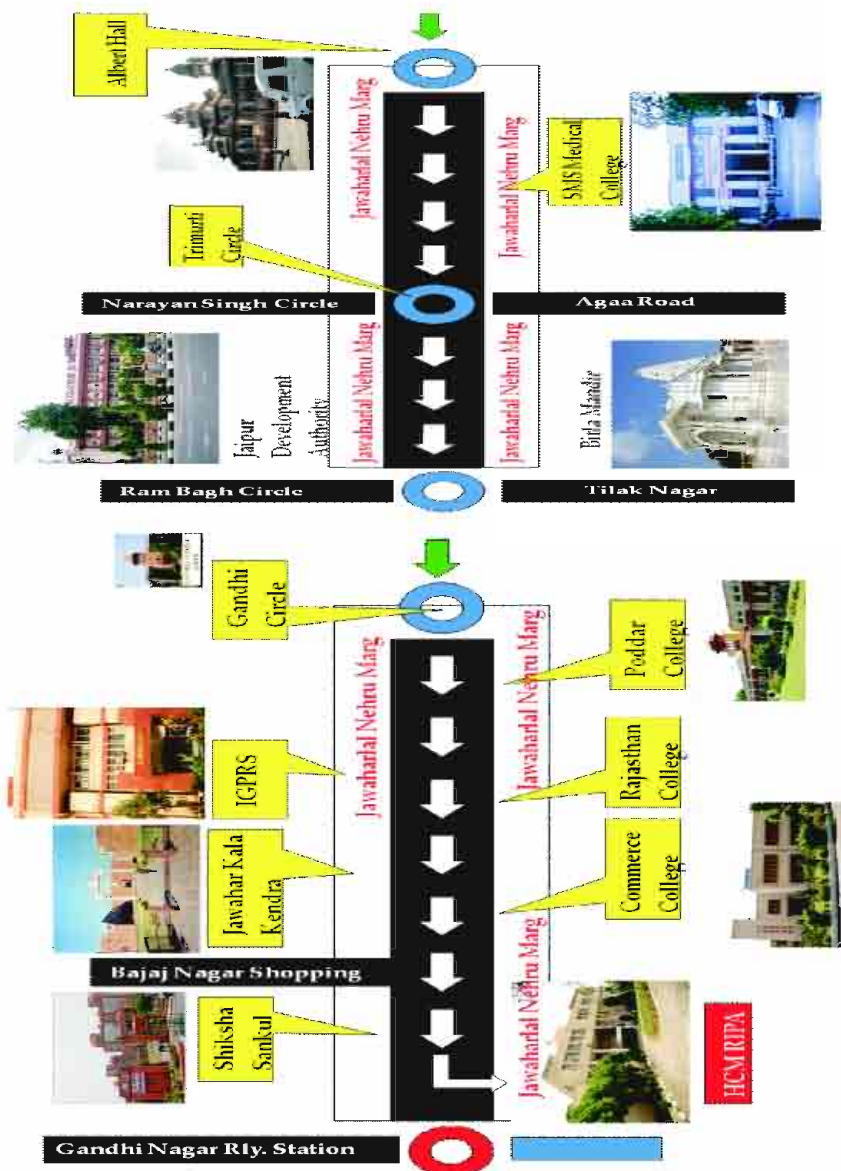


Training Calendar 2019-20



**HCM RAJASTHAN STATE INSTITUTE
OF PUBLIC ADMINISTRATION**

GUIDE MAP



Jaipur was founded by Maharaja Jai Singh in 1727 A.D.



In 1876 AD, it dressed itself in pink to welcome Prince Albert, consort of Queen Victoria and earned the epithet "PINK CITY."



TRAINING CALENDAR 2019-2020



**THE HARISH CHANDRA MATHUR RAJASTHAN STATE
INSTITUTE OF PUBLIC ADMINISTRATION**

Jaipur ○ Udaipur ○ Bikaner ○ Jodhpur ○ Kota

Foreword



HCM RIPA Jaipur is a state level training institute where senior and middle level officers of the All India Services, State Services of Government of Rajasthan, Public Sector Undertakings and Other States receive trainings. Trainings at the Institute are need based keeping in view the present context and the changing scenario. The courses are organized in the area of Public Administration, Financial Management, Information Technology & e-Governance, Gender Issues, Right to Information etc.

In the financial year **2018-19**, **273** training courses were conducted at our Jaipur campus and four Regional Training Centres located at Udaipur, Bikaner, Jodhpur and Kota wherein **10,903** participants were trained.

The Courses sponsored by the Department of Personnel and Training, Government of India, officers of Indian Foreign Services, Indian Forest Services, Indian Police Services, Education cum Field visit of Mizoram and Nagaland State Civil Services, DANICS Mid-Career training programme, are to name a few which we successfully conducted in the year 2018-19. At present various International Trainings cum Study Visits in collaboration with the National Institute for Labour Economics Research & Development (NILERD), New Delhi are already taken up by the institute.

I have great pleasure in presenting the training calendar of our institute for the year 2019-2020 through which we are offering a number of “demand driven” trainings to serve rapid changing and learning needs of your organization. It is a reflection of our commitment to provide high impact trainings because we realise that investing in human resource pays big dividends in improving performance. Therefore, the training calendar 2019-20 covers a large number of thrust areas for developing core-competencies of public servants. The training calendar for this year provides a variety of thematic training courses in addition to the foundation and the professional-institutional courses for the new entrants.

I encourage the Organizations, trainers, trainees and those who are looking forward to upgrade their knowledge and skills through trainings, to be part of our world where learning has no limit and also request you all to go through the calendar and feel free to make any suggestion about the coverage of the training programmes incorporated in this calendar. Your suggestions will help make our trainings more relevant and useful.

I would like to quote the words of Benjamin Franklin in the end, and invite you all to get involved in our training programmes.

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

- Benjamin Franklin


(ASHWINI BHAGAT)
Principal Secretary, Training
Government of Rajasthan
& Director, HCM RIPA

THE HARISH CHANDRA MATHUR RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION

Our Vision

We seek to empower public servants to act as catalyst for holistic and equity-based transformation of the state and enhance their core competencies in good governance for public service by providing quality training and learning.

Our Mission

We seek to create an institutional framework for optimum productivity of public servants in organizations in teams and as individuals in their current and future roles.

Our Objectives

The basic objective of the HCM RIPA is to contribute to a continuing improvement in the administration of the state so that it is able to fulfil the aspirations of the people for development at an accelerated pace. Towards this end, the Institute-

- Endeavours to bring about an attitudinal change in officials to make them more responsive and responsible to meet the requirements of public service;
- Enhances the skills of government and semi-government officials through the process of training;
- Provides support to the Government regarding various policies and programmes through action research and practical suggestions; and
- Provides leadership and guidance to other training establishments in the state in respect of training techniques and other related subjects.

HCM RIPA has a spread-out green campus, located in the idyllic surroundings in the heart of Jaipur City on the Jawaharlal Nehru Marg that links the Jaipur Airport with the City Centre. With a perfect picture of serenity, it is an ideal place for the pursuit of excellence.

ABOUT THE INSTITUTE

The Rajasthan Administrative Service Officers' Training School was established on 14th November 1957 in Jodhpur. It was then known as The Rajasthan Administrative Service Officers' Training School until 20th February 1959. Since, the trainings there were imparted to only Rajasthan Administrative Service probationers. This institute also known as OTS was shifted from Jodhpur to Jaipur in the year 1963 and functioned in the Peera Mal Hotel till 1966. It was later shifted in the new building known as Patel Bhawan in the present premises.

In the year 1969, The Officers' Training School (OTS) was rechristened as "Harish Chandra Mathur State Institute of Public Administration" (HCM SIPA), after the name of Shri Harish Chandra Mathur (22 June 1904 - 12 June 1968) who was a distinguished Administrator and a Parliamentarian from Rajasthan State.

The Government of Rajasthan prefixed "Rajasthan" before the word "State" in the name of the Institute in April 1983. Thus, HCMSIPA was recognised as HCM RIPA (Harish Chandra Mathur Rajasthan State Institute of Public Administration). Today, the Institute is an apex level state training institute of the Government of Rajasthan for imparting trainings to the state civil service's officers and has emerged as one of the front-ranking training institute not only in India but abroad also.

HCM RIPA is spread out in nearly 60 acres of land with lush green campus, and is located in the heart of the Jaipur City on the Jawahar Lal Nehru Marg that links the Jaipur Airport with the City Centre. With a perfect picture of serenity, this is an ideal place for the pursuit of excellence.

Regional Training Centres

HCM RIPA has 4 Regional Training Centres located at Udaipur, Bikaner, Jodhpur and Kota. These centres conduct foundation trainings, refresher courses, workshops and seminars for the officers of the state and subordinate services. The first regional centre was established on 1st December 1982 at Udaipur. The Udaipur centre has a well maintained campus with a library and a hostel to accommodate 90 trainee officers at a time. Recreational facilities are also available on the campus.

In August 1983 other regional Centres were also established at Bikaner, Jodhpur and Kota. These centres mainly cater to the training needs of the subordinate accounts services. Computer training facilities are also available at all the regional training centres.

Thrust Areas

The following are the major thrust areas for trainings in addition to the operational research studies and consultancies available at the Jaipur Campus & the Regional Centres:

- Good Governance
- Development Administration
- Administration and Laws
- Financial Administration in Government
- e-Governance, and Information Technology
- Management and Soft Skills (Leadership, Communication, Motivation, Stress Management, Negotiation, Personality Development etc.)
- Right to Information
- Gender Issues and Gender Budgeting
- Urban Development and Urban Services Management
- Public Ethics
- Public Policy and Managerial Accounting Programmes
- Public Systems Management/ Delivery of Public Services
- Disaster Management
- Training of Trainers (Delivery and Design of Training)
- Sensitization on Issues of Minorities and Marginalized Groups

Faculty

HCM RIPA has a team of professional trainers comprising of both practitioners in the Government and academics in relevant disciplines. The disciplines like management, public administration, information-technology, urban development, behavioural sciences, economics, financial management, Government accounts, sociology and physical education are represented by the eminent and experienced faculty members. Most of the faculty members have undergone various trainings organised by the Government of India. To name a few are Direct Training Skills, Design of Training and Management of Training courses. Amongst the faculty one is a Master Trainer (MT) and two are Recognised Trainers (RTs) in delivery, design and evaluation of training. One of the faculty has also been recognized as a Trainer in e-Governance. A number of faculty members have also been trained abroad.

Activities

Training: The major activity of HCM RIPA is to conduct the foundation and Institutional- professional trainings for officials recruited in various state services of the state. The institute also organises professional training for the officers of Indian Administrative Services of the Rajasthan Cadre. Regular in-service training programmes are also conducted in the Institute for officers working in various state/central departments/undertakings in Rajasthan.

Examinations: As part of its major responsibilities HCM RIPA also undertakes Departmental Examinations for Government functionaries of various level. The Institute conducts Departmental Examinations (DEs) for Foundation and Institutional Courses for the State Services and various Departments of the State Government.

Research: HCM RIPA and its Regional Centres also undertake various research and evaluation studies for improvement and management of public policies and programmes.

Training Material Development and Publications: HCM RIPA's publications include training monographs, occasional papers, case studies, experience sharing, write-ups, booklets, books, seminar reports, conference proceedings, training policy documents and journal - Prashasanika which was launched in 1972.

Training Methodology

Programmes developed at the institute are highly participative and knowledge-enhancing. The traditional lecture method continues to be important in training programmes and courses, particularly for probationers. In addition, a variety of audio-visual aids as well as computers, psychological and management games are also a part of the training courses.

Infra-structure Facilities

The institute has a 60 acre spread-out campus at Jaipur, located in idyllic surroundings. The infrastructural facilities comprise classrooms, conference rooms, committee rooms, faculty rooms, library, canteen, computer training centre, an auditorium and a film studio. The Institute's hostel (Vishranti) has the capacity to accommodate more than 250 trainee officers at a time. There are furnished Cottages and a Guest House for the visiting faculty. Facilities for various indoor and outdoor games like tennis, badminton, volleyball, cricket, swimming and gym are also available here. The Institute has video conferencing facilities. All the classroom at Jaipur have integrated digital podium which includes LCD projector, computer and an audio system.

Information Technology Infra-structure

The Institute's Jaipur campus has state-of-the-art IT infrastructure with a fully integrated campus-wide networking of more than 150 computers having Internet access. There are two computer labs with a capacity to train nearly 55 participants at a time. Computer Training Centre has a facility of video conferencing which can be used for broadcasting sessions at Udaipur and Bikaner training centres. Most part of the campus is Wi-Fi enabled.

Library

HCM RIPA has an excellent library having a collection of about 65,000 books in the areas of social sciences, public administration, management, computer sciences, disaster management, rural development, economics, urban development, women and child studies etc. Besides subscribing to about 125 journals and periodicals, it also receives on a regular basis annual reports from national and other state organisations. The library runs on indexing software - ALICE.

Our Partners

In our pursuit of excellence many National and International organisations have sponsored training courses and collaborated with us. Some of them are UNDP, UNICEF, World Bank, HUDCO, various ministries/departments of Government of India including Department of Personnel and Training, Urban Development and Housing, Ministry of Information Technology and Communication, Women and Child Development, Administrative Reforms and Public Grievances, Minority Affairs, Statistics and Programme Implementation, External Affairs, Disaster Management and Relief. Besides this, HCM RIPA has also established its professional relations with Centre for Public Innovations (CIPS), Election Commission of India and Haryana Institute of Public Administration.

