

**Training Calendar of State Institute of Public Administration and Rural  
Development (SIPARD), Agartala for 2011 – 2012**

Sl.No	Sl.No (Mon th wise)	Title	Duration	No. of Days	Sponsor	Course Director
<b>April 2011</b>						
1	1	Disaster Management for Ambassa RD Block	4-5/4/2011	2	NIDM	ES
2	2	Disaster Management for Salema RD Block	4-5/4/2011	2	NIDM	ES
3	3	Disaster Preparedness	4~6/4/2011	3	DoPT	ES
4	4	In-service training for Ministerial Staff	4~6/4/2011	3	DoPT	ES
5	5	Earthquake Risk Mitigation & Management	4-8/4/2011	5	NIDM	ES
6	6	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Bishalgarh and Boxanagar RD Blocks.	6–8/4/2011	3	MoRD	SM
7	7	In – Service Training for TCS Officers (Batch – II)	4-8/4/2011	5	DoPT (TFA)	ES
8	8	Induction Training for Ministerial Staff of Police Deptt.(Computer) Batch - II	4-11/4/2011	6	DoPT (TFA)	AC
9	9	RTI for Ambassa RD Block	6/4/2011	1	DoPT	AC
10	10	RTI for Salema RD Block	6/4/2011	1	DoPT	AC
11	11	CBPR for Ambassa RD Block	7-8/4/2011	2	DoPT	AC
12	12	CBPR for Salema RD Block	7-8/4/2011	2	DoPT	AC
13	13	Pension Rules	11-13/4/2011	3	DoPT	SM
14	14	Disaster Preparedness	11-13/4/2011	3	DoPT	ES
15	15	In-service training for Ministerial Staff	11-13/4/2011	3	DoPT	ES
16	16	Induction Training for Ministerial Staff of Police Deptt.(Adm-Fin) Batch - II	12-26/4/2011	9	DoPT (TFA)	ES
17	17	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Dukli and Hezamara RD Blocks.	18-9/4/ 2011	3	MoRD	SM
18	18	In-service training for Ministerial Staff	18-20/4/2011	3	DoPT	ES
19	19	Administrative law & Court Procedure	18-20/4/2011	3	DoPT	SM
20	20	Disaster Preparedness	18-20/4/2011	3	DoPT	ES
21	21	Incident Response System for Senior & Middle level officials	18-20/4/2011	3	Rev Deptt	ES
22	22	Planning and Management of SGSY/NRLM	18-22/4/11	5	NIRD	ML
23	23	One Day Workshop on Right to Information Act	19/4/11	1	DoPT	AC
24	24	Information Technology for Office Management (Open Office)	19~20/4/11	2	DoPT	AC
25	25	In-service training for Ministerial Staff	25-27/4/2011	3	DoPT	ES
26	26	Disaster Preparedness	25-27/4/2011	3	DoPT	ES
27	27	GIS in Disaster Management	25-27/4/2011	3	Rev Deptt	ES
28	28	Gender & Disaster Management	25-29/4/2011	5	NIDM	ES
29	29	Information Technology for Office Management	25~30/4/11	6	DoPT	AC

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
30	30	Disaster Management for Dumburnagar RD Block	26-27/4/2011	2	NIDM	ES
31	31	Disaster Management for Chawmanu RD Block	26-27/4/2011	2	NIDM	ES
32	32	Database Management through MS Access	26-30/4/2011	5	DoPT	AC
<b>May 2011</b>						
33	1	In-service training for Ministerial Staff	2-4/5/2011	3	DoPT	ES
34	2	Empowerment of Women through Self help Group	2-4/5/2011	3	DoPT	ES
35	3	Conduct Rule & Departmental Inquiries	2-4/5/2011	5	DoPT	SM
36	4	Database Management through MS Access	3-7/5/2011	5	DoPT	AC
37	5	Disaster Management for Manu RD Block	3-4/5/2011	2	NIDM	ES
38	6	Disaster Management for Damcherra RD Block	3-4/5/2011	2	NIDM	ES
39	7	TOT for FA and life saving techniques (CPR)	4-6/5/2011	3	Rev Deptt	ES
40	8	RTI for Manu RD Block	5/5/2011	1	DoPT	AC
41	9	RTI for Damcherra RD Block	5/5/2011	1	DoPT	AC
42	10	CBPR for Manu RD Block	6-7/5/2011	2	DoPT	AC
43	11	CBPR for Damcherra RD Block	6-7/5/2011	2	DoPT	AC
