

**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 <sup>th</sup> to 16 <sup>th</sup> September, 2020	Prof. Sunita Zalpuri	In -house	07	05	12
2.	Solid Waste Management	14 <sup>th</sup> to 15 <sup>th</sup> October, 2020	Dr. Ruchi Gupta	In --house	25	05	30
3.	Office Management and Conduct Rules	19 <sup>th</sup> to 20 <sup>th</sup> October, 2020	Ms. Manju Kapoor	In --house	22	08	30
4.	E-Procurement	27 <sup>th</sup> to 28 <sup>th</sup> October, 2020	Dr. Neena Bhalla	In --house	23	02	25
5.	Manual of Secretariat Procedure	02 <sup>nd</sup> to 03 <sup>rd</sup> November, 2020	Dr. Jyoti Sadhu	In -house	48	02	50
6.	Transparency and Accountability and RTI	04 <sup>th</sup> to 05 <sup>th</sup> November, 2020	Prof. Sunita Zalpuri	In -house	27	01	28
7.	Management of Mental Well-being during covid 19 pandemic	10 <sup>th</sup> to 11 <sup>th</sup> November, 2020	Dr. Ruchi Gupta	In -house	30	03	33
8.	Formulation of Budget	19 <sup>th</sup> to 20 <sup>th</sup> November	Dr. Neena Bhalla	In -house	13	03	16
9.	Swachh Bharat Abhiyan in Urban Areas	23 <sup>rd</sup> to 24 <sup>th</sup> November, 2020	Ms. Manju Kapoor	In -house	21	06	27
10.	Administrative Law and Good Governance	25 <sup>th</sup> to 26 <sup>th</sup> November, 2020	Dr. Sunita Zalpuri	In -house	18	05	23
11.	Pension and Pensionary Benefits	10 <sup>th</sup> to 11 <sup>th</sup> December, 2020	Dr. Neena Bhalla	In- house	62	11	73
12.	Behavioural Change Communication for Swach Bharat	15 <sup>th</sup> to 16 <sup>th</sup> December, 2020	Dr. Ruchi Gupta	In-house	56	06	62
13.	Service Rules	17 <sup>th</sup> to 18 <sup>th</sup>	Dr. Jyoti	In-house	68	08	76

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

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

**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 <sup>th</sup> to 09 <sup>th</sup> April , 2021	Dr. Neena Bhalla	Sponsored by Education Department	10	08	18
2.	Office management and Financial Management	05 <sup>th</sup> to 09 <sup>th</sup> April , 2021	Ms. Manju Kapoor	In -house	19	04	23
3.	Solid and Liquid Waste Management and Rural Areas	18 <sup>th</sup> to 20 <sup>th</sup> May, 2021	Dr. Ruchi Gupta	SIRD	29	07	36
4.	Urban Solid Waste Management & Disposal	02 <sup>nd</sup> to 03 <sup>rd</sup> June, 2021	Ms. Manju Kapoor	In -house	09	02	11
5.	Management of Mental Well being during Covid-19	07 <sup>th</sup> to 08 <sup>th</sup> June, 2021	Dr. Ruchi Gupta	SIRD	37	05	42
6.	Procurement on Workshop on Public GFR-2017	10 <sup>th</sup> to 11 <sup>th</sup> June, 2021	Dr. Neena Bhalla	In -house	26	02	28
7.	Communication Skill and community Mobilization	16 <sup>th</sup> to 18 <sup>th</sup> June 2021	Dr. Jyoti Sadhu	Sponsored by Employment Department	31	08	39
8.	Purchase Management in Government and E-Tendering	23 <sup>rd</sup> to 24 <sup>th</sup> June 2021	Dr. Neena Bhalla	In-house	25	09	34
9.	J&K Secretariat Assistant Training Course for Senior Assistant	1 <sup>st</sup> July to 31 <sup>st</sup> August, 2021	Ms. Manju Kapoor	GAD	65	15	80
10.	J&K Secretariat Assistant Training Course for Junior Assistant	1 <sup>st</sup> July to 31 <sup>st</sup> August, 2021	Dr. Jyoti Sadhu	GAD	77	19	96
11.	Financial Management for Higher Education Department	05 <sup>th</sup> to 09 <sup>th</sup> July, 2021	Dr. Neena Bhalla	Sponsored by Higher Education Department	17	4	21
12.	Office Discipline and	05 <sup>th</sup> to 08 <sup>th</sup> July,	Ms. Manju Kapoor	In-house	10	2	12

	Conduct Rules for Government Employees.	2021					
13.	Innovations in Rural Education	14 <sup>th</sup> to 16 <sup>th</sup> July, 2021	Dr. Ruchi Gupta	SIRD	11	14	25
14.	Financial Management for Higher Education Department	26 <sup>th</sup> to 30 <sup>th</sup> July, 2021	Dr. Neena Bhalla	Sponsored by Higher Education Department	16	4	20
15.	Community Based Disaster Management in Gram Panchayats	02 <sup>nd</sup> to 04 <sup>th</sup> August, 2021	Dr. Ruchi Gupta	SIRD	20	8	28
16.	Online Training Programme on "Spatial Panning for Block /Modal Cluster Panchayat Development	10 <sup>th</sup> to 12 <sup>th</sup> August, 2021	Dr. Ruchi Gupta	NIRD	44	5	49
17.	Officer Trainers of JKAS Batch-2019 to Attend Training at J&KIMPARD Jammu Group-A	16 <sup>th</sup> to 20 <sup>th</sup> August, 2021	Dr. Neena Bhalla Dr. Ruchi Gupta	GAD	28	22	50
18.	Officer Trainers of JKAS Batch-2019 to Attend Training at J&KIMPARD Jammu Group-A	23 <sup>rd</sup> to 27 <sup>th</sup> August, 2021	Dr. Neena Bhalla Dr. Ruchi Gupta	GAD	31	22	53
19.	Service Rules & Regulations in Government'	13 <sup>th</sup> to 17 <sup>th</sup> September, 2021	Dr. Neena Bhalla	In-house	15	4	19
20.	Online workshop cum(ToT) on good Governance through Community Participation in RD Tools& Techniques	20 <sup>th</sup> to 24 <sup>th</sup> September, 2021	Dr. Ruchi Gupta	NIRD	31	18	49
21.	Capacity Building programme in field Administration for Senior JKAS Officers	30 <sup>th</sup> August, 2021 & 10 <sup>th</sup> September, 2021	Dr. Reva Sharma Director Trainings	GAD	24	6	30
22.	Financial Accounting in Government	04 <sup>th</sup> to 15 <sup>th</sup> October, 2021	Dr. Neena Bhalla	Sponsored by Employment Department	15	7	22