Our Organs

The RIPA is supported by following in-campus associate bodies:-

Centre for Management Studies (CMS): The Centre for Management Studies (CMS), founded in 1982, is an autonomous body, is instituted by various public sector undertakings, with the objective to promote the study of public management systems through education, training, research and consultancy. It has now a long-standing expertise in the field of management training.

The CMS and HCM RIPA jointly undertake training courses for Government/Public sector undertakings' employees, training modules/material preparation workshops, training of trainers' courses and selective research projects. The Centre is also undertaking Induction Training Programmes (ITP) at Jaipur, Udaipur, Bikaner, Jodhpur and Kota divisions to cover regional districts, which are sponsored by Department of Personnel & Training, Government of India, New Delhi.

Centre for Disaster Management (CDM): has been made a part of the Centre for Management Studies. It is funded by State Department of Disaster Management and Relief, Government of Rajasthan for organizing capacity building training programmes on Disaster Management. The Centre is working on mission mode in collaboration with the State Government.

Child Resource Centre: The Centre was established as a sub-centre under the Centre for Management Studies in 2016. It is supported by UNICEF and Department for Child Rights. The Centre has a mandate to raise public awareness, educate public on child rights and protection, on situation and vulnerabilities of children and families, on available child protection services, schemes and structures at all levels. In order to ensure professional services at all levels, the Centre undertakes regular training and capacity building programmes of all service providers and functionaries to equip and enhance their skills, sensitivities and knowledge on child rights and standards of care and protection the children deserve.

Centre for Good Governance: The Centre for Good Governance (CGG) was established and registered as a society on 31 March 2005 in the Institute with a view to coordinate and support the designing and implementation of the State Government's "Governance Reforms Programme". It undertakes action-research programmes, provides professional advice, and conducts change management programmes for the Government Departments and other concerned agencies. This way, it also caters to the needs of policy makers, civil servants, and representatives from industries, academics, research institutes and non-governmental organisations for implementing the reform initiatives in the state.

The goal of the CGG is to bring excellence in the Governance system of the state and to strengthen institutions of civil society for making them sustainable. The focus is on the creation of a strong knowledge-base by conducting action research studies on Government and other organizations; improving outcomes and developing tools and techniques for performance, audit of organizations and persons; and capacity building programmes for the stakeholders.

Centre for Urban Development and Housing: The “Rajasthan Shahari Vikas Kendra” (RSVK) is a state level training centre under the Rajasthan Urban Sector Development Program. The centre is dedicated to carry out urban sector reforms and need based Training to all elected representatives of urban local bodies, urban sector professional and support staff. The dedicated urban sector centre is set up within the premises of HCM RIPA with administrative control placed with Director of HCM RIPA. At present the centre is financially supported by RUIDP (Rajasthan Urban Infrastructure Development Project) under program loan from ADB.



GOVERNMENT OF RAJASTHAN
H.C.M. Rajasthan State Institute Of Public Administration, Jaipur
Rajasthan State Attachment of
INDIAN FOREIGN SERVICE (Batch 2018)
(11-13 April 2019)



Sitting (L to R) :- Naveen Choudhary, Harveer Singh, Pragati Asopa (Dy. Director Admn.), Dr. Bhagchand Badhal (Addl. Director Admn.), Sandhya Sharma (Addl. Director Acct.), Ritu Nanda (Addl. Director Ins. & Course Director), Shivani Jhirwal, Mayank Goel, Jai Prakash (Publication Officer)

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RAJASTHAN STATE TRAINING POLICY, 2008

HIGHLIGHTS

- The Rajasthan State Training Policy 2008 re-affirms the State Government's commitment to take steps for the appropriate and optimum development of the human resources available with the Government so that they can serve the people of the State in a better manner.
- The policy consciously aims at fostering the development of the Human Resources available with the State Government so as to raise their competencies.
- As per the Vision of the policy, public service training and development is to be geared in assisting Government Departments for better Governance and improved public service delivery by empowering public officials to act as prime catalysts for holistic and equity based transformation of the State.
- In pursuit of the above vision, the training policy sets the Mission to create an institutional framework for optimum productivity of public servants in organizations where they are working in a team or as an individual in their current as well as future roles.
- Following the identification of the major challenges, shortcomings and concerns related to the training function, the State Training Policy has identified the following goals :
 - To enable all public servants to develop their knowledge, skills and attitudes in ways which would optimize their current roles;
 - To inculcate values among all public servants that would strengthen their sense of commitment;
 - To encourage all Government Departments and agencies to regularly review their training needs and requirements, and to provide ways of meeting the required outcomes;
 - To provide opportunities for all employees (officers and staff) to prepare themselves for changing roles, duties and responsibilities;
 - To increase job satisfaction and facilitate career progression;
 - To motivate and enable all public servants to contribute positively to the transformation of the society and economy of the state;
 - To provide not only regular trainings, but also distance education capsules to the Government employees, to enable them to continuously update their competencies;
 - To prepare and implement Training Development Plans for each category of Government servants;

- To prepare and implement personal training development plans for each individual in the services ;
 - To enhance the quality and status of training and trainers;
 - To designate in each government department a training manager with a small training cell;
 - To ensure that each state level training institute undertakes strategic planning to improve its quality and output by preparing or reviewing its Vision and Mission Statements, preparation of Vision Documents, of Five Yearly and Annual Action Plans and of training calendars, and ensuring optimal implementation; and
 - To consider setting up of a Secretariat Training and Management Institute to cater to all those working in the State Secretariat.
- The State Training Policy has laid down the respective roles and responsibilities for Department of Training (Training Cell), Department of Personnel, Department of Finance, Department of Planning, all Administrative and Secretariat Departments, all Heads of Departments, all CEOs of State Public Sector Entities, HCM Rajasthan State Institute of Public Administration (as the apex training institute), and for all other training institutes in the State.
 - The training policy shall be referred as an Authorized Guideline for each Government department/agency and each training institute to prepare their 5 year Operational Training Plans and to implement them.
 - Some of the Core Principles of Training as listed in the State Training Policy are:
 - Fostering Improving of Work Procedures.
 - Training for all, with Access and Entitlement to suitable training for all Government servants.
 - Careful determination of training objectives by each Government agency.
 - Training Needs Analysis to determine the training to be provided.
 - Elevating the Status of Training and Trainers.
 - A Competency Development based approach to learning and its outcomes.
 - Integration of policy formulation, strategic planning and implementation with relevant training.
 - Flexibility of training.
 - Career pathing of individual employees to be linked to training.
 - Life Long Learning.
 - Public Training institutions to become learning organizations.
 - Ensuring quality and relevance in all trainings.
 - Effective Design and Delivery of all Training Inputs.
 - Monitoring and Evaluation of Training including feedback from trainees.

Guidelines for Nominating Authorities, Sponsors and Participants:

1. The HCM RIPA is the Apex level State Administrative Training Institute (ATI) of Government of Rajasthan. It has spread its wings in all four corners of Rajasthan with its regional training centres located at Udaipur, Jodhpur, Bikaner and Kota. The Institute has maintained high standards of training and strive to achieve excellence in their chosen spheres. Vishranti provides lodging and boarding facilities to the participants.
2. Based on a systematic Training Need Analysis through a series of meeting with officials of most of the State Government Departments and Public Sector Undertakings, HCM RIPA has planned variety of training programmes which include Foundation Course, Institutional-Professional Courses, Induction Training, Refresher Training, Management & soft skills training, Institutional and District Training for Indian Administrative Service officers of Rajasthan Cadre. The courses also includes Trainer Development Programmes, Training under State Category Training Programmes of Government of India. The details of these courses to be conducted this year are available in the succeeding pages. This Training Calendar can also be downloaded from Institute's website (www.hcmripa.gov.in)
3. For Foundation Training Courses, nominations are made by the State Government, through the concerned Administrative Departments. After the end of the Foundation Course, the probationers undergo Institutional-Professional Training at HCM RIPA and at respective Departmental Training Institutes.
4. Nominating authorities may choose the relevant training courses from the Institutes' Training calendar for the officers and nominate them for the trainings. Short term in-service training courses are open for participants of various Government Departments. Circulars inviting nominations are issued by concerned course director's 4 weeks in advance from the date of commencement of each course. Nominations may also be made *suo-moto* on the basis of this training calendar. **However, nominating authorities should consult Training and Planning Section at HCM RIPA, before they issue nominations, about any change in training course or dates.**
5. Nominees are advised to report for the programme / training on first day, i.e. commencement of the training at 9.30 AM in the respective room. They may enquire venue and time from concerned course Director. The contact details of the course director's are given in the directory appended with this training calendar. A LCD projector is placed at the reception which displays the venue of the programme to facilitate the trainees and the participants to reach the designated class room.

6. HCM RIPA follows 5 days a week schedule. Working hours are from 9.30 to 6.00. Holidays declared by General Administration Department of State Government are applicable in HCM RIPA.
7. No course fees is charged for training courses shown in RIPA category. Local participants are invited in training courses free of cost. The accommodation for the outstation participants can be arranged in the institute's hostel-Vishranti for which charges are to be paid directly for accommodation, bed tea, breakfast and dinner as per rates applicable. However, there are no charges for lodging and boarding for outstation participants, if the course(s) is sponsored by Department of Personnel and Training, Government of India.
8. We accept nominations from the concerned Department(s) in demand based customized paid courses. Such courses are offered through Centre for Management Studies (CMS).
9. Nominating authorities may send the nomination order stating name, designation, department, Mobile Number and e-mail of nominees to concern course director/Officer-in-Charge (Training and Planning) HCM RIPA, Jaipur. To facilitate the Course Director with respect to the arrangements to be made for the course. All correspondence concerning training courses should be addressed to the concerned course director/Officer-in-Charge (Training and Planning). User Departments are advised to refer the last page for telephone, fax, mobile numbers and email-id of Course Directors concerned. The nomination may also be sent through email of the institution i.e. hcmripa@rajasthan.gov.in.
10. The nominations are usually accepted on first-come-first basis.
11. Nominating authorities should ensure that nominees utilize knowledge and skills acquired during the training once they are back to their respective organizations.
12. To promote Gender equality in training and development opportunities, adequate nomination of women participants should be ensured by the nominating authorities.
13. In case, Heads of Departments realize that there is special training need for their department due to new recruitment or promotion they may contact HCM RIPA, so that need-based customized training courses can be designed and offered to the Department.

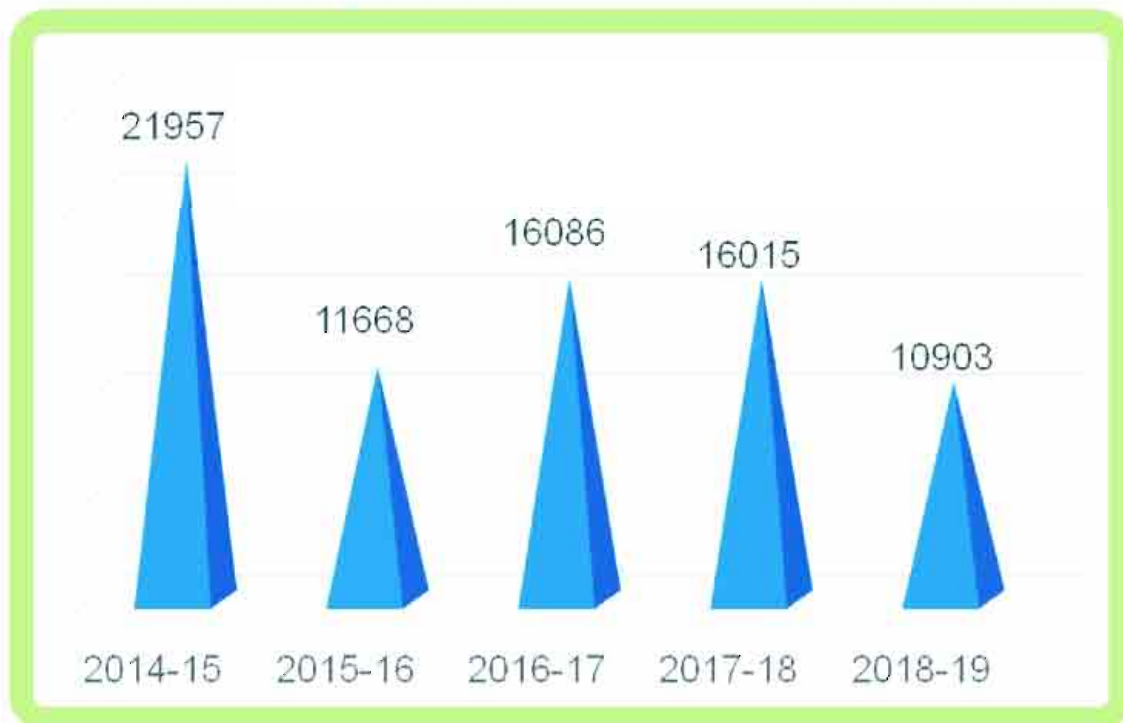
Training Trends

Performance of the HCM RIPA in past 5 years can be seen from the following charts:

