ankk@gov.in	0	0	0	0
35	Arvind Rawat	ASO	arvind.rawat35@nic.in	0	0	0	0

36	Anjali Sharma	ASO	sharma.anjali@gov.in	0	0	0	0
37	Satyajit Kumar Sen(Ad-hoc)	ASO	satyajit.ks@nic.in	0	0	0	0
38	Sundeep Sharma(ad-hoc)	ASO	sundeep.sharma@nic.in	0	0	0	0
39	Yamini Goyal	ASO	yamini.goyal@gov.in	0	0	0	0
40	Aniruddh Pant (ad-hoc)	ASO	anirudh.pant@nic.in	0	0	0	0

Batch - 3

S.No	NameofOfficial (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
41	Mitika Rani	ASO	mitika.rani@gov.in	0	0	0	0
42	Amit Kumar Kain	ASO	amit.kain@gov.in	0	0	0	0
43	Shammi Narang	ASO	shammi.narang@gov.in	0	0	0	0
44	Shashi Bhushan Kumar	ASO	shashi.bkumar@nic.in	0	0	0	0
45	Vaibhav Raj	ASO	vaibhav.raj@gov.i	0	0	0	0
46	Sunil Kumar Gupta	ASO	sunilkumar.gupta33@gov.in	0	0	0	0
47	Vaibhav Dhawan	ASO	vaibhav.dhawan@gov.in	0	0	0	0
48	Daspinder Singh Marwah	ASO	dsingh.1990@gov.in	0	0	0	0
49	Kiran Nagar	ASO	k.nagar@gov.in	1	1	1	1
50	Ajay Kumar Gupta	ASO	ak.gupta66@nic.in	1	1	1	1
51	Bharat Bhushan Sutar	ASO	bharat.sutar@gov.in	0	0	0	0
52	Kiran Kumar Sharma	ASO	kiran.sharma92@gov.in	0	0	0	0
53	Kavita Sati	ASO	kavitasati.94@gov.in	0	0	0	0

54	Lalit Sharma	ASO	lalit.sharma97@gov.in	0	0	0	0
55	Gaurav Singh	ASO	g.singh05@gov.in	0	0	0	0
56	Ankit Dhingra	ASO	ankit.dhingra@gov.in	0	0	0	0
57	Dinesh Kumar	ASO	dinesh.kr90@gov.in	0	0	0	0
58	Ranvijay Kumar	ASO	ranvijay.k@nic.in	0	0	0	0
59	Ashish Ashwini	ASO	ashish.ashwini@gov.in	0	0	0	0
60	Prem Chandra Bhartiya	ASO	prem.chandra64@gov.in	0	0	0	0

Batch - 4

S.No	NameofOfficial (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
61	Shri Jitendra Prasad Singh	ASO	jitender.ps@nic.in	0	0	0	0
62	Md. Azimuddin	ASO	mohammad.azimuddin35@gov.in	0	0	0	0
	Purnendu Singh Chauhan(Ad-		purnendusingh.chauhan@gov.in	5	0	0	0
63	hoc)	ASO		0	0	0	0
64	Vinay Panchal	ASO	vinay.panchal@gov.in	0	0	0	0
65	Aakash	ASO	aakash.dixit@gov.in	1	0	0	0
66	Suresh Kumar	ASO	suresh.kumar35@gov.in	0	0	0	0
67	Rajeev Kumar Jha	ASO	rk.jha14@nic.in	0	0	0	0
68	Krishan Jayaswal (Ad-hoc)	ASO	k.jayaswal73@nic.in	0	0	0	0
69	Shantanu Biswas	ASO	s.biswas87@nic.in	0	0	0	0
70	Abhinav Gupta	ASO	abhinav.gupta21@gov.in	0	0	0	0
71	Anil Kumar Shah	ASO	shah.anil@gov.in	0	0	0	0

72	Aloy Ghosh	ASO	aloy.ghosh@gov.in	0	0	0	0
73	Gaurav Bora	ASO	gaurav.bora13@gov.in	1	1	1	1
74	Tilak Raj Bhagwat	ASO	tilakraj.bhagwat35@gov.in	1	0	0	0
75	Pushpa	ASO	puspa4645@gmail.com	0	0	0	0
76	Manish Bharosilal Meena	ASO	meena.manish@nic.in	0	0	0	0
77	Shekhar Kumar Prasad	ASO	shekhar.prasad@gov.in	0	0	0	0
78	Apoorvjeet Singh	ASO	apoorv.singh28@gov.in	0	0	0	0
79	Ratan Chand Sharma	ASO	ratan.sharma87@gov.in	0	0	0	0