23.	Role of PRIs in Disaster Management	04 <sup>th</sup> to 07 <sup>th</sup> October, 2021	Dr. Ruchi Gupta	SIRD	13		13
24.	Two months secretariat Assistants Training programme of Senior Assistant at J&K IMPARD, Jammu	11.10.2021 to 10.12.2021	Dr. Neena Bhalla Ms. Manju Kapoor Dr. Jyoti Sadhu	GAD			386
25.	Off-Campus Training Programme on "Budget Fomilation in Gram Panchayats J&K IMPARD, Jammu	15.11.2021	Dr. Ruchi Gupta	SIRD			115
26.	Career Counseling & Employment opportunities	22 <sup>nd</sup> to 26 <sup>th</sup> November, 2021	Ms. Manju Kapoor	In-house	13	5	18
27.	E-Grame-Swaraj	8 <sup>th</sup> to 10 <sup>th</sup> December, 2021	Dr. Ruchi Gupta	SIRD	23		23
28.	Series of one day "Orientation Programme for Nodal Officers for Redressal of Public Grievances	09 <sup>th</sup> December, 2021	Dr. Reva Sharma Director Trainings Ms. Manju Kapoor				30
29.	Capacity Building programme in field Administration for Senior JKAS Officers	13-25, Dec. 2021	Dr. Reva Sharma Director Trainings	GAD	24	6	30
30.	Capacity building of Officers/Supervisory Staff/Faculty/Ministerial staff of skill Development Department	13 <sup>th</sup> to 16 <sup>th</sup> December, 2021	Dr. Ruchi Gupta	SIRD	14	4	18
31.	Deputation of Senior Assistant for undergoing the J&K Secretariat Assistants Training Courses at J&K IMPARD	15 <sup>th</sup> December to 15 <sup>th</sup> February 2021	Ms. Manju Kapoor	GAD			80
32.	Capacity building of Officers/Supervisory Staff/Faculty/Ministerial staff of skill Dev. Deptt.	20 <sup>th</sup> to 23 <sup>rd</sup> December, 2021	Dr. Ruchi Gupta	SIRD	14	4	18
33.	Old Pension & Pensionery Benefits	22 <sup>nd</sup> to 24 <sup>th</sup> December, 2021	Dr. Neena Bhalla	Sponsored by DoPT, GoI	36	5	41
34.	Swachh Bharat Abhiyan in Urban Areas	27 <sup>th</sup> to 29 <sup>th</sup> December 2021	Dr. Neena Bhalla	In-house			

35.	Urban Solid Waste Management and Disposal	29 <sup>th</sup> to 31 <sup>st</sup> December, 2021	Ms. Manju Kapoor	Sponsored by DoPT, GoI			24
36.	New Pension Scheme	17 <sup>th</sup> to 19 <sup>th</sup> January 2022	Dr. Neena Bhalla	Sponsored by DoPT, GoI			09
37.	One day Conference on Launching of Good Governance Index in J&K	22 <sup>nd</sup> January 2021	Dr. Reva Sharma Director Trainings & Team	Sponsored by DoPT, GoI			240
38.	Planning and Management of Natural Resource Management Work	8 <sup>th</sup> to 9 <sup>th</sup> February, 2022	Dr. Ruchi Gupta	SIRD	18	-	18
39.	e-Procurement and GeM	21 <sup>st</sup> to 23 <sup>rd</sup> February 2022	Ms. Manju Kapoor	Sponsored by DoPT, GoI			20
40.	Deputation of Senior Assistant & Junior Assistant for undergoing the J&K Secretariat Assistants Training Courses at J&K IMPARD	24 <sup>th</sup> February to 26 <sup>th</sup> April, 2022	Dr. Jyoti Sadhu Sh. Chaman Lal Pandita (T.O) Ms. Rita Nagri (S.O)	GAD			467
41.	Capacity building of Officers/Supervisory Staff/Faculty/Ministerial staff of skill Dev.Deptt	7 <sup>th</sup> to 10 <sup>th</sup> March, 2022	Dr. Ruchi Gupta	SIRD	17	1	18
42.	Urban Infrastructure Development under Smart City Project	15 <sup>th</sup> to 17 <sup>th</sup> March 2022	Ms. Manju Kapoor	In-house	12	-	12
43.	Online Orientation programme on 'Center ally sponsored for PRI of districts Jammu and Ganderbal	15 <sup>th</sup> March 2022	Dr. Ruchi Gupta	Sponsored by PRI			500
44.	DDO's of Director Health Service Jammu	25 <sup>th</sup> to 01 <sup>st</sup> April, 2022	Dr. Neena Bhalla	Sponsored by DoPT GoI			28