Training Programme Conducted from 2014-2015 to 2018-2019



Number of Participants Trained from 2014-2015 to 2018-2019



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JAIPUR

Schedule of Training for Financial year 2019-20

S. No.	COURSE CODE	CATE-GORY	TITLE	Duration	FROM	TO	USER DEPARTMENT(S)	COURSE DIRECTOR	SPONS. AUTHO.
1	JPR1	RIPA	Training Programme for IAS Officers (Batch 2017)	365	23-May-18	20-May-19	DOP (A-1)	Sandhya Sharma, Priyanka Vyas	RIPA
2	JPR235-O	RIPA	Institutional Course of Junior Accountant	40	18-Feb-19	12-Apr-19	DTA	T R Choudhary R S Gupta	RIPA
3	JPR171-O	RIPA	Institutional Course of Junior Accountant	40	18-Feb-19	12-Apr-19	DTA	T R Choudhary R S Gupta	RIPA
4	JPR2	CMS	ITP for Global Human Resource Management	5	1-Apr-19	5-Apr-19	NILERD	Reepunjaya Singh	NILERD
5	JPR3	CMS	Training programme on fit Facility and Fit Person	1	02-Apr-19	02-Apr-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
6	JPR4	RIPA	Stress Management		03-Apr-19	05-Apr-19	All	Sonia Agarwal	RIPA
7	JPR5	RIPA	Role and Responsibilities of DDOs	3	03-Apr-19	05-Apr-19	All	Hari Singh	RIPA
8	JPR6	RIPA	Prevention of Crime against Women	3	03-Apr-19	05-Apr-19	All	Karuna Pandey	RIPA
9	JPR7	CMS	Integrated Urban Development Programs/Schemes	1	05-Apr-19	05-Apr-19	UD	Purshottam Biyani Reepunjaya Singh	RUIDP
10	JPR306	CMS	Project Management	1	08-Apr-19	08-Apr-19		Purshottam Biyani Reepunjaya Singh	RUIDP
11	JPR12	RIPA	Rajasthan Transparency in Public Procurement Act	3	08-Apr-19	10-Apr-19	All	Sandhya Sharma	RIPA
12	JPR8	CMS	ITP for Human Capabilities	5	08-Apr-19	12-Apr-19	NILERD	R Singhal	NILERD
13	JPR9	RIPA	Computer Appreciation for Executives	5	08-Apr-19	12-Apr-19	Ayurveda and Others	Kamlesh Sharma	RIPA
14	JPR10	RIPA	Training of Indian Forest Service Probationers	5	08-Apr-19	12-Apr-19		S S Bissa Reepunjaya Singh	RIPA
15	JPR14	RIPA	State Attachment of Indian Foreign Service Probationers (2018 batch)	2	11-Apr-19	12-Apr-19		Ritu Nanda	RIPA
16	JPR15	CMS	Awareness Generation Workshop on Right to Information	1	12-Apr-19	12-Apr-19	Mines and Geology, GWD & Others	Vibha Sharma	DOPT RTI
17	JPR16	CMS	Roundtable Workshop on Current After Care Practices in Rajasthan and Gujrat	1	12-Apr-19	12-Apr-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
18	JPR17	RIPA	Ethics & Excellence in Governance	2	15-Apr-19	16-Apr-19		S S Bissa	RIPA
19	JPR307	CMS	Training programme for CCI's on Dealing with Children of Substance Abuse	1	16-Apr-19	16-Apr-19		Rajesh Yadav Sonia Agrawal	DCR
20	JPR20	RIPA	Developing Presentation Skills using Power Point	3	22-Apr-19	24-Apr-19	All	R Singhal	RIPA
21	JPR21	RIPA	Official Statistics and Official Procedure	2W	22-Apr-19	03-May-19	DES	Vibha Sharma	RIPA
22	JPR22	RIPA	Gender Sensitization	3	24-Apr-19	26-Apr-19	All	Karuna Pandey	RIPA
23	JPR24	RIPA	GIS, Mediclaim and NPS	3	24-Apr-19	26-Apr-19	All	Ritu Nanda	RIPA
24	JPR23	RIPA	Handling Litigation	3	24-Apr-19	26-Apr-19	All	Radheyshyam Delu	RIPA
25	JPR26	CMS	Orientation cum Sensitization Workshop	1	26-Apr-19	26-Apr-19	ULB Ajmer	Purshottam Biyani Reepunjaya Singh	RUIDP
26	JPR27	RIPA	Work Life Balance	3	29-Apr-19	01-May-19	All	B C Badhal	RIPA
27	JPR29	RIPA	Role and Responsibilities of DDOs	3	29-Apr-19	01-May-19	DOIT & Others	T R Choudhary	RIPA
28	JPR30	RIPA	Data Analysis Using MS Excel	3	01-May-19	03-May-19	Education and Others	R Singhal	RIPA
29	JPR31	CMS	Seminar/ Conference on Waste Water Management	1	03-May-19	03-May-19	Engineering Departments	Purshottam Biyani Reepunjaya Singh	RUIDP
30	JPR38	CMS	Training Course on Wholesale-index	2	09-May-19	10-May-19	DES	Vibha Sharma	DES
31	JPR39	RIPA	Training on GeM Portal	1	13-May-19	13-May-19	All	T R Choudhary	RIPA
32	JPR40	RIPA	General Finance & Account Rules	3	13-May-19	15-May-19	DOIT & Others	Sandhya Sharma	RIPA
33	JPR44	CMS	Property Tax Enhancement through GIS Mapping	1	15-May-19	15-May-19	ULB, Revenue etc.	Purshottam Biyani Reepunjaya Singh	RUIDP
34	JPR37	CMS	Ethics & Excellence in Governance	3	15-May-19	17-May-19	All	S S Bissa	DOPT

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35	JPR33	CMS	Gender Budgeting & Human Development	3	15-May-19	17-May-19	All	Jaibala Sardana	DOPT
36	JPR42	RIPA	Creating Motivational Work Climate		15-May-19	17-May-19	All	Sonia Agarwal	RIPA
37	JPR303	RIPA	Foundation Course for Promoted Assistant Engineer of PWD	15	15-May-19	30-Jun-19		Gul Firdosh	RIPA
38	JPR25	CMS	Workshop of Protection of Children from Sexual Offences, Act 2012 (POCSO)	1	16-May-19	16-May-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
39	JPR32	CMS	Orientation and Capacity Building of Outreach Worker and Protection Officer	1	17-May-19	17-May-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
40	JPR46	CMS	Training Course on Wholesale-index	2	20-May-19	21-May-19	DES	Vibha Sharma	DES
41	JPR47	CMS	Data Analysis Using MS Excel	3	20-May-19	22-May-19	All	R Singhal	DOPT
42	JPR48	RIPA	Handling Litigation	3	20-May-19	22-May-19	All	Radheyshyam Delu	RIPA
43	JPR45	RIPA	Training on Administrative & Financial Rules	5	20-May-19	24-May-19	All, Mines and Geology, Prosecution	Priyanka Vyas	RIPA
44	JPR53	RIPA	Training Programme for IAS Officers (Batch 2018)	365	20-May-19	25-May-20	DOP (A-1)	Shelly Kishnani, Sandhya Sharma, Priyanka Vyas	RIPA
45	JPR49	RIPA	Gender Budgeting	3	22-May-19	24-May-19	All	Karuna Pandey	RIPA
46	JPR50	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	22-May-19	24-May-19	All	T R Choudhary	RIPA
47	JPR19	RIPA	Training Programme for IAS Officers (Batch 2017)	365	23-May-19	20-May-20		Sandhya Sharma, Priyanka Vyas	RIPA
48	JPR51	CMS	Consultation on state Plan of Action on Child Rights	1	24-May-19	24-May-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
49	JPR52	CMS	Orientation cum Sensitization Workshop	1	24-May-19	24-May-19	ULB Bharatpur	Purshottam Biyani Reepunjaya Singh	RUIDP
50	JPR54	RIPA	Training for SIPF Portal all Modules	1	27-May-19	27-May-19	SIPF	Ritu Nanda	RIPA
51	JPR34	CMS	Urbanisation, Challenges, Planning and Development	3	27-May-19	29-May-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	DOPT
52	JPR55	RIPA	Pension & Other Retirement Benefits	3	27-May-19	29-May-19	All	Pragati Asopa	RIPA
53	JPR315	CMS	Training on Administration, Personnel Management and Vigilance for JTS/STS Officers and for Group B	3	27-May-19	31-May-19	GSI	Jaibala Sardana	GSI
54	JPR41	CMS	Training Programme on NIAC - Foster Care and Sponsorship	2	29-May-19	30-May-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
55	JPR35	RIPA	Prevention of Violence Against Women	3	29-May-19	31-May-19	All	Karuna Pandey	RIPA
56	JPR36	CMS	Developing Presentation Skills using Power Point	3	29-May-19	31-May-19	All	Kamlesh Sharma	DOPT
57	JPR28	RIPA	Good Governance	3	29-May-19	31-May-19	All	Gul Firdosh	RIPA
58	JPR78	CMS	Ethics and Responsive Governance in Urban Scenario	1	04-Jun-19	04-Jun-19	ULB, Revenue etc.	Purshottam Biyani Reepunjaya Singh	RUIDP
59	JPR59	RIPA	Prevention of Violence against Women & Girl Child	3	10-Jun-19	12-Jun-19	All	Karuna Pandey	RIPA
60	JPR61	CMS	Role and Responsibilities of DDOs	3	10-Jun-19	12-Jun-19	All	Radheyshyam Delu	DOPT
61	JPR58	RIPA	Induction Training Programme for Deceased Government Servants.	3	10-Jun-19	12-Jun-19	All	Priyanka Vyas	RIPA
62	JPR60	CMS	Computer Appreciation for Executives	5	10-Jun-19	14-Jun-19	All, Agriculture, Water Resource	Kamlesh Sharma	DOPT
63	JPR56	CMS	Time Management	3	12-Jun-19	14-Jun-19	All	Gul Firdosh	DOPT

JAIPUR

64	JPR65	CMS	Ethics & Excellence in Governance	3	12-Jun-19	14-Jun-19	All	B C Badhal	DOPT
65	JPR67	RIPA	SIPF Portal with new Prospective	2	13-Jun-19	14-Jun-19	SIPF	Ritu Nanda	RIPA
66	JPR68	CMS	Awareness Generation Workshop on Right to Information	1	14-Jun-19	14-Jun-19	Mines and Geology, GWD & Others	Vibha Sharma	DOPT RTI
67	JPR64	RIPA	FIDIC Contract Management	2	17-Jun-19	18-Jun-19	RUIDP	Reepunjaya Singh	RIPA
68	JPR66	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	17-Jun-19	19-Jun-19	All	T R Choudhary	RIPA
69	JPR70	CMS	Training on Administrative & Financial Rules	5	17-Jun-19	21-Jun-19	RHB	Hari Singh	RHB
70	JPR63	RIPA	DPC and Departmental Proceedings	3	19-Jun-19	21-Jun-19	All	Pragati Asopa	RIPA
71	JPR73	CMS	Developing Presentation Skills using Power Point	3	24-Jun-19	26-Jun-19	All	R Singhal	DOPT
72	JPR74	RIPA	Rajasthan Service Rules	3	24-Jun-19	26-Jun-19	All	Priyanka Vyas	RIPA
73	JPR57	CMS	Property Tax Enhancement through GIS Mapping	1	26-Jun-19	26-Jun-19	UD	Purshottam Biyani Reepunjaya Singh	RUIDP
74	JPR75	CMS	Positive Work Culture	3	26-Jun-19	28-Jun-19	All	Sonia Agarwal	DOPT
75	JPR77	RIPA	Gender Issues	3	26-Jun-19	28-Jun-19	All, Mines and Geology	Karuna Pandey	RIPA
76	JPR43	CMS	Sensitization of Government Functionaries on SRC's	3	26-Jun-19	28-Jun-19	All	Gul Firdosh	DOPT
77	JPR202	CMS	State Level Workshop of Gender Budgeting	3	26-Jun-19	28-Jun-19	All	Ritu Nanda	MWCD, GOI
78	JPR80	CMS	Residential programme for Child Welfare Committees	15	28-Jun-19	12-Jul-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
79	JPR81	CMS	Training Programme for SPIOs and SAPIOs on Right to Information	2	01-Jul-19	02-Jul-19	All	Jaibala Sardana	DOPT RTI
80	JPR82	CMS	Data Analysis Using MS Excel	3	01-Jul-19	03-Jul-19	All	Kamlesh Sharma	RIPA
81	JPR83	RIPA	Personnel Efficiency & Time Management		03-Jul-19	05-Jul-19	All	Sonia Agarwal	RIPA
82	JPR84	RIPA	Rajasthan Service Rules	3	03-Jul-19	05-Jul-19	All	Radheyshyam Delu	RIPA
83	JPR85	CMS	Preparation of Reform Action Plan (RAP) for Urban Local Bodies	3	03-Jul-19	05-Jul-19	ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
84	JPR88	RIPA	Ethics & Excellence in Governance	2	08-Jul-19	9-Jul-19	ALL	S S Bissa	RIPA
85	JPR86	CMS	Information Security Management	3	08-Jul-19	10-Jul-19	All	R Singhal	DOPT
86	JPR87	RIPA	General Finance & Account Rules	3	08-Jul-19	10-Jul-19	All	Sandhya Sharma	RIPA
87	JPR89	RIPA	Note sheet writing/Office Procedure/Office Correspondence	3	08-Jul-19	10-Jul-19	All	Pragati Asopa	RIPA
88	JPR90	RIPA	Prevention of Violence Against Women	3	09-Jul-19	11-Jul-19	All	Karuna Pandey	RIPA
89	JPR92	CMS	Orientation cum Sensitization Workshop	1	10-Jul-19	10-Jul-19	ULB Jaipur	Purshottam Biyani Reepunjaya Singh	RUIDP
90	JPR93	CMS	Workshop on Strengthening Child protection MIS	1	10-Jul-19	10-Jul-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
91	JPR91	RIPA	Service Rules & Disciplinary Matters	3	10-Jul-19	12-Jul-19	All	Priyanka Vyas	RIPA
92	JPR98	RIPA	Training on Pension Rules	1	17-Jul-19	17-Jul-19	All	T R Choudhary	RIPA
93	JPR95	CMS	Art of Living	3	17-Jul-19	19-Jul-19	All	Ritu Nanda	DOPT
94	JPR96	CMS	New Development Programmes for Urban Development	3	17-Jul-19	19-Jul-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	DOPT
95	JPR97	CMS	Residential programme for Juvenile Justice Boards	15	17-Jul-19	31-Jul-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
96	JPR99	CMS	Preparation of City Development Plan	2	18-Jul-19	19-Jul-19	District Administration	Purshottam Biyani Reepunjaya Singh	RUIDP
97	JPR100	CMS	Statistical Analysis using SPSS	3	22-Jul-19	24-Jul-19	All	Kamlesh Sharma	DOPT

