

List of Conducted Training Programmes for the year 2020-2021

| S.No. | Name of the Training Programmes | Date | Course Coordinator | Sponsored | Male | Female | Total |
|-------|--|--|----------------------|------------|------|--------|-------|
| 1. | Gender Responsive Governance | 15 th to 16 th September, 2020 | Prof. Sunita Zalpuri | In -house | 07 | 05 | 12 |
| 2. | Solid Waste Management | 14 th to 15 th October, 2020 | Dr. Ruchi Gupta | In --house | 25 | 05 | 30 |
| 3. | Office Management and Conduct Rules | 19 th to 20 th October, 2020 | Ms. Manju Kapoor | In --house | 22 | 08 | 30 |
| 4. | E-Procurement | 27 th to 28 th October, 2020 | Dr. Neena Bhalla | In --house | 23 | 02 | 25 |
| 5. | Manual of Secretariat Procedure | 02 nd to 03 rd November, 2020 | Dr. Jyoti Sadhu | In -house | 48 | 02 | 50 |
| 6. | Transparency and Accountability and RTI | 04 th to 05 th November, 2020 | Prof. Sunita Zalpuri | In -house | 27 | 01 | 28 |
| 7. | Management of Mental Well-being during covid 19 pandemic | 10 th to 11 th November, 2020 | Dr. Ruchi Gupta | In -house | 30 | 03 | 33 |
| 8. | Formulation of Budget | 19 th to 20 th November | Dr. Neena Bhalla | In -house | 13 | 03 | 16 |
| 9. | Swachh Bharat Abhiyan in Urban Areas | 23 rd to 24 th November, 2020 | Ms. Manju Kapoor | In -house | 21 | 06 | 27 |
| 10. | Administrative Law and Good Governance | 25 th to 26 th November, 2020 | Dr. Sunita Zalpuri | In -house | 18 | 05 | 23 |
| 11. | Pension and Pensionary Benefits | 10 th to 11 th December, 2020 | Dr. Neena Bhalla | In- house | 62 | 11 | 73 |
| 12. | Behavioural Change Communication for Swach Bharat | 15 th to 16 th December, 2020 | Dr. Ruchi Gupta | In-house | 56 | 06 | 62 |
| 13. | Service Rules | 17 th to 18 th | Dr. Jyoti | In-house | 68 | 08 | 76 |

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| | | December, 2020 | Sadhu | | | | |
| 14. | Ethics and Values in Public Governance | 22nd to 24th December, 2020 | Prof. Sunita Zalpuri | Sponsored by DoPT | 37 | 12 | 49 |
| 15. | Role and Responsibilities DDO's | 28th to 29th December, 2020 | Ms. Manju Kapoor | In-house | 19 | 04 | 23 |
| 16. | KAS Probationers batch 2018 | 30th December, 2020 | Dr. Sunita Zalpuri | | 33 | 14 | 47 |
| 17. | Skill and Entrepreneurship Development Programme for Rural Youth | 11th -12th January, 2021 | Dr. Ruchi Gupta | In-house | 11 | 01 | 12 |
| 18. | Urban Solid Waste Management | 21st to 22nd January, 2021 | Ms. Manju Kapoor | In-house | 23 | 02 | 25 |
| 19. | Orientation Programme on PFMs | 25th to 29th January, 2021 | Dr. Neena Bhalla | Sponsored by DOPT GoI | 20 | Nil | 20 |
| 20. | Constitutional Governance and Human Rights | 18th to 20th Janaury, 2021 | Dr. Sunita Zalpuri | Sponsored by DoPT GoI | 18 | 06 | 24 |
| 21. | Induction Training for Chairpersons of BDCs | 28th -29th January, 2021 | Dr. Jyoti Sadhu | In-house | 40 | 04 | 44 |
| 22. | Training of Trainers (ToT) Programme on "Spatial Planning for Gram Panchayat Development (GPDP) for the state of Jammu & Kashmir | 15th -17th February, 2021 | Dr. Ruchi Gupta | Collaboration with NIRD & PR, Hyderabad | 65 | 25 | 90 |
| 23. | Secretariat Assitant Training Course for Junior Assistant | 15th February, 2021 | Dr. Jyoti Sadhu | In- house | 80 | 08 | 89 |
| 24. | Secretariat Assitant Training Course for Senior Assistants | 15th February, 2021 | Dr. Jyoti Sadhu | In-house | 40 | 02 | 42 |

