

Training Schedule		
Group	From	To
SSO	08-01-2018	12-01-2018
AA (36)	16-01-2018	19-01-2018
AA (36)	21-01-2018	25-01-2018
SSO	29-01-2018	02-02-2018
AA (36)	05-02-2018	09-02-2018
AA (36)	19-02-2018	23-02-2018
Stenos/TYPIST	26-02-2018	01-03-2018
ASV/Sr.ISA	05-03-2018	09-03-2018
PEONS/R.S	12-03-2018	16-03-2018

Subject wise training schedule for Group C Staff				
Subject	officer	SSO	AA-Batch i	AA-Batch II
Expenditure	Sr.AFA/PENSION	08-01-2018	16-01-2018	21-01-2018
Establishment	Sr.AFA/estt	09-01-2018	17-01-2018	22-01-2018
Gen Books & Budget	Sr.AFA/B&B	10 & 11/01-2018	18 & 19/01-2018	23 & 24/01/2018
Finance	Sr.AFA/G	12-01-2018	05-02-2018	25-01-2018
Pension PF /NPS	Sr.AFA/pension	29 & 30/01/18	06 & 07-02-2018	19 & 20/02/2018
Traffic	Sr.AFA/estt	31-01-2018	08-02-2018	21-02-2018
Stores	Sr.AFA/STORES I & II	01 & 02/02/18	09-02-2018	22 & 23-02-2018

Subject wise training schedule for Group D Staff		
Subject	Officers	Date
Conduct Rules, Swachha Bharat Mission, Proper presentation with uniforms and its importance, Duty hours, Leave Rules,	AFA/EXP	12 & 13/03/2018
Welfare schemes available, motivational programme to enhance their self esteem and responsiveness while on work, Their career programme	AFA/Stores	14, 15 & 16/03/2018