44	12	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Jampajjala and Jirania RD Blocks.	9-11/5/2011	3	MoRD	SM
45	13	Disaster Management for Dasda RD Block	10-11/5/2011	2	NIDM	ES
46	14	Empowerment of Women through Self help Group	10-12/05/2011	3	DoPT	ES
47	15	RTI for Dasda RD Block	11/5/2011	1	DoPT	AC
48	16	RTI for Gournagar RD Block	11/5/2011	1	DoPT	AC
49	17	Information Technology for Office Management (Open Office)	11~12/5/11	2	DoPT,	AC
50	18	In-service training for Ministerial Staff	11-13/5/2011	3	DoPT	ES
51	19	CBPR for Dasda RD Block	12-13/5/2011	2	DoPT	AC
52	20	CBPR for Gournagar RD Block	12-13/5/2011	2	DoPT	AC
53	21	Course on National Social Assistance Programme for North Tripura District.	16-18/5/2011	3	MoRD	SM
54	22	Conduct Rule & Departmental Inquiries	16-20/5/2011	5	DoPT	SM
55	23	One Day Workshop on Right to Information Act	17/5/11	1	DoPT,	AC
56	24	Disaster Management for Gournagar RD Block	18-19/5/2011	2	NIDM	ES
57	25	In-service training programme for Fisheries Dept.	18-20/5/2011	3	DoPT	ES
58	26	Empowerment of Women through Self help Group	18-20/5/2011	3	DoPT	ES
59	27	Two Days workshop for the SPIOs & SAPIOs	20~21/5/11	2	DoPT,	AC
60	28	Accounting Procedure through Tally	21-25/5/2011	5	DoPT	AC
61	29	RTI Disaster Management for Jampui Hills RD Block	23-24/5/2011	2	NIDM	ES
62	30	CBPR Disaster Management for Kadamtala RD Block	23-24/5/2011	2	NIDM	ES

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
63	31	Empowerment of Women through Self help Group	23-25/5/2011	3	DoPT	ES
64	32	Marketing Strategies and Packaging of Rural Products under NRLM	23-28/5/2011	5	NIRD-NERC	ES
65	33	Information Technology for Office Management	23~30/5/11	6	DoPT,	AC
66	34	CBPR for Jampuii Hills RD Block	25/5/2011	1	DoPT	AC
67	35	RTI for Kadamtala RD Block	25/5/2011	1	DoPT	AC
68	36	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Kalyanpur and Kathalia RD Blocks	25-27/5/2011	3	MoRD	SM
69	37	RTI for Jampuii Hills RD Block	27-28/5/2011	2	DoPT	AC
70	38	CBPR for Kadamtala RD Block	27-28/5/2011	2	DoPT	AC
71	39	Disaster Management for Kumarghat RD Block	30-31/5/2011	2	NIDM	ES
72	40	CBPR Disaster Management for Panisagar RD Block	30-31/5/2011	2	NIDM	ES
73	41	Post Damage Assessment and Needs analysis	30/5/2011-1/6/2011	3	Rev Deptt	ES
<b>June 2011</b>						
74	1	RTI for Kumarghat RD Block	1/6/2011	1	DoPT	AC
75	2	RTI for Panisagar RD Block	1/6/2011	1	DoPT	AC
76	3	Entrepreneurship Development	1-3/6/2011	3	DoPT	ES
77	4	Contract Management	1-3/6/2012	3	DoPT	SM
78	5	CBPR for Kumarghat RD Block	2-3/6/2011	2	DoPT	AC
79	6	CBPR for Panisagar	2-3/6/2011	2	DoPT	AC
80	7	In-service training programme for Tripura Engineering Service	2-4/6/2011	3	DoPT	ES
81	8	Disaster Management for Pecharthal RD Block	6-7/6/2011	2	NIDM	ES
82	9	Disaster Management for Karbook RD Block	6-7/6/2011	2	NIDM	ES
83	10	Entrepreneurship Development	6-8/6/2011	3	DoPT	ES
84	11	Database Management through MS Access	6~10/6/11	5	DoPT	AC
85	12	Accounting Procedure Through Tally	6~10/6/11	5	DoPT/ GoT	AC
86	13	Information Technology for Office Management (Open Office)	7~8/6/11	2	DoPT	AC
87	14	Early Warning and dissemination	8-10/6/2011	3	Rev Deptt	ES
88	15	In service Training Programme for Tripura Health Service	8-10/6/2011	3	DoPT	ES