JAIPUR

98	JPR101	RIPA	Protocol and Etiquettes	2	22-Jul-19	23-Jul-19	All	Pragati Asopa	RIPA
99	JPR102	RIPA	Honour Killing & Right to Choice	3	23-Jul-19	25-Jul-19	All	Karuna Pandey	RIPA
100	JPR105	RIPA	Awareness Generation Workshop on Right to Information	1	24-Jul-19	24-Jul-19	All	T R Choudhary	RIPA
101	JPR103	RIPA	Rajasthan Service Rules	3	24-Jul-19	26-Jul-19	All	Vibha Sharma	RIPA
102	JPR104	RIPA	Rajasthan Service Rules	3	24-Jul-19	26-Jul-19		Gul Firdosh	RIPA
103	JPR106	CMS	Training Programme on Right to Information Act for Nodal Officers	1	26-Jul-19	26-Jul-19	Mines and Geology, Prosecution & Others	Vibha Sharma	DOPT RTI
104	JPR107	RIPA	Training for SIPF Portal all Modules	1	26-Jul-19	26-Jul-19	SIPF	Ritu Nanda	RIPA
105	JPR108	RIPA	Pension & Other Retirement Benefits	3	29-Jul-19	31-Jul-19	All	T R Choudhary	RIPA
106	JPR110	CMS	Land Inventory and Database Management	1	31-Jul-19	31-Jul-19	ULB, District Administration	Purshottam Biyani Reepunjaya Singh	RUIDP
107	JPR109	RIPA	Rajasthan Service Rules	3	31-Jul-19	02-Aug-19	All	Radheyshyam Delu	RIPA
108	JPR111	RIPA	Refresher Training Programme for SIPF Officers	3	31-Jul-19	02-Aug-19	SIPF	Ritu Nanda	RIPA
109	JPR113	RIPA	Role and Responsibilities of DDOs	3	05-Aug-19	07-Aug-19	All, College education	Pragati Asopa	RIPA
110	JPR114	RIPA	Developing Presentation Skills using Power Point	3	05-Aug-19	07-Aug-19	All/ College Education	R Singhal	RIPA
111	JPR116	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	05-Aug-19	07-Aug-19	All, College Education	Sandhya Sharma	RIPA
112	JPR112	RIPA	Gender Sensitization	3	05-Aug-19	08-Aug-19	All, College education	Karuna Pandey	RIPA
113	JPR115	CMS	Residential programme for Child Welfare Committees	15	05-Aug-19	19-Aug-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
114	JPR117	CMS	Orientation cum Sensitization Workshop	1	07-Aug-19	07-Aug-19	ULB Jodhpur	Purshottam Biyani Reepunjaya Singh	RUIDP
115	JPR118	RIPA	Office Procedure & Record Keeping	3	07-Aug-19	09-Aug-19	All	Priyanka Vyas	RIPA
116	JPR120	CMS	Stress Management	3	07-Aug-19	09-Aug-19	All	Sonia Agarwal	DOPT
117	JPR119	CMS	Awareness Generation Workshop on Right to Information	1	09-Aug-19	09-Aug-19	All, College education	Jaibala Sardana	DOPT RTI
118	JPR121	RIPA	Training on GeM Portal	1	9-Aug-19	9-Aug-19	All	T R Choudhary	RIPA
119	JPR79	RIPA	Training for SIPF Portal all Modules	1	19-Aug-19	19-Aug-19	SIPF	Ritu Nanda	RIPA
120	JPR122	RIPA	Gender Budgeting & Human Development	3	19-Aug-19	21-Aug-19	All	Jaibala Sardana	RIPA
121	JPR123	CMS	Integrated Urban Development Programmes for Urban Sectors	3	19-Aug-19	21-Aug-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	DOPT
122	JPR124	CMS	Data Analytics		19-Aug-19	21-Aug-19	All	R Singhal	DOPT
123	JPR125	RIPA	Handling Litigation	3	19-Aug-19	21-Aug-19	All	B C Badhal	RIPA
124	JPR127	CMS	Revenue Generation from Passive Assets	2	20-Aug-19	21-Aug-19	ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
125	JPR126	CMS	Prevention of Sexual Harassment of Women at Work Place	3	20-Aug-19	22-Aug-19	All	Karuna Pandey	DOPT
126	JPR128	CMS	Residential programme for Child Welfare Committees	15	21-Aug-19	04-Sep-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
127	JPR129	RIPA	Office Procedure & Management	5	26-Aug-19	30-Aug-19	DOIT	Priyanka Vyas	RIPA
128	JPR130	CMS	Management in Government		28-Aug-19	30-Aug-19	All	Sonia Agarwal	DOPT
129	JPR131	CMS	CCA, Conduct rules and DPC	3	28-Aug-19	30-Aug-19	RHB, College Education	Gul Firdosh	RHB
130	JPR132	RIPA	Ethics & Excellence in Governance	3	28-Aug-19	30-Aug-19	All	S S Bissa	RIPA
131	JPR133	RIPA	Role and Responsibilities of DDOs	3	28-Aug-19	30-Aug-19	All, College education	Sandhya Sharma	RIPA
132	JPR134	CMS	Training Programme for SPIOs and SAPIOs on Right to Information	2	29-Aug-19	30-Aug-19	All	Jaibala Sardana	DOPT RTI
133	JPR135	CMS	Property Tax Enhancement through GIS Mapping	1	30-Aug-19	30-Aug-19	ULB, Revenue etc.	Purshottam Biyani Reepunjaya Singh	RUIDP
134	JPR136	RIPA	Training on Pension Rules	1	03-Sep-19	03-Sep-19	All	Pragati Asopa	RIPA

JAIPUR

135	JPR137	RIPA	Data Analysis Using MS Excel	3	04-Sep-19	06-Sep-19	College Education and Others	Kamlesh Sharma	RIPA
136	JPR138	RIPA	Good Governance	3	04-Sep-19	06-Sep-19	All	B C Badhal	RIPA
137	JPR139	RIPA	Rajasthan Service Rules	3	04-Sep-19	06-Sep-19	All, College education	Radheyshyam Delu	RIPA
138	JPR140	RIPA	Workshop on RTI	3	04-Sep-19	06-Sep-19	All	T R Choudhary	RIPA
139	JPR141	CMS	Workshop with Child Care Institutions	1	05-Sep-19	05-Sep-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
140	JPR142	RIPA	Training for SIPF Portal all Modules	1	06-Sep-19	06-Sep-19	SIPF	Ritu Nanda	RIPA
141	JPR143	CMS	Positive Work Culture		11-Sep-19	13-Sep-19	All	Sonia Agarwal	DOPT
142	JPR144	RIPA	Women Empowerment & Human Rights	3	11-Sep-19	13-Sep-19	All	Karuna Pandey	RIPA
143	JPR145	RIPA	Handling Litigation	3	11-Sep-19	13-Sep-19	All, College Education	Pragati Asopa	RIPA
144	JPR146	RIPA	Administrative and Financial Rules for DDOs	3	11-Sep-19	13-Sep-19	All, Mines and Geology, Prosecution, College education	Gul Firdosh	RIPA
145	JPR147	CMS	Preparation of Detailed Project Reports (DPRs) of Solid Waste Management/Sewerage System	3	11-Sep-19	13-Sep-19	ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
146	JPR148	RIPA	General Finance & Account Rules	3	11-Sep-19	13-Sep-19	DOIT & Others, College education	T R Choudhary	RIPA
147	JPR149	RIPA	Ethics & Excellence in Governance	2	12-Sep-19	13-Sep-19	ALL	S S Bissa	RIPA
148	JPR151	RIPA	Developing Presentation Skills using Power Point	3	16-Sep-19	18-Sep-19	College education	Kamlesh Sharma	RIPA
149	JPR150	CMS	Official Statistics and official procedure (Newly Appointed Comp.)	1W	16-Sep-19	20-Sep-19	DES	Vibha Sharma	DES
150	JPR152	CMS	Training Programme on Right to Information Act for Nodal Officers	1	17-Sep-19	17-Sep-19	All	Jaibala Sardana	DOPT RTI
151	JPR153	CMS	Training programme on NIAC - After Care	2	17-Sep-19	18-Sep-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
152	JPR155	CMS	Positive Thinking Positive Living	3	18-Sep-19	20-Sep-19	All	Ritu Nanda	DOPT
153	JPR154	CMS	Impact of Climate Change in Urban Development	3	18-Sep-19	20-Sep-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	DOPT
154	JPR156	CMS	Orientation cum Sensitization Workshop	1	19-Sep-19	19-Sep-19	ULB Kota	Purshottam Biyani Reepunjaya Singh	RUIDP
155	JPR157	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	23-Sep-19	25-Sep-19	All, College Education	Sandhya Sharma	RIPA
156	JPR158	RIPA	Team Building	3	25-Sep-19	27-Sep-19	All, College Education	Gul Firdosh	RIPA
157	JPR159	CMS	Trafficking of Women & Children	3	25-Sep-19	27-Sep-19	All	Karuna Pandey	DOPT
158	JPR160	RIPA	e-Governance	3	25-Sep-19	27-Sep-19	DOIT, Mines and Geology, Others	R Singhal	RIPA
159	JPR161	RIPA	Office Procedure & Service Rules	3	25-Sep-19	27-Sep-19	All	Priyanka Vyas	RIPA
160	JPR162	CMS	TOT for training institutes/master trainers II	2	26-Sep-19	27-Sep-19	UNICEF	Rajesh Yadav Sonia Agrawal	UNICEF
161	JPR163	CMS	Awareness Generation Workshop on Right to Information	1	27-Sep-19	27-Sep-19	All, College education	Jaibala Sardana	DOPT RTI
162	JPR164	CMS	Revenue Generation from Passive Assets	1	30-Sep-19	30-Sep-19	ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
163	JPR165	RIPA	Positive Work Culture		09-Oct-19	11-Oct-19	All	Sonia Agarwal	RIPA
164	JPR166	RIPA	Statistical Analysis using SPSS	3	09-Oct-19	11-Oct-19	All	Kamlesh Sharma	RIPA
165	JPR167	RIPA	Prevention of Sexual Harassment of Women at Work Place	3	09-Oct-19	11-Oct-19	All	Karuna Pandey	RIPA
166	JPR168	CMS	Infrastructure Development for Urban Livelihood Enhancement	3	09-Oct-19	11-Oct-19	UD, District Administration, ULB	Purshottam Biyani Reepunjaya Singh	RUIDP