Batch - 5

S.No	Name of Official (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
80	Bipin Bhatt	ASO	bipin.bhatt@gov.in	0	0	0	0
81	Chandan Singh(ad-hoc)	ASO	chandan.singh76@gov.in	0	0	0	0
82	Ajay Kumar Sahoo(ad-hoc)	ASO	ajay.krsahoo@nic.in	0	0	0	0
83	Umesh Kumar Nishant	ASO	umeshkumar.nishant35@gov.in	0	0	0	0

MoHUA - Nominees for Dakshta Courses (SOs)

Batch- 1

S.No	Name of Official (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
1	H. C. Patnaik	Section Officer	harish.patnaik@nic.in	1	1	1	1
2	V Devadas	Section Officer	v.devadas@nic.in	0	0	0	0
3	Lamtinlien Gangte	Section Officer	lamtinlien.gangte@gov.in	0	0	0	0
4	Ravi Kumar	Section Officer	ravi.kumar80@nic.in	0	0	0	0
5	Bimla Mehendi Ratta	Section Officer	bimla.mendiratta@gov.in	0	0	0	0
6	Birju Kumar	Section Officer	birju.kumar10@nic.in	0	0	0	0
7	Bishan Das	Section Officer	bishan.dass66@nic.in	0	0	0	0
8	Mahesh Chander Khanna	Section Officer	mahesh.65@gov.in	0	0	0	0
9	Hari Shankar Prasad	Section Officer	hari.prasad63@gov.in	0	0	0	0
10	Pavittarpal Singh	Section Officer	pavittarpal.s@nic.in	0	0	0	0
11	T Damzalian	Section Officer	t.damzalian@nic.in	0	0	0	0
12	Mukesh Kumar	Section Officer	mukesh.kmr42@gov.in	0	0	0	0
13	Jayanti Kanojia	Section Officer	jayanti.kanojia35@gov.in	0	0	0	0

14	Sunita Kushwaha	Section Officer	sunita.khushwaha35@gov.in	0	0	0	0
15	Mrutunjaya Atibudhi	Section Officer	mrutunjaya.a@nic.in	0	0	0	0
16	Harvinder Kaur	Section Officer	harvinder.kaur@nic.in	0	0	0	0
17	D. D. Nimje	Section Officer	dd.nimje68@gov.in	0	0	0	0
18	Mahabir Singh Rawat	Section Officer	maha.1964@gov.in	0	0	0	0
19	Vahboi Singsit	Section Officer	v.singsit@gov.in	0	0	0	0
20	Abbrami G.	Section Officer	abbirami.g@gov.in	0	0	0	0

Batch- 2

S.No	Name of Official (Sh./Mrs./Ms.)	Designation	Official email ID	No of Course Enrolled	Not Started	In Progress	Completed
1	S. K Sharma	Section Officer	surendra.sharma65@gov.in	0	0	0	0
2	Sarada Prasanna Sutar	Section Officer	s.sutar@gov.in	1	0	0	0
3	Sudha Rajendran	Section Officer	sudha.rajendran65@nic.in	0	0	0	0
4	Babu Lal Khora	Section Officer	bl.khora@gov.in	0	0	0	0
5	Mahesh Lal	Section Officer	mahesh.lal25@nic.in	0	0	0	0
6	Pradeep Kumar Pradhan	Section Officer	pradeep.pradhan63@nic.in	0	0	0	0

7	Ravi Shankar Rawat	Section Officer	rs.rawat82@nic.in	0	0	0	0
8	Krishan Pal	Section Officer	krishan.p13@nic.in	0	0	0	0
9	Urmila Sharma	Section Officer	urmila.21@gov.in	0	0	0	0

F.No.T-28/83/2022-iGOT/CS-I(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated the 1st November, 2022

OFFICE MEMORANDUM

Subject: Participation of all CSS officers of SO/ASO grades (With 3 years service completed) in the Dakshata functional competency courses hosted on i-GoT Mission Karmayogi platform - reg.

The undersigned is directed to state that the revised Cadre Training Policy (CTP), 2016 for the CSS/CSSS/CSCS services issued vide DoPT OM No.T-2501711/2015-Trg (ISTM Section) dated 04-07-2016 envisages conduct of Refresher / In-service Training programmes for the officers of these services from time to time.

2. Pursuant to the efforts of the Capacity Building Commission (CBC), as part of its mandate, to assist Ministries / Departments in framing their Annual Capacity Building Plans, CBC has identified various functional / behavioural competencies for officers of the CSS cadre. Based on the same the CBC has curated an applied problem solving set of courses in collaboration with ISTM, for the officers of CSS cadre, in hybrid online/offline mode, called Dakshata. 150 officers have already availed these courses and a post 3 month impact assessment of the trained officers is reported to indicate significant improvement in performance in areas they were trained in.