89	16	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Jampaijala and Jirania RD Blocks	8-10/6/2011	3	MoRD	SM
90	17	Course on National Social Assistance Programme for South Tripura District.	13–15/6/2011	3	MoRD	SM
91	18	Entrepreneurship Development	13-15/062011	3	DoPT	ES
92	19	Participatory Planning, Implementation and	13-18/6/2011	5	NIRD	SM

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
		Monitoring of RD programmes				
93	20	Information Technology for Office Management	13~18/6/11	6	DoPT	AC
94	21	Disaster Management for Amarpur RD Block	14-15/6/2011	2	NIDM	ES
95	22	Disaster Management for Ompi RD Block	14-15/6/2011	2	NIDM	ES
96	23	In-service Training Programme for Tripura Higher Agriculture Service	14-16/06/2011	3	DoPT	ES
97	24	Managing Information Technology	14-18/06/2011	5	DoPT	AC
98	25	One Day Workshop on Right to Information Act	15/6/11	1	DoPT	AC
99	26	Right to Information Act for PIOs & APIOs	15-17/06/2011	3	DoPT	AC
100	27	Communication Management	20-22/06/2011	3	Rev Deptt	ES
101	28	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Kalyanpur and Kathalia RD Blocks	20-22/6/2011	3	MoRD	SM
102	29	In-service training for Ministerial Staff	20-22/06/2011	3	DoPT	ES
103	30	Disaster Management for Bagafa RD Block	21-22/6/2011	2	NIDM	ES
104	31	Disaster Management for Hrishyamukh RD Block	21-22/6/2011	2	NIDM	ES
105	32	In-service Training Programme for ARD Department	22-24/06/2011	3	DoPT	ES
106	33	In-service training for Ministerial Staff	27-29/06/2011	3	DoPT	ES
107	34	Entrepreneurship Development	27-29/06/2011	3	DoPT	ES
108	35	Social Sector Development in Rural Areas	27/6/11-3/7/11	5	NIRD-NERC	ES
109	36	Disaster Management for Rajnagar RD Block	28-29/6/2011	2	NIDM	ES
110	37	Disaster Management for Matarbadi RD Block	28-29/6/2011	2	NIDM	ES
<b>July 2011</b>						
111	1	Disaster Management for Killa RD Block	4-5/7/2011	2	NIDM	ES
112	2	Disaster Management for Kakraban RD Block	4-5/7/2011	2	NIDM	ES
113	3	Information Technology for Office Management (Open Office)	4~5/7/2011	2	DoPT	AC
114	4	Administrative & Financial Matters for middle level officers	4-6/7/2011	3	DoPT	ES
115	5	Urban Governance for Elected Representatives	4-6/7/2011	3	DoPT	SM
116	6	In-service training for Ministerial Staff	4-6/7/2011	3	DoPT	ES
117	7	Administrative & Financial Matters for middle level officers	4-6/7/2011	3	DoPT	ES
118	8	Management of Accounts for RD Programmes	4-9/7/2011	5	NIRD-NERC	AC
119	9	EOC Management	5-7/7/2011	3	Rev Deptt	ES
120	10	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Khowai and Mandai RD Blocks	5-7/7/2011	3	MoRD	SM
121	11	Management Information System for NREGS	5-7/7/2011	3	DoPT	AC

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
122	12	RTI for Killa RD Block	6/7/2011	1	DoPT	AC
123	13	RTI for Kakraban RD Block	6/7/2011	1	DoPT	AC
124	14	CBPR for Killa RD Block	7-8/7/2011	2	DoPT	AC
125	15	CBPR for Kakraban RD Block	7-8/7/2011	2	DoPT	AC
126	16	Administrative & Financial Matters for middle level officers	11-13/7/2011	3	DoPT	ES
127	17	Project Management	11-13/7/2011	3	DoPT	AC
128	18	Urban Governance for Elected Representatives	11-13/7/2011	3	DoPT	SM
129	19	Information Technology for Office Management	11~16/7/11	6	DoPT	AC