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| 25. | Role and Responsibilities of DDO's | 22 nd to 23 rd February, 2021 | Dr. Neena Bhalla | In- house | 34 | 10 | 44 |
| 26. | Procurement Management | 23 rd to 24 th February, 2021 | Ms. Manju Kapoor | In- house | 11 | 05 | 16 |
| 27. | Inducton Training for BDC Chairpersons | 25 th to 26 th February, 2021 | Dr. Jyoti Sadhu | In- house | 05 | 06 | 11 |
| 28. | e-Enablement of Panchayats e-Gram Swaraj | 2 nd to 3 rd March, 2021 | Dr. Ruchi Gupta | In- house | 30 | 03 | 33 |
| 29. | Swachh Bharat Mission in Urban Areas | 25 th to 26 th March, 2021 | Ms. Manju Kapoor | In-house | 04 | 02 | 06 |
| 30 | Right to Information | 25 th to 26 th March, 2021 | Dr. Sunita Zalpuri | In-house | 18 | 05 | 23 |
| | | | | | | Total | 1,072 |

LIST OF CONDUCTED TRAINING PROGRAMMES FOR THE YEAR OF 2021-2022

| S.No. | Name of the Training Programmes | Date | Course Coordinator | Sponsored | Male | Female | Total |
|-------|--|---|--------------------|--|------|--------|-------|
| 1. | Financial Management for higher Education | 05 th to 09 th April , 2021 | Dr. Neena Bhalla | Sponsored by Education Department | 10 | 08 | 18 |
| 2. | Office management and Financial Management | 05 th to 09 th April , 2021 | Ms. Manju Kapoor | In -house | 19 | 04 | 23 |
| 3. | Solid and Liquid Waste Management and Rural Areas | 18 th to 20 th May, 2021 | Dr. Ruchi Gupta | SIRD | 29 | 07 | 36 |
| 4. | Urban Solid Waste Management & Disposal | 02 nd to 03 rd June, 2021 | Ms. Manju Kapoor | In -house | 09 | 02 | 11 |
| 5. | Management of Mental Well being during Covid-19 | 07 th to 08 th June, 2021 | Dr. Ruchi Gupta | SIRD | 37 | 05 | 42 |
| 6. | Procurement on Workshop on Public GFR-2017 | 10 th to 11 th June, 2021 | Dr. Neena Bhalla | In -house | 26 | 02 | 28 |
| 7. | Communication Skill and community Mobilization | 16 th to 18 th June 2021 | Dr. Jyoti Sadhu | Sponsored by Employment Department | 31 | 08 | 39 |
| 8. | Purchase Management in Government and E-Tendering | 23 rd to 24 th June 2021 | Dr. Neena Bhalla | In-house | 25 | 09 | 34 |
| 9. | J&K Secretariat Assistant Training Course for Senior Assistant | 1 st July to 31 st August, 2021 | Ms. Manju Kapoor | GAD | 65 | 15 | 80 |
| 10. | J&K Secretariat Assistant Training Course for Junior Assistant | 1 st July to 31 st August, 2021 | Dr. Jyoti Sadhu | GAD | 77 | 19 | 96 |
| 11. | Financial Management for Higher Education Department | 05 th to 09 th July, 2021 | Dr. Neena Bhalla | Sponsored by Higher Education Department | 17 | 4 | 21 |
| 12. | Office Discipline and | 05 th to 08 th July, | Ms. Manju Kapoor | In-house | 10 | 2 | 12 |