JAIPUR

167	JPR169	RIPA	Rajasthan Service Rules	3	09-Oct-19	11-Oct-19	All, College education	B C Badhal	RIPA
168	JPR170	RIPA	Taxation and GST	3	09-Oct-19	11-Oct-19	All	Pragati Asopa	RIPA
169	JPR171	CMS	Orientation and Capacity Building of Outreach Worker and Protection Officer	1	10-Oct-19	10-Oct-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
170	JPR172	CMS	Awareness Generation Workshop on Right to Information	1	11-Oct-19	11-Oct-19	All, College education	Vibha Sharma	DOPT RTI
171	JPR174	CMS	Integrated Development on Climate Change	3	14-Oct-19	16-Oct-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	RUIDP
172	JPR173	CMS	Direct Trainers Skills (National)	5	14-Oct-19	18-Oct-19	All	Ritu Nanda	DOPT-TDP
173	JPR175	RIPA	Training on Administrative & Financial Rules	5	14-Oct-19	18-Oct-19	All, Mines and Geology, Prosecution, College education	Priyanka Vyas	RIPA
174	JPR176	RIPA	Role and Responsibilities of DDOs	3	16-Oct-19	18-Oct-19	College education, DOIT & Others	Radheyshyam Delu	RIPA
175	JPR177	RIPA	Competence Building in Administration	1	18-Oct-19	18-Oct-19		Gul Firdosh	RIPA
176	JPR181	CMS	Awareness Generation Workshop on Right to Information (Off Campus)	1	21-Oct-19	21-Oct-19	All, College education	Jaibala Sardana	DOPT RTI
177	JPR182	CMS	Orientation cum Sensitization Workshop	1	21-Oct-19	21-Oct-19	ULB Udaipur	Purshottam Biyani Reepunjaya Singh	RUIDP
178	JPR183	CMS	Training Programme on NIAC - Foster Care and Sponsorship	2	21-Oct-19	22-Oct-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
179	JPR180	CMS	Information Security Management	3	21-Oct-19	23-Oct-19	All	R Singhal	DOPT
180	JPR178	CMS	Design of Training (National)	5	21-Oct-19	25-Oct-19	All	Ritu Nanda	DOPT-TDP
181	JPR179	CMS	Training on Administrative & Financial Rules	5	21-Oct-19	25-Oct-19	RHB	Hari Singh	RHB
182	JPR184	CMS	Good Governance	3	23-Oct-19	25-Oct-19	All	Gul Firdosh	DOPT
183	JPR185	RIPA	Honour Killing & Right to Choice	3	23-Oct-19	25-Oct-19	All	Karuna Pandey	RIPA
184	JPR186	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	23-Oct-19	25-Oct-19	All, College Education	T R Choudhary	RIPA
185	JPR187	RIPA	Human Rights	2	30-Oct-19	31-Oct-19	All, College education, Mines and Geology	Priyanka Vyas	RIPA
186	JPR197	RIPA	Managing Change in Organization	2	04-Nov-19	05-Nov-19		Ritu Nanda	RIPA
187	JPR188	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	04-Nov-19	06-Nov-19	All, College Education	T R Choudhary	RIPA
188	JPR190	RIPA	Prevention of Crime against Women	3	04-Nov-19	06-Nov-19	All	Karuna Pandey	RIPA
189	JPR189	CMS	Official Statistics and official procedure (Newly Appointed Comp.)	1W	04-Nov-19	08-Nov-19	DES	Vibha Sharma	DES
190	JPR191	RIPA	Training on Administrative & Financial Rules	5	4-Nov-19	8-Nov-19	All	T R Choudhary	RIPA
191	JPR316	CMS	Course on Motivation and Personal Effectiveness Programme for Group B and C Officers	5	04-Nov-19	08-Nov-19	GSI	Jaibala Sardana	GSI
192	JPR193	CMS	Workshop on POC SO	1	05-Nov-19	05-Nov-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
193	JPR192	CMS	Social Assessment, Capacity Development and Communication	2	05-Nov-19	06-Nov-19	Grass root level functionaries and community	Purshottam Biyani Reepunjaya Singh	RUIDP
194	JPR194	RIPA	Team Building		06-Nov-19	08-Nov-19	All, College Education	Sonia Agarwal	RIPA
195	JPR195	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	06-Nov-19	08-Nov-19	All	Priyanka Vyas	RIPA

JAIPUR

196	JPR196	CMS	Awareness Generation Workshop on Right to Information	1	07-Nov-19	07-Nov-19	All	Jaibala Sardana	DOPT RTI
197	JPR198	CMS	Training of Trainers on Right to Information Act	3	13-Nov-19	15-Nov-19	All	Sandhya Sharma	DOPT RTI
198	JPR199	RIPA	e-Governance	3	13-Nov-19	15-Nov-19	DOIT, Mines and Geology, Others	Kamlesh Sharma	RIPA
199	JPR200	RIPA	Handling Litigation	3	13-Nov-19	15-Nov-19	All, College Education	Radheyshyam Delu	RIPA
200	JPR201	RIPA	Ethics & Excellence in Governance	3	13-Nov-19	15-Nov-19	All	B C Badhal	RIPA
201	JPR203	CMS	Management Development Programs (HR, Finance, Implementations of schemes)	3	13-Nov-19	15-Nov-19	UD, District Administration, ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
202	JPR204	RIPA	Adaptation for Disaster Risk Reductions (DRR) and District Development Plan (DDP)	3	13-Nov-19	15-Nov-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	RIPA
203	JPR320	CMS	State Level Workshop of Gender Budgeting	3	13-Nov-19	15-Nov-19	All	Ritu Nanda	MWCD, GOI
204	JPR205	RIPA	Orientation Training Programme on Disaster Management	3	17-Nov-19	19-Nov-19	All	Jaibala Sardana	RIPA
205	JPR206	CMS	Workshop with CHILDLINES	1	19-Nov-19	19-Nov-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
206	JPR207	CMS	Effective Communication Skills	2	21-Nov-19	22-Nov-19	Agriculture	Gul Firdosh	DOPT
207	JPR209	RIPA	GIS, Mediclaim and NPS	3	25-Nov-19	27-Nov-19	All	Ritu Nanda	RIPA
208	JPR208	RIPA	Trafficking of Women & Children	3	25-Nov-19	27-Nov-19	All	Karuna Pandey	RIPA
209	JPR210	CMS	Training on Administrative & Financial Rules	5	25-Nov-19	29-Nov-19	RHB	Hari Singh	RHB
210	JPR211	RIPA	Computer Appreciation for Executives	5	25-Nov-19	29-Nov-19	All, Agriculture, Water Resource, College education	Kamlesh Sharma	RIPA
211	JPR212	CMS	Urban Infrastructure: Development and Management	1	27-Nov-19	27-Nov-19	Engineering Dept.	Purshottam Biyani Reepunjaya Singh	RUIDP
212	JPR213	CMS	TOT for training institutes/master trainers III	2	27-Nov-19	28-Nov-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
213	JPR214	CMS	Training Programme on Right to Information Act for Nodal Officers	1	29-Nov-19	29-Nov-19	All	Vibha Sharma	DOPT RTI
214	JPR215	RIPA	Rajasthan Service Rules	3	02-Dec-19	04-Dec-19	All, College education	Pragati Asopa	RIPA
215	JPR216	RIPA	Office Procedure & Management	5	02-Dec-19	06-Dec-19	All	Priyanka Vyas	RIPA
216	JPR220	CMS	Workshop with Child Care Institutions	1	04-Dec-19	04-Dec-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
217	JPR217	RIPA	Positive Work Culture		04-Dec-19	06-Dec-19	All	Sonia Agarwal	RIPA
218	JPR218	CMS		3	04-Dec-19	06-Dec-19	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	DOPT
219	JPR219	CMS	Developing Presentation Skills using Power Point		04-Dec-19	06-Dec-19	All	R Singhal	DOPT
220	JPR221	RIPA	Rajasthan Service Rules	3	04-Dec-19	06-Dec-19	All, College education	Pragati Asopa	RIPA
221	JPR224	CMS	Refresher cum Feedback cum Best Practices Sharing Training Programs	1	09-Dec-19	09-Dec-19	Engineering Dept.	Purshottam Biyani Reepunjaya Singh	RIPA
222	JPR223	RIPA	Prevention of Violence against Women & Girl Child	3	09-Dec-19	11-Dec-19	All	Karuna Pandey	RIPA
223	JPR225	RIPA	Institutional Training for Trainee Assistant Director	2W	09-Dec-19	20-Dec-19	SIPF	Ritu Nanda	RIPA
224	JPR222	CMS	Official Statistics and Official Procedure	2W	09-Dec-19	20-Dec-19	DES	Vibha Sharma	DES

JAIPUR

225	JPR226	RIPA	Workshop on RTI	3	11-Dec-19	13-Dec-19	All	T R Choudhary	RIPA
226	JPR227	CMS	TOT for training institutes/master trainers IV	1	12-Dec-19	12-Dec-19	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
227	JPR228	RIPA	Good Governance and Peoples Participation	2	12-Dec-19	13-Dec-19		Gul Firdosh	RIPA
228	JPR229	RIPA	Computer Appreciation for Executives	5	16-Dec-19	20-Dec-19	All, Agriculture, Water Resource	Kamlesh Sharma	RIPA
229	JPR232	CMS	TOT for experts in different States	2	18-Dec-19	19-Dec-19	UNICEF	Rajesh Yadav Sonia Agrawal	UNICEF
230	JPR230	RIPA	Women Empowerment & Human Rights	3	18-Dec-19	20-Dec-19	All	Karuna Pandey	RIPA
231	JPR231	RIPA	Orientation Training Programme on Disaster Management	3	18-Dec-19	20-Dec-19	All	Jaibala Sardana	RIPA
232	JPR233	RIPA	Role and Responsibilities of DDOs	3	18-Dec-19	20-Dec-19	All	Priyanka Vyas	RIPA
233	JPR234	CMS	Brainstorming Session on Safety at Construction site and Social & Environmental Safety	2	19-Dec-19	20-Dec-19	Engineering Dept.	Purshottam Biyani Reepunjaya Singh	RUIDP
234	JPR235	RIPA	Ethics & Excellence in Governance	2	19-Dec-19	20-Dec-19		S S Bissa	RIPA
235	JPR238	RIPA	Responsive Administration	2	06-Jan-20	07-Jan-20		Gul Firdosh	RIPA
236	JPR236	CMS	Prevention of Crime against Women	3	06-Jan-20	08-Jan-20	All	Karuna Pandey	DOPT
237	JPR237	CMS	Direct Trainers Skills (National)	5	06-Jan-20	10-Jan-20	All	Ritu Nanda	DOPT-TDP
238	JPR239	CMS	Training Programme on NIAC - Foster Care and Sponsorship	2	07-Jan-20	08-Jan-20	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
239	JPR240	CMS	Awareness Generation Workshop on Right to Information (Off Campus)	1	08-Jan-20	08-Jan-20		Jaibala Sardana	DOPT RTI
240	JPR245	CMS	Orientation cum Sensitization Workshop	1	08-Jan-20	08-Jan-20	ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
241	JPR241	CMS	Management in Government	3	08-Jan-20	10-Jan-20	All	Sonia Agarwal	DOPT
242	JPR242	CMS	Resource Mobilisation for Urban Infrastructure	3	08-Jan-20	10-Jan-20	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	RUIDP
243	JPR243	RIPA	Data Analytics	3	08-Jan-20	10-Jan-20	All	R Singhal	RIPA
244	JPR244	RIPA	Orientation Training Programme on Disaster Management & Gender	3	08-Jan-20	10-Jan-20	All	Jaibala Sardana	RIPA
245	JPR246	RIPA	General Finance & Account Rules	3	08-Jan-20	10-Jan-20	DOIT & Others	Priyanka Vyas	RIPA
246	JPR250	RIPA	Handling Litigation	3	15-Jan-20	17-Jan-20	All	B C Badhal	RIPA
247	JPR249	CMS	Refresher cum Feedback cum Best Practices Sharing Training Programs	1	15-Jan-20	15-Jan-20	Engineering Dept.	Purshottam Biyani Reepunjaya Singh	RUIDP
248	JPR247	RIPA	Ethics & Excellence in Governance	3	15-Jan-20	17-Jan-20	All	S S Bissa	RIPA
249	JPR248	RIPA	Administrative and Financial Rules for DDOs	3	15-Jan-20	17-Jan-20	All, Mines and Geology, Prosecution	Gul Firdosh	RIPA
250	JPR251	RIPA	Rajasthan Service Rules	3	15-Jan-20	17-Jan-20	All	T R Choudhary	RIPA
251	JPR252	CMS	Awareness Generation Workshop on Right to Information	1	17-Jan-20	17-Jan-20	All	Vibha Sharma	DOPT RTI
252	JPR253	CMS	Gender Budgeting	3	20-Jan-20	22-Jan-20	All	Ritu Nanda	DOPT
253	JPR254	RIPA	Computer Appreciation for Executives	5	20-Jan-20	24-Jan-20	All, Agriculture, Water Resource	Kamlesh Sharma	RIPA
254	JPR255	CMS	Training programme on NIAC - After Care	1	21-Jan-20	21-Jan-20	Department for Child Rights, Rajasthan	Rajesh Yadav Sonia Agrawal	DCR
255	JPR256	RIPA	Office Procedure & Service Rules	3	22-Jan-20	24-Jan-20	All	Priyanka Vyas	RIPA
256	JPR257	RIPA	Road Safety	1	23-Jan-20	23-Jan-20		Ritu Nanda	RIPA
257	JPR258	RIPA	Developing Presentation Skills using Power Point	3	27-Jan-20	29-Jan-20	All	R Singhal	RIPA
258	JPR259	CMS	Training of Trainers on Right to Information Act	3	27-Jan-20	29-Jan-20	All	Sandhya Sharma	DOPT RTI