130	20	Disaster Management for Satchand RD Block	12-13/7/2011	2	NIDM	ES
131	21	Disaster Management for Rupaichari RD Block	12-13/7/2011	2	NIDM	ES
132	22	Managing Information Technology	12-16/7/2011	5	DoPT	AC
133	23	DRR in Health Sector (Emergency Health Management)	13-15/7/2011	3	Rev Deptt	ES
134	24	RTI for Satchand RD Block	14/7/2011	1	DoPT	AC
135	25	RTI for Rupaichari RD Block	14/7/2011	1	DoPT	AC
136	26	Administrative & Financial Matters for middle level officers	14-16/7/2011	3	DoPT	ES
137	27	One Day Workshop on Right to Information Act	15/7/11	1	DoPT	AC
138	28	CBPR for Satchand RD Block	15-16/7/2011	2	DoPT	AC
139	29	CBPR for Rupaichari RD Block	15-16/7/2011	2	DoPT	AC
140	30	Disaster Management for Bishalgarh RD Block	18-19/7/2011	2	NIDM	ES
141	31	Disaster Management for Boxanagar RD Block	18-19/7/2011	2	NIDM	ES
142	32	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Melaghar and Mohanpur RD Blocks	18-20/7/2011	3	MoRD	SM
143	33	Database Management through MS Access	18~22/7/11	5	DoPT	AC
144	34	Accounting Procedure Through Tally	18~22/7/11	5	DoPT/ GoT	AC
145	35	Non – Structural measures for School	20-22/7/2011	3	Rev Deptt	ES
146	36	Management Information System for NREGS	20-22/7/2011	3	DoPT	AC
147	37	Administrative & Financial Matters for middle level officers	25-27/7/2011	3	DoPT	ES
148	38	Vulnerability Analysis of buildings	25-27/7/2011	3	Rev Deptt	ES
148	39	Managerial Leadership for Organisational decelopment for Officials of ZPs and PRIs	25-30/7/11	5	NIRD-NERC	
149	40	Disaster Management for Dukli RD Block	26-27/7/2011	2	NIDM	ES
150	41	Disaster Management for Hezamara RD Block	26-27/7/2011	2	NIDM	ES
<b>August 2011</b>						
151	1	Disciplinary Proceeding	1-3/8/2011	3	DoPT	ES
152	2	Pension Rules	1-3/8/2011	3	DoPT	ES

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
153	3	Disaster Management for Jampuijala RD Block	2-3/8/2011	2	NIDM	ES
154	4	Disaster Management for Jirania RD Block	2-3/8/2011	2	NIDM	ES
155	5	PIME of NSAP	1-6/8/11	5	NIRD- NERC	ES
156	6	Teacher's training on School Safety	3-5/8/2011	3	Rev Deptt	ES
157	7	RTI Management for Jampuijala RD Block	4/8/2011	1	DoPT	AC
158	8	RTI Management for Jirania	4/8/2011	1	DoPT	AC
159	9	In-service training for Ministerial Staff	4-6/8/2011	3	DoPT	ES
160	10	CBPR for Jampuijala RD Block	5-6/8/2011	2	DoPT	AC
161	11	CBPR for Jirania RD Block	5-6/8/2011	2	DoPT	AC
162	12	Efficient Land Administration & Management	8-10/8/2011	3	DoPT	SM
163	13	Disciplinary Proceeding	8-10/8/2011	3	DoPT	ES
164	14	Management of Change	8-12/8/2011	5	DoPT	AC
165	15	Accounting Procedure Through Tally	8~12/8/2011	5	DoPT/ GoT	AC
166	16	Disaster Management for Kalyanpur RD Block	8-9/8/2011	2	NIDM	ES
167	17	Disaster Management for Kathalia RD Block	8-9/8/2011	2	NIDM	ES
168	18	DRR in Panchayat Deptt.	9-11/8/2011	3	Rev Deptt	ES
169	19	Information Technology for Office Management (Open Office)	9~10/8/11	2	DoPT	AC
170	20	RTI for Kalyanpur RD Block	10/8/2011	1	DoPT	AC
171	21	RTI for Kathalia RD Block	10/8/2011	1	DoPT	AC
172	22	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Mungiakami and Padmabil RD Blocks	10-12/8/2011	3	MoRD	SM
173	23	CBPR for Kalyanpur RD Block	11-12/8/2011	2	DoPT	AC
174	24	CBPR for Kathalia RD Block	11-12/8/2011	2	DoPT	AC