3. The Dakshata functional competency courses comprise a 10 day online component, which can be consumed by the officers online while continuing to work in office. The ASOs/SOs of CSS, who complete the 10 day online module may inform the same directly to ISTM. ISTM will then invite the officers who have completed the online component, in batches of 20, on first come first serve basis, to attend the 5 day physical component of Dakshata at ISTM, as per an appropriate schedule to be drawn up and communicated separately by ISTM to all Ministries. Upon joining ISTM and before the commencement of physical classes, participants will be assessed on the e-learning contents to assess their level of understanding.

4. The functionalities for updating the status of completion of online component of Dakshata by CSS officers and nomination of officers to ISTM for the 5 day physical component, is being envisaged through the CSCMS portal hosted at the web-site - <https://cscms.nic.in/login>. Details regarding the nomination for the physical component at ISTM will be separately informed by ISTM, in consultation with CSCMS Division.

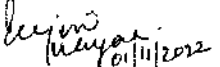
5. The Dakshata functional competency course modules are hosted on the i-GoT platform (<https://igotkarmayogi.gov.in/>) developed under the Mission Karmayogi and related web-sites. The details of the procedure to access the online component of the Dakshata suite of courses are explained in the **Annexure. The Dakshata suite of courses are also displayed prominently under a separate heading, on the home page of igotkarmayogi.**

6. Since the above training programme has demonstrated the potential to positively impact the working in the Central Secretariat, I am directed to request all Cadre Units of CSS to –

- (a) Issue suitable directions to all Section Officer/Assistant Section Officer Level officers of the CSS (who have completed their 3 years of service), posted in their respective Ministries/Cadre Units, to immediately undertake and complete the 10 day online module of the Dakshata training, as per the detailed procedure placed at **Annexure.**

- (b) Ministries/cadre units are further requested to prepare a complete list of all the SO/ASO level CSS officers (with atleast 3 years of service) posted under them and share the same with updated details of officers who complete the 10 day online Dakshata component with ISTM, fortnightly, through the CSCMS software. Detailed procedure/schedule for nomination of CSS officers to the 5 day physical component of Dakshata, through CSCMS, will be communicated separately by ISTM to all Ministries.
- (c) Ministries may kindly ensure that officers nominated by ISTM are mandatorily relieved to attend the 5 day physical component of the Dakshata programme as per the schedule to be prescribed by ISTM.
- (d) Ministries/cadre units are further requested to intensively pursue with their officers who have not completed the 10 day online component and **ensure that all CSS officers of the grades of SO/ASO complete the online component of Dakshata latest by 31st January 2023**. The competencies of the trained officers will be tagged on the i-GoT platform.

7. For assistance on any issue related to accessing or completing the Dakshata Course on iGoT platform, officers may please contact on the following E-mail – mission.karmayogi@gov.in, Helpdesk: servicedesk.nit.in; Call: Phone 1800 111 555. For any query related to the Dakshata course content/course structure/completion modalities, Shri Deepak Kumar Bist, Jt. Director, ISTM may be contacted.


(Rajeev Nayan)

Under Secretary to the Government of India

Tel : 24624046

Encl- Annexure

To

All Cadre Units of CSS as per list.

Copy to –

1. The Secretary, Capacity Building Commission, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001.
2. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi – 110067 - *w.r.t to kindly arrange to circulate the Schedule / detailed instructions for nominations to the physical component of Dakshata to all Ministries, in consultation with CSCMS Division of DoPT.*
3. The CSCMS Division, Deptt. of Personnel & Training, North Block, New Delhi -110001 - (Kind Attn: Ms. D. S. Nagalakshmi, DS).
4. The Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi - 110067 -(Kind Attn: Shri Syed Imran Ahmed, DS).

**TENTATIVE SCEHDULE FOR DAKSHTA PROGRAMME
FOR ASOs/SOs/USs**

The link provides e-learning contents for ten day's online classes for the following topics which are available on iGOT

A) Steps to view e-content on Public Procurement in i-GOT is as follows:-

Step 1 – Login to i-GOT (<https://igotkarmayogi.gov.in/page/home>)

Step 2 - On the Home page top, you will be able to see Search option. Kindly place cursor in the search option and click enter. List of all courses that are available on the platform will be visible

Step 3 - Scroll down to the right bottom of the screen. You will find the Content Providers name. Kindly click on Department of Expenditure. Course updated by Department of Expenditure will be visible on the screen.