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259	JPR260	CMS	Awareness Generation Workshop on Right to Information	1	03-Feb-20	03-Feb-20	All, Mines and Geology, Prosecution	Gul Firdosh	DOPT RTI
260	JPR261	CMS	Mentoring Skills	3	03-Feb-20	05-Feb-20	All	Ritu Nanda	DOPT-TDP
261	JPR262	CMS	Official Statistics and official procedure (Newly Appointed Comp.)	1W	03-Feb-20	07-Feb-20	DES	Vibha Sharma	DES
262	JPR263	RIPA	Training on GeM Portal	1	04-Feb-20	04-Feb-20	All	T R Choudhary	RIPA
263	JPR264	CMS	Refresher cum Feedback cum Best Practices Sharing Training Programs	1	05-Feb-20	05-Feb-20	UD, District Administration, ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
264	JPR266	RIPA	Training on GeM Portal	1	5-Feb-20	05-Feb-20	All	T R Choudhary	RIPA
265	JPR265	RIPA	Pension & Other Retirement Benefits	3	05-Feb-20	07-Feb-20	All	T R Choudhary	RIPA
266	JPR267	RIPA	Prevention of Violence against Women & Girl Child	3	10-Feb-20	12-Feb-20	All	Karuna Pandey	RIPA
267	JPR268	CMS	Computer Applications in Financial Management	3	10-Feb-20	12-Feb-20	Mines and Geology, Prosecution, College education and Others	R Singhal	DOPT
268	JPR269	RIPA	Orientation Training Programme on Disaster Management & Gender	3	10-Feb-20	12-Feb-20	All	Jaibala Sardana	RIPA
269	JPR270	RIPA	Stress Management	3	10-Feb-20	12-Feb-20	All	Sonia Agarwal	RIPA
270	JPR271	CMS	Emerging Role for Urban Managers	3	12-Feb-20	14-Feb-20	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	DOPT
271	JPR272	CMS	Capacity Building Programs on Urban Planning and Management	3	12-Feb-20	14-Feb-20	UD, District Administration, ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
272	JPR273	CMS	Developing Presentation Skills using Power Point	3	17-Feb-20	19-Feb-20	All	Kamlesh Sharma	DOPT
273	JPR274	RIPA	Role and Responsibilities of DDOs	3	17-Feb-20	19-Feb-20	All	Priyanka Vyas	RIPA
274	JPR275	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	18-Feb-20	20-Feb-20	All	T R Choudhary	RIPA
275	JPR276	RIPA	Sensitization of Government Functionaries on SRC's	3	19-Feb-20	21-Feb-20	All	Gul Firdosh	RIPA
276	JPR278	RIPA	Training on SIPF Portal	1	24-Feb-20	24-Feb-20	SIPF	Ritu Nanda	RIPA
277	JPR279	RIPA	Ethics & Excellence in Governance	2	24-Feb-20	25-Feb-20		S S Bissa	RIPA
278	JPR277	RIPA	Honour Killing & Right to Choice	3	24-Feb-20	26-Feb-20	All	Karuna Pandey	RIPA
279	JPR280	CMS	Awareness Generation Workshop on Right to Information	1	25-Feb-20	25-Feb-20	All	Gul Firdosh	DOPT RTI
280	JPR281	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	26-Feb-20	28-Feb-20	All	Sandhya Sharma	RIPA
281	JPR282	CMS	Refresher cum Feedback cum Best Practices Sharing Training Programs	1	02-Mar-20	02-Mar-20	UD, District Administration, ULB	Purshottam Biyani Reepunjaya Singh	RUIDP
282	JPR284	RIPA	Stress management	2	03-Mar-20	04-Mar-20	All	Gul Firdosh	RIPA
283	JPR283	CMS	Data Analysis Using MS Excel		03-Mar-20	05-Mar-20	All	R Singhal	DOPT
284	JPR285	RIPA	Orientation Training Programme on Disaster Management	3	04-Mar-20	06-Mar-20	All	Jaibala Sardana	RIPA
285	JPR286	RIPA	Service Rules & Disciplinary Matters	3	04-Mar-20	06-Mar-20	All	Priyanka Vyas	RIPA
286	JPR310	CMS	State Level Workshop of Gender Budgeting	3	05-Mar-20	07-Mar-20	All	Ritu Nanda	MWCD, GOI
287	JPR287	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	09-Mar-20	11-Mar-20	All	Sandhya Sharma	RIPA
288	JPR288	RIPA	Positive Work Culture	3	11-Mar-20	13-Mar-20	All	Sonia Agarwal	RIPA

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289	JPR289	CMS	E-Governance for Urban Development	3	11-Mar-20	13-Mar-20	Technical Staff /Officers from Dept. PWD, PHED, RUIDP, ULBs, UITs. Town Pl., Higher Edu. etc.	Reepunjaya Singh	RUIDP
290	JPR290	RIPA	Gender Issues	3	12-Mar-20	14-Mar-20	All, Mines and Geology	Karuna Pandey	RIPA
291	JPR291	RIPA	Role and Responsibilities of DDOs	3	12-Mar-20	14-Mar-20	All, Mines and Geology, Prosecution	Vibha Sharma	RIPA
292	JPR292	RIPA	Training Programme on Rajasthan Transparency in Public Procurement Act	3	12-Mar-20	14-Mar-20	All	T R Choudhary	RIPA
293	JPR293	RIPA	Ethics & Excellence in Governance	2	13-Mar-20	14-Mar-20		S S Bissa	RIPA
294	JPR294	RIPA	Training on SIPF Portal	1	14-Mar-20	14-Mar-20	SIPF	Ritu Nanda	RIPA
295	JPR295	CMS	Brainstorming Session on Resource Mobilization in Urban Local Bodies	1	16-Mar-20	16-Mar-20	ULB/ Administration	Purshottam Biyani Reepunjaya Singh	RUIDP
296	JPR296	CMS	Awareness Generation Workshop on Right to Information	1	17-Mar-20	17-Mar-20	All	Priyanka Vyas	DOPT RTI
297	JPR297	RIPA	Data Analysis Using MS Excel		17-Mar-20	19-Mar-20	All	Kamlesh Sharma	RIPA
298	JPR302	CMS	Management of Crowd at large Congregations	3	17-Mar-20	19-Mar-20	NIDM	Reepunjaya Singh	RUIDP
299	JPR298	CMS	Good Governance	3	18-Mar-20	20-Mar-20	All	Gul Firdosh	DOPT
300	JPR299	RIPA	Training on SIPF Portal	1	23-Mar-20	23-Mar-20	SIPF	Ritu Nanda	RIPA
301	JPR300	CMS	Refresher cum Feedback cum Best Practices Sharing Training Programs	1	26-Mar-20	26-Mar-20	ULB, Revenue etc.	Purshottam Biyani Reepunjaya Singh	RUIDP
302	JPR301	RIPA	Prevention of Violence against Women & Girl Child	3	26-Mar-20	28-Mar-20	All	Karuna Pandey	RIPA



Ashwini Bhagat, IAS, (Director, HCM RIPA)
Interacting with the IAS Probationers
(Batch-2017)



H.C.M. Rajasthan State Institute of Public Administration, Jaipur

Institutional and District Training of

INDIAN ADMINISTRATIVE SERVICE (Batch-2017)

25.05.2018 to 20.05.2019



Sitting on Chair(L to R):- Dr. Bhag Chand Badhal (Addl. Director Admin.), Sandhya Sharma (Addl. Director Accts. & Course Director), Ashwini Bhagat, IAS (Director HCM RIPA), Purushottam Biyani IAS (Retd), Dr. Priyanka Vyas (Asst. Prof. Financial Mgt. & Associate Course Director)

Standing I Row (L to R):- Devendra Kumar, Utsav Kaushal, Dr. Gaurav Saini, Sushil Kumar, Tejasvi Rana, Shweta Chauhan, Riya Kejriwal, Dr. Saumya Jha, Avdhesh Meena, Sreenidhi B T, Akshay Godara.

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Schedule of Training for Financial year 2019-20

S. No.	COURSE CODE	CATE-GORY	TITLE	DUR	FROM	TO	USER DEPARTM ENT(S)	COURSE DIRECTOR	SPONS. AUTHO.
1	UDR54	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Ira Bhatnagar/ Ashok Bhandari	RIPA
2	UDR55	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Monika Garg/ Arvind Surana	RIPA
3	UDR1	RIPA	Office procedure and Administration	3	03-Apr-19	05-Apr-19	All	Ashok Bhandari	RIPA
4	UDR2	RIPA	Computer Appreciation for Executives	5	08-Apr-19	12-Apr-19	All	Arvind Surana	RIPA
5	UDR3	CMS	Gender Sensitization	3	22-Apr-19	24-Apr-19	All	Ira Bhatnagar	DOPT
6	UDR4	RIPA	RTPP Act 2012 and Rules 2013	3	24-Apr-19	26-Apr-19	All	Monika Garg	RIPA
7	UDR5	CMS	Good Governance	3	08-May-19	10-May-19	All	Ira Bhatnagar	DOPT
8	UDR6	RIPA	Personality Development	3	13-May-19	15-May-19	All	Ira Bhatnagar	RIPA
9	UDR7	RIPA	Training on SIPF Portal For DDOs	1	17-May-19	17-May-19	SIPF	Arvind Surana	RIPA
10	UDR8	CMS	Awareness Generation Workshop on Right to Information (OFF CAMPUS)	1	27-May-19	27-May-19	All	Ashok Bhandari	DOPT RTI
11	UDR9	RIPA	Pension Rules and Retirement Benefit	3	28-May-19	30-May-19	All	Monika Garg	RIPA
12	UDR10	RIPA	Ms Excel And Ms Power Point	5	10-Jun-19	14-Jun-19	All	Arvind Surana	RIPA
13	UDR11	RIPA	Official Statistics and official procedure (Newly Appointed Comp.)	5	10-Jun-19	14-Jun-19			RIPA
14	UDR62	RIPA	Training on SIPF Portal For DDOs	1	10-Jun-19	10-Jun-19	SIPF	Naresh Goyal	RIPA
15	UDR12	RIPA	Women Empowerment and Human Rights	3	17-Jun-19	19-Jun-19	All	Ira Bhatnagar	RIPA
16	UDR13	RIPA	Rajasthan Transparency in Public Procurement	3	26-Jun-19	28-Jun-19	All	Monika Garg	RIPA
17	UDR14	RIPA	Induction Training Programme for ministerial Staff	5	01-Jul-19	05-Jul-19	All	Ashok Bhandari	RIPA
18	UDR15	RIPA	Training on SIPF Portal	1	01-Jul-19	01-Jul-19	SIPF	Arvind Surana	RIPA
19	UDR16	RIPA	Programme on PWF & AR	3	08-Jul-19	10-Jul-19	PWD	Monika Garg	RIPA
20	UDR17	RIPA	Ms Excel And Ms Power Point	3	17-Jul-19	19-Jul-19	All	Arvind Surana	RIPA
21	UDR18	RIPA	Programme on Disaster Management	3	22-Jul-19	24-Jul-19	All	Ira Bhatnagar	RIPA
22	UDR61	RIPA	Training on SIPF Portal	1	29-Jul-19	29-Jul-19	SIPF	Naresh Goyal	RIPA
23	UDR19	RIPA	Office procedure and Administration	3	05-Aug-19	07-Aug-19	All	Ashok Bhandari	RIPA
24	UDR20	RIPA	Refresher Training Programme for SIPF	3	05-Aug-19	07-Aug-19	SIPF	Naresh Goyal	RIPA
25	UDR21	RIPA	GF&AR and Store Purchase Rules	3	07-Aug-19	09-Aug-19	All	Monika Garg	RIPA
26	UDR22	RIPA	Gender Issue	3	19-Aug-19	21-Aug-19	DMG	Ira Bhatnagar	RIPA
27	UDR23	RIPA	Ms Excel And Ms Power Point	3	21-Aug-19	23-Aug-19	All	Arvind Surana	RIPA
28	UDR24	RIPA	Store Purchase Rules and E-Tendering	3	04-Sep-19	06-Sep-19	All	Monika Garg	RIPA
29	UDR28	RIPA	Computer Appreciation for Executives	5	04-Sep-19	06-Sep-19	All	Arvind Surana	RIPA
30	UDR60	RIPA	SIPF Portal with new Prospective	2	05-Sep-19	06-Sep-19	SIPF	Naresh Goyal	RIPA
31	UDR25	RIPA	Induction Training Programme for ministerial Staff	5	16-Sep-19	20-Sep-19	All	Ashok Bhandari	RIPA
32	UDR26	CMS	Awareness Generation Workshop on Right to Information	1	23-Sep-19	23-Sep-19	All	Ira Bhatnagar/Ashok Bhandari	DOPT RTI