175	25	Disaster Management for Khowai RD Block	16-17/8/2011	2	NIDM	ES
176	26	Disaster Management for Mandai RD Block	16-17/8/2011	2	NIDM	ES
177	27	Disciplinary Proceeding	16-18/8/2011	5	DoPT	ES
178	28	DRR in RD Schemes focusing to IAY and NREGS	16-18/8/2011	3	Rev Deptt	ES
179	29	Database Management through MS Access	16~20/8/2011	5	DoPT	AC
180	30	One Day Workshop on Right to Information Act	17/8/2011	1	DoPT	AC
181	31	RTI for Khowai RD Block	18/8/2011	2	DoPT	AC
182	32	RTI for Mandai RD Block	18/8/2011	2	DoPT	AC
183	33	Two Days workshop for the SPIOs & SAPIOs	18~19/8/2011	2	DoPT	AC
184	34	CBPR for Khowai RD Block	19-20/8/2011	2	DoPT	AC
185	35	CBPR for Mandai RD Block	19-20/8/2011	2	DoPT	AC
186	36	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Telamura and Tulshikhar RD Blocks	22-25/8/2011	3	MoRD	SM

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
187	37	Disaster Management for Melagarh RD Block	23-24/8/2011	2	NIDM	ES
188	38	Disaster Management for Mohanpur RD Block	23-24/8/2011	2	NIDM	ES
189	39	Trainings of Trainers on CBDRM	23-26/08/2011	4	NIDM	ES
190	40	Information Technology for Office Management	24~30/8/2011	6	DoPT	AC
191	41	RTI for Melagarh RD Block	25/8/2011	1	DoPT	AC
192	42	RTI for Mohanpur RD Block	25/8/2011	1	DoPT	AC
193	43	CBPR for Melagarh RD Block	26-27/8/2011	2	DoPT	AC
194	44	CBPR for Mohanpur RD Block	26-27/8/2011	2	DoPT	AC
195	45	Course on National Social Assistance Programme for West Tripura District.	29-31/8/2011	3	MoRD	SM
<b>September 2012</b>						
196	1	Panchayat & Their Finances	1-3/9/2011	3	DoPT	SM
197	2	Project Formulation & Report Writing for NGOs & CBOs	1-3/9/2011	3	DoPT	AC
198	3	Project Formulation & Report Writing for NGOs & CBOs	5-7/9/2011	3	DoPT	AC
199	4	Disaster Management for Mungiakami RD Block	5-6/9/2011	2	NIDM	ES
200	5	Disaster Management for Padmabil RD Block	5-6/9/2011	2	NIDM	ES
201	6	DRR in Education Deptt – SSA Schemes	5-7/09/2011	3	Rev Dept	ES
202	7	Database Management through MS Access	5~9/9/11	5	DoPT	AC
203	8	Panchayat & Their Finances	6-8/9/2011	3	DoPT	SM
204	9	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Damcherra and Dasda RD Blocks	6-8/9/2011	3	MoRD	SM
205	10	RTI for Mungiakami RD Block	7/9/2011	1	DoPT	AC
206	11	RTI for Padmabil RD Block	7/9/2011	1	DoPT	AC
207	12	CBPR for Mungiakami RD Block	8-9/9/2011	2	DoPT	AC
208	13	CBPR for Padmabil RD Block	8-9/9/2011	2	DoPT	AC
209	14	Information Technology for Office Management	12~16/9/11	6	DoPT	AC
210	15	Project Formulation & Report Writing for NGOs & CBOs	12-14/9/2011	3	DoPT	AC
211	16	Panchayat & Their Finances	12-14/9/2011	3	DoPT	SM
212	17	Masons & Helper's trainings	12-16/9/2011	3	Rev Dept	ES
213	18	Computer Aided Design	12-23/9/2011	10	DoPT	AC
214	19	RTI for Teliamura RD Block	15/9/2011	1	DoPT	AC
215	20	CBPR for Tulashikar RD Block	15/9/2011	1	DoPT	AC
216	21	One Day Workshop on Right to Information Act	15/9/2011	1	DoPT,	AC

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
217	22	Right to Information Act for PIOs & APIOs	15-17/9/2011	3	DoPT	AC
218	23	RTI for Teliamura	16-17/9/2011	2	DoPT	AC
Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
219	24	CBPR for Tulashikar	16-17/9/2011	2	DoPT	AC
220	25	Panchayat & Their Finances	19-21/9/2011	3		SM