B) Go to Institute of Secretariat Training and Management on IGOT content providers wherein you will see the following courses : Please consume these courses

Step 4 – Please select Course on 'Public Procurement Framework of GOI'

Step 5 - Office Procedure (20 qns), Noting (25 qns), Drafting (20 qns),

Step 6 - GeM (26 qns), RTI Act (24 qns) and Code of Conduct (5 qns)

The Microsoft online courses on word, PPT, and excel will also be available , the procedure to take these is explained in attached doc .

After consuming the above e-learning contents for 10 days , the participants will join physical classes for 5 days at ISTM. Upon joining, a test on e-learning contents will be taken to check the level of understanding.

The topics to be covered during classroom sessions are as follows:-

Date/Day	Session & Time	Topics	Faculty
Day 1	I 9.30 to 10.30 AM	Entrance test, Introduction; Program Overview, Context, Expectation sharing	BD/PKS
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Ice breaking (Team Building)	NM
	III 11.45 AM to 12.45 PM	Doubt Clearing Session on Noting & Drafting, Office Procedure	MS
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Doubt Clearing Session on RTI	VR
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	RTI - Best practices and Case Studies/Court cases	VR
	3.30 to 3.45 PM	BREAK	
	VI (3.45 to 4.45 PM)	Salient features of General Financial Rules/DFPR	BD
VII (4.45 to 5.45 PM)	Public Procurement – Goods & Services	BD	
VIII (5.45 – 6.30 PM)	Computer Hands on and exercises - MS Word	Guest	

Date/Day	Session & Time	Topics	Faculty
Day 2	I 9.30 to 10.30 AM	Positivity Session (Interpersonal Skills)	NM
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Preparation of Tender Documents - RFP/Bid/Award	BD
	III 11.45 AM to 12.45 PM	Government e-Market (GeM) based procurement	Guest
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	GeM – Practical Sessions on creation of online bids/doubt clearing	Guest
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Doubt clearing session on Handling Parliament Matters, exercise on replying to Parliament Questions	DKB
	3.30 to 3.45 PM	BREAK	
	VI (3.45 to 4.45 PM)	Cases studies and exercise – Noting	MS
	VII (4.45 to 5.45 PM)	Data Driven Decision Making in Government	Guest
	VIII (5.45 – 6.30 PM)	Computer Hands on and exercises - MS Power Point	Guest

Date/Day	Session & Time	Topics	Faculty
Day 3	I 9.30 to 10.30 AM	Positivity Session (Managing Stress through Yoga)	Guest
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Ethics and Values in Administration	Guest
	III 11.45 AM to 12.45 PM	Doubt Clearing Session on Code of Conduct, exercises	DKB
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Conduct Rules and vigilance matters – caselets, exercises	DKB
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Gender Sensitization	NM
	3.30 to 3.45 PM	BREAK	
	VI (3.45 to 4.45 PM)	Cases studies and exercise – Drafting and Forms of Communication	MS
	VII (4.45 to 5.45 PM)	Computer Hands on and exercises - MS Excel	Guest
	VIII (5.45 – 6.30 PM)	Computer Hands on and exercises – MS Word	Guest

Date/Day	Session & Time	Topics	Faculty
Day 4	I 9.30 to 10.30 AM	Government of India (Allocation of Business) Rules, 1961 & Government of India (Transaction of Business) Rules, 1961	VR
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Handling Public Grievances/Sevottam and appeals	PKS/SG
	III 11.45 AM to 12.45 PM	PFMS, Sanction, Income-tax – compliance instructions	Guest
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Negotiation Skills – practical exercises	DD(SG)
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Cases studies and exercise – Drafting and Forms of Communication	MS
	3.30 to 3.45 PM	BREAK	
	VI 3.45 to 4.45 PM	Computer Hands on and exercises – MS Power Point	Guest
	VII (5.15 to 6.30 PM)	Computer Hands on and exercises - MS Excel	Guest

Date/Day	Session & Time	Topics	Faculty
Day 5	I 9.30 to 10.30 AM	Departmental Security Instructions/Cyber Security	DD(PKS)
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Records Management – Physical and digital format	DD(AA)
	III 11.45 AM to 12.45 PM	Examining Cabinet Notes	VR
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Hands on e-Office – doubt clearing	Guest
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Handling of Court Cases + LIMBS and general awareness	DD(SG)
	3.30 to 3.45 PM	BREAK	
	VI 3.45 to 4.45 PM*	Comprehensive exercise on Noting & Drafting	MS
	VII 5.15 to 6.15 PM	Hands on Exercise on MS Excel	Guest
VIII	Exit Exam & Valediction	BD/PKS	

** 20 Minutes Yoga and stretching Session