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33	UDR27	RIPA	Official Statistics and official procedure (Newly Appointed Comp.)	5	23-Sep-19	27-Sep-19		Ashok Bhandari	RIPA
34	UDR29	RIPA	SIPF Portal with new Prospective	2	29-Sep-19	30-Sep-19	SIPF	Arvind Surana	RIPA
35	UDR30	CMS	Awareness Generation Workshop on Right to Information	1	03-Oct-19	03-Oct-19	All	Ashok Bhandari	DOPT RTI
36	UDR31	RIPA	SIPF Portal with new Prospective	2	03-Oct-19	04-Oct-19	SIPF	Arvind Surana	RIPA
37	UDR32	RIPA	CCA and Conduct Rules	2	09-Oct-19	10-Oct-19	All	Ira Bhatnagar	RIPA
38	UDR33	RIPA	Data analysis in Ms-Excel	3	14-Oct-19	16-Oct-19	All	Arvind Surana	RIPA
39	UDR34	RIPA	Rajasthan Service Rules	3	21-Oct-19	23-Oct-19	All	Monika Garg	RIPA
40	UDR58	RIPA	Training on SIPF Portal	1	21-Oct-19	21-Oct-19	SIPF	Naresh Goyal	RIPA
41	UDR35	CMS	Awareness Generation Workshop on Right to Information	1	13-Nov-19	13-Nov-19	All	Ira Bhatnagar/Ashok Bhandari	DOPT RTI
42	UDR36	RIPA	RTPP Act 2012 and Rules 2013	3	13-Nov-19	15-Nov-19	All	Monika Garg	RIPA
43	UDR37	RIPA	TOT on Disaster Management	5	18-Nov-19	22-Nov-19	All	Ira Bhatnagar	RIPA
44	UDR38	RIPA	Induction Training Programme for Ministerial Staff	5	25-Nov-19	29-Nov-19	All	Ashok Bhandari	RIPA
45	UDR39	RIPA	Official Statistics and official procedure (Newly Appointed Comp.)	5	25-Nov-19	29-Nov-19	All	Arvind Surana	RIPA
46	UDR59	RIPA	SIPF Portal with new Prospective	2	28-Nov-19	29-Nov-19	SIPF	Naresh Goyal	RIPA
47	UDR41	RIPA	RTPP Act 2012 and Rules 2013	3	09-Dec-19	11-Dec-19	All	Monika Garg	RIPA
48	UDR42	RIPA	Refresher Training Programme for SIPF	2	09-Dec-19	11-Dec-19	SIPF	Naresh Goyal	RIPA
49	UDR43	CMS	Training Programme for SPIOs and SAPIOs on Right to Information	2	12-Dec-19	13-Dec-19	All	Ashok Bhandari	DOPT RTI
50	UDR45	RIPA	Refresher Course for Junior Accountant	5	06-Jan-20	10-Jan-20	DTA	Monika Garg	RIPA
51	UDR46	RIPA	Positive Work Culture	3	15-Jan-20	17-Jan-20	All	Ira Bhatnagar	RIPA
52	UDR47	RIPA	Training on SIPF Portal	1	17-Jan-20	17-Jan-20	SIPF	Naresh Goyal	RIPA
53	UDR48	CMS	Awareness Generation Workshop on Right to Information (OFF CAMPUS)	1	20-Jan-20	20-Jan-20	All	Ira Bhatnagar	DOPT RTI
54	UDR40	RIPA	Computer Appreciation for Executives	5	20-Jan-20	24-Jan-20	All	Arvind Surana	RIPA
55	UDR50	RIPA	Administrative and Financial Rules for DDO s	3	05-Feb-20	07-Feb-20	DOIT and others	Monika Garg	RIPA
56	UDR51	RIPA	TOT on Disaster Management	5	10-Feb-20	14-Feb-20	All	Ira Bhatnagar	RIPA
57	UDR44	RIPA	Ms Excel And Ms Power Point	3	17-Feb-20	19-Feb-20	All	Arvind Surana	RIPA
58	UDR53	RIPA	Pension Rules and Retirement Benefit	3	24-Feb-20	26-Feb-20	All	Monika Garg	RIPA
59	UDR54	RIPA	Training on SIPF Portal	1	28-Feb-20	28-Feb-20	SIPF	Naresh Goyal	RIPA
60	UDR55	CMS	Training Programme on Right to Information Act for Nodal Officers	1	11-Mar-20	11-Mar-20	All	Ira Bhatnagar	DOPT RTI
61	UDR56	RIPA	Training Programme on IFMS	2	13-Mar-20	14-Mar-20	All	Arvind Surana	RIPA
62	UDR57	RIPA	SIPF Portal with new Prospective	2	13-Mar-20	14-Mar-20	SIPF	Naresh Goyal	RIPA



GOVERNMENT OF RAJASTHAN
H.C.M. Rajasthan State Institute Of Public Administration, Jaipur
Mizoram Civil Service Probationers of 2018 Batch
(07 to 11 February, 2019)



Sitting on Chair(LtoR):- Devika Tomar (Dy. Director Admn.), R.S. Delu (Joint Director Admn.), Dr. Bhagchand Badhal (Addl. Director Admn.), Shelly Kishnani (ADG, HCM RIPA), Hempushpa Sharma (Addl. Director Acct.), Ritu Nanda (Addl Director (Ins).), Dr. Reepunjaya Singh (Prof. Urban Devp.), Dr. Rakesh Singhal (Prof. Computer).

Standing I Row(L to R):- Denny Lalchhuanawma, Timothy R. Lalhmangaiha, Benjamin Zalawma Ralte, Lalthakima chhangte, Dr. Saithangpuia, Dr. Peter Malsawmtluanga, Chinnlianmanga, Hmingmawizuala, Jai Prakash (Publication Officer)

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Schedule of Training for Financial year 2019-20

S. No.	COURSE CODE	CATE-GORY	TITLE	DUR	FROM	TO	USER DEPARTMENT (S)	COURSE DIRECTOR	SPONS. AUTHO.
1	BKN24	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Yogita Goyal/ Meenakshi Khangarot	RIPA
2	BKN25	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Shishir Chaturvedi/ Rakesh Gupta	RIPA
3	BKN1	RIPA	Workshop on GST & RTPP for State Accounts Service	1	05-Apr-19	05-Apr-19	All	Yogita Goyal	RIPA
4	BKN2	RIPA	Training Programme for DDOs	5	08-Apr-19	12-Apr-19	Education Department in Bikaner	Rakesh Gupta	RIPA
5	BKN4	CMS	Training Programme on MS Office, MS Word & MS Excel	3	22-Apr-19	24-Apr-19	All	Meenakshi Khangarot	DOPT
6	BKN5	CMS	Training of Nodal Officers of RTI	1	29-Apr-19	29-Apr-19	Education Department in Bikaner	Shishir Chaturvedi	DOPT RTI
7	BKN3	RIPA	Training Programme for Ministerial Staff	5	13-May-19	17-May-19	Education	Yogita Goyal	RIPA
8	BKN7	RIPA	Training Programme for Ministerial Staff	5	20-May-19	24-May-19	Education Department in Bikaner	Rakesh Gupta	RIPA
9	BKN6	RIPA	Training Programme for DDOs	5	27-May-19	31-May-19	Education	Yogita Goyal	RIPA
10	BKN8	RIPA	Workshop of the new changes of SIPP of the Zone	1	27-May-19	27-May-19	All	Shishir Chaturvedi	RIPA
11	BKN9	CMS	Good Governance and Peoples Participation	3	29-May-19	31-May-19	All	Meenakshi Khangarot	DOPT
12	BKN10	RIPA	Prevention of Sexual Harassment of Women at Workplace	2	03-Jun-19	04-Jun-19	All	Meenakshi Khangarot	RIPA
13	BKN11	CMS	Awareness Generation Workshop on Right To Information	1	07-Jun-19	07-Jun-19	Education Department in Bikaner	Shishir Chaturvedi	DOPT RTI
14	BKN12	RIPA	Training Programme for DDOs	5	10-Jun-19	14-Jun-19	Education Department in Bikaner	Rakesh Gupta	RIPA
15	BKN13	RIPA	Training Programme for Ministerial Staff	5	08-Jul-19	12-Jul-19	Education Department in Bikaner	Rakesh Gupta	RIPA
16	BKN14	RIPA	Disaster Management	1	15-Jul-19	15-Jul-19	All	Shishir Chaturvedi	RIPA
17	BKN15	RIPA	Personality Development	3	17-Jul-19	19-Jul-19	All	Meenakshi Khangarot	RIPA
18	BKN16	RIPA	Refresher Course for A.A.O.III	5	22-Jul-19	26-Jul-19	DTA	Yogita Goyal	RIPA
19	BKN17	RIPA	Workshop on GST & RTPP for State Accounts Service	1	29-Jul-19	29-Jul-19	All	Yogita Goyal	RIPA
20	BKN18	CMS	Training Programme for SPIOs and SAPIOs on Right to Information	1	02-Aug-19	02-Aug-19	Education Department in Bikaner	Shishir Chaturvedi	DOPT RTI
21	BKN19	RIPA	Training Programme for DDOs	5	05-Aug-19	09-Aug-19	Education Department in Bikaner	Rakesh Gupta	RIPA
22	BKN20	RIPA	Refresher Course for A.A.O.III	5	19-Aug-19	23-Aug-19	DTA	Yogita Goyal	RIPA
23	BKN21	RIPA	Computer Appreciation for Executives	3	26-Aug-19	28-Aug-19	All	Meenakshi Khangarot	RIPA
24	BKN22	RIPA	Gender Sensitization	2	04-Sep-19	05-Sep-19	All	Meenakshi Khangarot	RIPA
25	BKN23	RIPA	Disaster Management	3	11-Sep-19	13-Sep-19	All	Shishir Chaturvedi	RIPA
26	BKN24	RIPA	Training Programme for DDOs	5	16-Sep-19	20-Sep-19	Education	Yogita Goyal	RIPA
27	BKN25	RIPA	Training Programme for Ministerial Staff	5	23-Sep-19	27-Sep-19	Education Department in Bikaner	Rakesh Gupta	RIPA

BIKANER

28	BKN26	CMS	Awareness Generation Workshop on Right To Information (Off Campus)	1	04-Oct-19	04-Oct-19	Education Department in Bikaner	Shishir Chaturvedi	DOPT RTI
29	BKN28	RIPA	Computer Appreciation for Executives	5	14-Oct-19	18-Oct-19	All	Meenakshi Khangarot	RIPA
30	BKN29	RIPA	Training Programme for DDOs	5	14-Oct-19	18-Oct-19	Education Department in Bikaner	Rakesh Gupta	RIPA
31	BKN27	RIPA	Training Programme for Ministerial Staff	5	21-Oct-19	25-Oct-19	Education	Yogita Goyal	RIPA
32	BKN30	RIPA	Training Programme for Ministerial Staff	5	04-Nov-19	08-Nov-19	Education Department in Bikaner	Rakesh Gupta	RIPA
33	BKN31	RIPA	Disaster Management	1	11-Nov-19	11-Nov-19	All	Shishir Chaturvedi	RIPA
34	BKN32	RIPA	Good Governance	2	14-Nov-19	15-Nov-19	All	Meenakshi Khangarot	RIPA
35	BKN33	RIPA	Training Programme for DDOs	7	18-Nov-19	22-Nov-19	Education	Yogita Goyal	RIPA
36	BKN34	RIPA	Women Empowerment	2	03-Dec-19	04-Dec-19	All	Meenakshi Khangarot	RIPA
37	BKN35	RIPA	Training Programme for DDOs	5	09-Dec-19	13-Dec-19	Education Department in Bikaner	Rakesh Gupta	RIPA
38	BKN36	CMS	Awareness Generation Workshop on Right To Information	1	13-Dec-19	13-Dec-19	Education Department in Bikaner	Shishir Chaturvedi	DOPT RTI
39	BKN37	RIPA	Disaster Management	3	01-Jan-20	03-Jan-20	All	Shishir Chaturvedi	RIPA
40	BKN38	RIPA	Training Programme for Ministerial Staff	5	06-Jan-20	10-Jan-20	Education Department in Bikaner	Rakesh Gupta	RIPA
41	BKN39	RIPA	Human Rights	2	28-Jan-20	29-Jan-20	All	Meenakshi Khangarot	RIPA
42	BKN40	RIPA	Training Programme for DDOs	5	03-Feb-20	07-Feb-20	Education Department in Bikaner	Rakesh Gupta	RIPA
43	BKN41	RIPA	Training Programme for Ministerial Staff	5	10-Feb-20	14-Feb-20	Education	Yogita Goyal	RIPA
44	BKN42	RIPA	Gender Sensitization	2	24-Feb-20	25-Feb-20	All	Meenakshi Khangarot	RIPA
45	BKN43	RIPA	Workshop of the new changes of SIPF of the Zone	1	28-Feb-20	28-Feb-20	Education Department in Bikaner	Shishir Chaturvedi	RIPA
46	BKN44	RIPA	Training Programme for Ministerial Staff	5	02-Mar-20	06-Mar-20	Education Department in Bikaner	Rakesh Gupta	RIPA
47	BKN45	CMS	Desk Top Presentation using MS Power Point	3	09-Mar-20	11-Mar-20	All	Meenakshi Khangarot	DOPT
48	BKN46	RIPA	Disaster Management	1	16-Mar-20	16-Mar-20	All	Shishir Chaturvedi	RIPA



HCM Rajasthan State Institute of Public Administration, Jaipur ♦ Rajasthan ♦ INDIA International Training Programme on Human Capability Educational-cum-Field Visit, Jaipur [08 – 12 April 2019]

In association with National Institute of Labour, Economics, Research and Development, Narela, Delhi



Sitting on Chair : Dr. Priyanka Vyas (Asstt. Professor, RIPA), Dr. Reepunjaya Singh (Professor, RIPA), Dr. Rakesh Singhal (Professor & Course Director), Dr. Bhag Chand Badhal (Additional Director-Administration, RIPA), Dr. Ramesh K. Arora (Guest Faculty), Ms Shilpi Tanwar (Guest Faculty), Mr. Radhey Shyam Sharma (Faculty-NILERD), Mr. Devender P. Kohad (NILERD)

Standing 1st Row : Ms. Constanza Navarro Navarro, Ms. Lyanis Pereira Suarez, Ms. Karla Jannett Bautista Palomino, Ms. Claudia Astudillo Ambrosi, Ms. Caroline Nyansuku Mboga, Ms. Aye Sandar, Mrs. Ameeta Nugessur, Ms. Asmaa Mustafa Mustafa Mohammed Osman, Ms. Julia Aktofel, Ms. Mayssam Mahmoud, Mrs. Evodia Madaha, Mr. Rajeevan Jeyachandramoorthy

Standing 2nd Row : Dr. Mahdi Hosseinirad, Mr. Tendai Manyuvire, Mr. Minenhle Brian Scott, Mr. Osman Isaac Mazariagos Zapata, Ms. Ghaneshwari Mangar, Ms. Zoe Setshwane, Ms. Oyiboka Marie George, Ms. Roslyn Yhap, Ms. Gelila Assefa Tadesse, Ms. Fatin Yassin Hassan Juma, Mr. Lepoqo Elia Moshoeshoe

JODHPUR

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Schedule of Training for Financial year 2019-20