221	26	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Gouranagar and Jampui Hill RD Blocks	19-21/9/2011	3	MoRD	SM
222	27	Community Participation and Social Mobilisation for Universalisation of Elementary Education	19-24/9/2011	5	NIRD-NERC	SM
223	28	Information Technology for Office Management	19-24/9/2011	6	DoPT	AC
224	29	Gender Issues in Disaster for Gazetted Officers Management	29-30/09/2011	3	Rev Deptt	ES
225	30	Role of Panchayat Raj Institutions and NGOs in Disaster Management for GOs and NGOs	20-22/09/2011	3	Rev Deptt	ES
<b>October 2011</b>						
226	1	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Kadamtala and Kumarghat RD Blocks.	3-5/10/2011	3	MoRD	SM
227	2	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Hrishyamukh and Karbook RD Blocks.	6-8/12/2011	3	MoRD	SM
228	3	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Panisagar and Pecharthal RD Blocks.	7-9/11/2011	3	MoRD	SM
229	4	Procurement & Contract Management	12-14/10/2011	3	DoPT	ES
230	5	Rules & Responsibilities of Officers dealing with Court Matters	12-14/10/2011	3	DoPT	SM
231	6	One Day Workshop on Right to Information Act	15/10/11	1	DoPT	AC
232	7	Spreadsheet Management through MS Excel	17~21/10/11	5	DoPT/ State	AC
233	8	Desktop Publishing Software	17-21/10/2011	5		AC
234	9	Procurement & Contract Management	17-19/10/2011	3	DoPT	ES
235	10	Information Technology for Office Management	17~22/10/11	6	DoPT	AC
236	11	Accounting Procedure Through Tally	24~29/10/11	5	DoPT/ GoT	AC
237	12	Procurement & Contract Management	27-29/10/2011	3	DoPT	ES
<b>November 2011</b>						
238	1	Executive Magistrates Training	1-3/11/2011	3		ES
239	2	Tribal Development	1-3/11/2011	3	DoPT	SM

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
240	3	Spreadsheet Management through MS Excel	1~5/11/11	5	DoPT/ GoT	AC
241	4	Community Based Disaster Risk Management	2-4/11/2011	3	Rev Deptt	ES
242	5	Tribal Development	8-10/11/2011	3	DoPT	SM
243	6	Executive Magistrates Training	8-10/11/2011	3	DoPT	ES
Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
244	7	Executive Magistrates Training	14-16/11/2011	3	GoT	ES
245	8	Computer Aided Design	14-18/11/2011	5	DoPT/ GoT	AC
246	9	Information Technology for Office Management	14~19/11/11	6	DoPT	AC
247	10	One Day Workshop on Right to Information Act	15/11/11	1	DoPT	AC
248	11	Two Days workshop for the SPIOs & SAPIOs	15~16/11/11	2	DoPT	AC
249	12	Gender Issues in Disaster Management	15-16/11/2011	3	Rev Deptt	ES
250	13	Project Management	15-17/11/2011	3	DoPT	AC
251	14	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Amarpur and Bagafa RD Blocks.	21-23/11/2011	3	MoRD	SM
252	15	Information Technology for Office Management	21~26/11/11	6	DoPT	AC
253	16	Course on National Social Assistance Programme for Dhalai District RD Blocks.	28-30/11/2011	3	MoRD	SM
254	17	Urban flood risk mitigation management	28-30/11/2011	3	Rev Deptt	ES
<b>December 2011</b>						
255	1	MIS for NRLM and MG-NREGS	5-9/12/2011	5	NIRD-NERC	AC
256	2	Health Management	7-9/12/2011	3	DoPT	SM
257	3	Health Management	12-14/12/2011	3	DoPT	SM
258	4	Public Private Partnership	12-16/12/2011	5	DoPT	SM
259	5	Computer Aided Design	12-16/12/2011	5	DoPT/GoT	AC
260	6	Strategies and Programmes for the Development of Weaker Sections	12-17/12/2011	5	NIRD - NERC	ES