S. No.	COURSE CODE	CATE-GORY	TITLE	DUR	FROM	TO	USER DEPARTMENT (S)	COURSE DIRECTOR	SPONS. AUTHO.
1	JDH40	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Archana Chawla/ K P Purohit	RIPA
2	JDH1	RIPA	Role & Responsibility of DDOs	3	03-Apr-19	05-Apr-19	All	Kailash Purohit	RIPA
3	JDH2	RIPA	Computer Applications and Awareness	3	08-Apr-19	10-Apr-19	All	Kailash Purohit	RIPA
4	JDH3	RIPA	Stress Management	1	15-Apr-19	15-Apr-19	All	Archana Chawla	RIPA
5	JDH4	RIPA	DDOs Responsibility under Income tax and GST	1	03-May-19	03-May-19	All	Kailash Purohit	RIPA
6	JDH5	RIPA	Training on SIPF Portal	1	06-May-19	06-May-19	SIPF	Archana Chawla	RIPA
7	JDH6	RIPA	Developing Presentation Skills using PowerPoint	2	13-May-19	14-May-19	All	Vandana Singhavi	RIPA
8	JDH7	RIPA	Role of DDOs	1	03-Jun-19	03-Jun-19	All	Archana Chawla	RIPA
9	JDH8	RIPA	Administrative & financial Rules	3	10-Jun-19	12-Jun-19	All	Kailash Purohit	RIPA
10	JDH9	RIPA	Creating motivational work climate	2	17-Jun-19	18-Jun-19	All	Vandana Singhavi	RIPA
11	JDH10	RIPA	NPS/GIS/SIPF portal	1	24-Jun-19	24-Jun-19	All	Archana Chawla	RIPA
12	JDH11	RIPA	Information Security Management	2	08-Jul-19	09-Jul-19	All	Vandana Singhavi	RIPA
13	JDH12	RIPA	Training on SIPF Portal	1	15-Jul-19	15-Jul-19	SIPF	Archana Chawla	RIPA
14	JDH13	RIPA	Office Procedure & Management	2	18-Jul-19	19-Jul-19	All	Kailash Purohit	RIPA
15	JDH14	RIPA	Role & Responsibility of DDOs	3	22-Jul-19	26-Jul-19	All	Kailash Purohit	RIPA
16	JDH15	CMS	Awareness Generation Workshop on Right to Information	1	22-Jul-19	22-Jul-19	ALL	Archana Chawla	DOPT RTI
17	JDH16	RIPA	Rajasthan Transparency In Public Procurement Rules & Act	2	01-Aug-19	02-Aug-19	All	Kailash Purohit	RIPA
18	JDH17	RIPA	Computer Applications and Awareness	3	05-Aug-19	07-Aug-19	All	Kailash Purohit	RIPA
19	JDH18	RIPA	Stress Management	3	19-Aug-19	21-Aug-19	All	Archana Chawla	RIPA
20	JDH19	RIPA	Basic awareness programme on Disaster management	1	26-Aug-19	26-Aug-19	All	Archana Chawla	RIPA
21	JDH20	RIPA	Handling Litigation	2	04-Sep-19	05-Sep-19	All	Vandana Singhavi	RIPA
22	JDH21	RIPA	Creating motivational work climate	2	09-Sep-19	10-Sep-19	All	Kailash Purohit	RIPA
23	JDH22	RIPA	Gender sensitization	3	18-Sep-19	20-Sep-19	All	Vandana Singhavi	RIPA
24	JDH23	RIPA	Role & Responsibility of DDOs	3	23-Sep-19	27-Sep-19	All	Archana Chawla	RIPA
25	JDH24	RIPA	Rajasthan Transparency In Public Procurement Rules & Act	2	03-Oct-19	04-Oct-19	All	Kailash Purohit	RIPA
26	JDH25	RIPA	DDOs Responsibility under Income tax and GST	1	09-Oct-19	09-Oct-19	All	Kailash Purohit	RIPA
27	JDH26	RIPA	Training on SIPF Portal	1	10-Oct-19	10-Oct-19	SIPF	Archana Chawla	RIPA
28	JDH27	RIPA	Computer Applications and Awareness	3	14-Oct-19	16-Oct-19	All	Archana Chawla	RIPA
29	JDH28	CMS	Awareness Generation Workshop on Right to Information	1	21-10-2019	21-10-2019	ALL	Kailash Purohit	DOPT RTI
30	JDH29	RIPA	Role & Responsibility of DDOs	3	04-Nov-19	08-Nov-19	All	Kailash Purohit	RIPA
31	JDH30	RIPA	DDOs Responsibility under Income tax and GST	1	20-Nov-19	20-Nov-19	All	Kailash Purohit	RIPA
32	JDH31	RIPA	Basic awareness programme on Disaster management	1	02-Dec-19	02-Dec-19	All	Archana Chawla	RIPA
33	JDH32	RIPA	DDOs Responsibility under Income tax and GST	1	10-Dec-19	10-Dec-19	All	Kailash Purohit	RIPA
34	JDH33	RIPA	Handling Litigation	2	16-Dec-19	17-Dec-19	All	Archana Chawla	RIPA
35	JDH34	RIPA	Role & Responsibility of DDOs	3	16-Dec-19	18-Dec-19	All	Kailash Purohit	RIPA
36	JDH35	RIPA	Training on SIPF Portal	1	30-Dec-19	30-Dec-19	SIPF	Archana Chawla	RIPA
37	JDH36	RIPA	Creating motivational work climate	2	02-Jan-20	03-Jan-20	All	Vandana Singhavi	RIPA
38	JDH37	RIPA	Role & Responsibility of DDOs	3	06-Jan-20	09-Jan-20	All	Kailash Purohit	RIPA
39	JDH38	RIPA	Office Procedure & Management	2	13-Jan-20	14-Jan-20	All	Kailash Purohit	RIPA
40	JDH39	CMS	Training Programme on Right to Information Act for Nodal Officers	2	20-Jan-20	21-Jan-20	ALL	Kailash Purohit	DOPT RTI
41	JDH40	CMS	Computer Applications and Awareness	3	03-Feb-20	05-Feb-20	All	Archana Chawla	DOPT
42	JDH41	RIPA	Rajasthan Transparency In Public Procurement Rules & Act	2	10-Feb-20	11-Feb-20	All	Kailash Purohit	RIPA
43	JDH42	RIPA	Office Procedure & Management	2	18-Feb-20	19-Feb-20	All	Archana Chawla	RIPA
44	JDH43	RIPA	Basic awareness programme on Disaster Management	1	25-Feb-20	25-Feb-20	All	Kailash Purohit	RIPA
45	JDH44	RIPA	Stress Management	3	26-Feb-20	28-Feb-20	All	Vandana Singhavi	RIPA
46	JDH45	RIPA	Gender sensitization	1	09-Mar-20	09-Mar-20	All	Archana Chawla	RIPA
47	JDH46	CMS	Good Governance	3	12-Mar-20	14-Mar-20	All	Vandana Singhavi	DOPT
48	JDH47	RIPA	Computer Applications and Awareness	3	23-Mar-20	25-Mar-20	All	Kailash Purohit	RIPA

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Schedule of Training for Financial year 2019-20

S. NO.	COURSE CODE	CATEGORY	TITLE	Dur	FROM	TO	USER DEPARTMENT(S)	COURSE DIRECTOR	SPONS. AUTHO.
1	KT26	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Atika Azad	RIPA
2	KT27	RIPA	Institutional Course of Junior Accountant	8 W	18-Feb-19	12-Apr-19	DTA	Alka Rao	RIPA
3	KTA1	RIPA	Workshop on SIPF Portal	1	05-Apr-19	05-Apr-19	All	Atika Azad	RIPA
4	KTA2	RIPA	Prevention of Crime against women	1	15-Apr-19	15-Apr-19	All	Atika Azad	RIPA
5	KTA3	CMS	Stress Management and Art of Living	3	24-Apr-19	26-Apr-19	All	Alka Rao	DOPT
6	KTA4	RIPA	Workshop on SIPF Portal	1	03-May-19	03-May-19	All	Atika Azad	RIPA
7	KTA5	CMS	Financial Management	3	15-May-19	17-May-19	All	Alka Rao	DOPT
8	KTA6	RIPA	Training Programme on IFMS	1	31-May-19	31-May-19	All	Atika Azad	RIPA
9	KTA7	RIPA	RTTP act & Rules	2	03-Jun-19	04-Jun-19	All	Alka Rao	RIPA
10	KTA8	CMS	Training Programme on Right to Information Act for Nodal Officers	1	14-Jun-19	14-Jun-19	All	Atika Azad	DOPT RTI
11	KTA9	RIPA	Redressal of Public Grievances	1	20-Jun-19	20-Jun-19	All	Alka Rao	RIPA
12	KTA10	RIPA	PAR, Conduct Rules and DPC	1	25-Jun-19	25-Jun-19	All	Atika Azad	RIPA
13	KTA11	RIPA	Role and Responsibilities of DDO's	1	03-Jul-19	03-Jul-19	All	Alka Rao	RIPA
14	KTA12	CMS	Awareness Generation Workshop on Right to Information	1	09-Jul-19	09-Jul-19	All	Atika Azad	DOPT RTI
15	KTA13	RIPA	Workshop on SIPF Portal	1	11-Jul-19	11-Jul-19	All	Atika Azad	RIPA
16	KTA14	RIPA	Time Management	1	18-Jul-19	18-Jul-19	All	Alka Rao	RIPA
17	KTA15	RIPA	Office Procedure	1	30-Jul-19	30-Jul-19	All	Alka Rao	RIPA
18	KTA16	RIPA	Role and Responsibilities of DDO's	1	01-Aug-19	01-Aug-19	All	Alka Rao	RIPA
19	KTA17	CMS	Awareness Generation Workshop on Right to Information	1	06-Aug-19	06-Aug-19	All	Atika Azad	DOPT RTI
20	KTA18	RIPA	PWF & AR	2	19-Aug-19	20-Aug-19	All	Alka Rao	RIPA
21	KTA19	RIPA	Pension Rules and Retirement benefits	1	04-Sep-19	04-Sep-19	All	Alka Rao	RIPA
22	KTA20	CMS	Training Programme for SPIOs and SAPIOs on Right to Information	2	11-Sep-19	12-Sep-19	All	Atika Azad	DOPT RTI
23	KTA21	RIPA	Training on IFMS	1	16-Sep-19	16-Sep-19	All	Alka Rao	RIPA
24	KTA22	RIPA	Redressal of Public Grievances	1	20-Sep-19	20-Sep-19	All	Atika Azad	RIPA
25	KTA23	RIPA	Gender Budgeting	1	27-Sep-19	27-Sep-19	All	Atika Azad	RIPA
26	KTA24	CMS	Awareness Generation Workshop on Right to Information	1	03-Oct-19	03-Oct-19	All	Atika Azad	DOPT RTI
27	KTA25	RIPA	Time Management	1	15-Oct-19	15-Oct-19	All	Alka Rao	RIPA
28	KTA36	RIPA	Workshop on SIPF Portal	1	21-Oct-19	21-Oct-19	All	Atika Azad	RIPA
29	KTA37	RIPA	Training Programme on IFMS	1	14-Nov-19	14-Nov-19	All	Alka Rao	RIPA
30	KTA28	RIPA	Workshop on SIPF Portal	1	20-Nov-19	20-Nov-19	All	Atika Azad	RIPA
31	KTA29	RIPA	Leadership & Positive Work Culture	1	25-Nov-19	25-Nov-19	All	Atika Azad	RIPA
32	KTA30	RIPA	Workshop for electoral representation	1	16-Dec-19	16-Dec-19	All	Atika Azad	RIPA
33	KTA31	RIPA	Stress Management and Art of Living	1	14-Jan-20	14-Jan-20	All	Alka Rao	RIPA
34	KTA32	RIPA	Women Empowerment	1	18-Feb-20	18-Feb-20	All	Atika Azad	RIPA
35	KTA33	RIPA	Notesheet Writing and Documentation	1	20-Feb-20	20-Feb-20	All	Alka Rao	RIPA
36	KTA34	RIPA	Pension Rules and Retirement Benefits	1	11-Mar-20	11-Mar-20	All	Alka Rao	RIPA
37	KTA35	RIPA	Redressal of public grievances	1	18-Mar-20	18-Mar-20	All	Atika Azad	RIPA

HCM RIPA DIRECTORY

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Ramdhan	Junior Accountant	313	2715257		9782056042	
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A.N. Rawat	A.En.(PWD)				9829371133	
Vacant	Manager (Vishranti)	Vishranti	2715300 2715301	2524743		

EXECUTIVE SERVICES IN NEHRU BHAWAN AND PATEL BHAWAN

Accounts Section	2715257	Examinations	2715236
Establishment Section	2715255	Computer Lab	2715233
Aravalli	2710556/2701941	Vishranti-Reception	2715301
Caretaker	2715232	Training & Plan	2715244
Centre for Management Studies	2715246	Nehru Bhawan-Reception	2715247
Vishranti Hostel-Office	2715300	Patel Bhawan	2715239
Stores-Permanent	2715264	Stores-Stationery	2715264

CENTRES IN HCM RIPA

CENTRE FOR MANAGEMENT STUDIES (CMS)f. 1982						
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Mercy Joshwa	Additional Private Secretary to Joint Director (Admn)	207			9783109567	
Kanta Bhardwaj	PA to Additional Director (A/c)	101	2711723		-	
CENTRE FOR DISASTER MANAGEMENT (CDM)						
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Arun Dhameja	Consultant-CRC	311		-	94140 76111	
O P Gupta	Consultant CRC	305	271237		9829822899	
CENTRE FOR GOOD GOVERNANCE (CGG) f. 2004						
Contact Persons:						
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