261	7	Information Technology for Office Management	12~17/12/11	6	DoPT	AC
262	8	Spreadsheet Management through MS Excel	13~17/12/11	5	DoPT/GoT	AC
263	9	One Day Workshop on Right to Information Act	15/12/2011	1	DoPT	AC
264	10	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Kakraban and Killa RD Blocks.	19-21/12/2011	3	MoRD	SM
265	11	Consumer Protection - Acts & Rules	19-21/12/2011	3	DoPT	SM
266	12	Health Management	19-21/12/2011	3	DoPT	ES
267	13	Spreadsheet Management through MS Excel	19~23/12/11	5	DoPT/GoT	AC

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
268	14	Public Private Partnership	19-23/12/2011	3	DoPT/GoT	SM
269	15	Information Technology for Office Management	19-24/12/2011	6	DoPT	AC
270	16	Consumer Protection - Acts & Rules	26-28/12/2011	3	DoPT	SM
271	17	Information Technology for Office Management	26~31/12/2011	6	DoPT	AC
<b>January 2012</b>						
272	1	Information Technology for Office Management	2~7/1/2012	6	DoPT	AC
273	2	E-Governance & Project Management	2-4/1/2012	3	DoPT	AC
274	3	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Matabari and Ompi RD Blocks.	9-11/1/2012	3	MoRD	SM
275	4	One Day Workshop on Right to Information Act	15/1/2012	1	DoPT,	AC
276	5	Information Technology for Office Management	16~21/1/2012	6	DoPT,	AC
277	6	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Rajnagar and Rupaichar RD Blocks.	23-25/1/2012	3	MoRD	SM
278	7	IEC Strategy and MIS for WOMS	30/1/11-4/2/11	5	NIRD-NERC	AC
<b>February 2012</b>						
279	1	Natural Resource Management	1-5/2/2012	5	DoPT	SM
280	2	Funds Flow Pattern under IAY -Assessment Mobilisation and Control	6-8/2/2012	3	NIRD-NERC	SM
281	3	Natural Resource Management	6-10/2/2012	5	DoPT	SM
282	4	NRLM/SGSY – Formation & Functioning of SHG. Federation for the officials and non-officials of Manu and Salema RD Blocks	7-9/3/2012	3	MoRD	SM
283	5	NRLM/SGSY –for the officials and non-officials of Rajnagar, Rupaichari and Satchand RD Blocks.	8-10/2/2012	3	MoRD	SM
284	6	E-Governance & Project Management	9-11/2/2012	3	DoPT	AC
285	7	Natural Resource Management	13-15/2/2012	5		SM
286	8	Information Technology for Office Management	13~18/2/12	6	DoPT,	AC
287	9	One Day Workshop on Right to Information Act	15/2/2012	1	DoPT	AC
288	10	Decentralized Planning	16-18/02/2012	3	DoPT	SM
289	11	NRLM/SGSY – Formation & Functioning of SHG Federation for the officials and non-officials of Ambassa, Chawmanu and Dumburnagar RD Blocks.	20-22/2/2012	3	MoRD	SM
290	12	Decentralized Planning	20-22/02/2012	3	DoPT	SM
291	13	Information Technology for Office Management	20~25/2/12	6	DoPT	AC
292	14	IEC Strategy and IMIS for RWS	30/1-4/2/12	5	NIRD	AC
<b>March 2012</b>						

Sl.No	Sl.No (Month wise)	Title	Duration	No. of Days	Sponsor	Course Director
293	1	Self Awareness & Stress Management	05-07/03/2012	3	DoPT	SM
294	2	Self Awareness & Stress Management	12-14/03/2012	3	DoPT	SM
295	3	Capacity Building of Development Functionaries on Sustainable Livelihood under NRLM	5-10/3/11	5	NIRD- NERC	ES
296	4	Information Technology for Office Management	12~17/3/12	6	DoPT	AC
297	5	One Day Workshop on Right to Information Act	15/3/12	1	DoPT	AC
298	6	Information Technology for Office Management	19~24/3/12	6	DoPT	AC