

ATI Training Calendar 2012-13

[APRIL, 2012](#)

| Course Code | Programme | Dates | Course Director |
|-------------|---|-------------------------|-----------------|
| IN-01 | Induction Training of WBCS(Exe) Officers on Promotion (Batch I) | 26.03.2012 - 05.04.2012 | DD(Admin) |
| DM-01 | Disaster Management | 02.04.2012 - 06.04.2012 | AP(GG) |
| PA-01 | Values in Administration (Gol) | 02.04.2012 - 06.04.2012 | JD(MB) |
| IN-02 | Induction Training of WBCS(Exe) Officers on Promotion (Batch II) | 09.04.2012- 20.04.2012 | DD(Admin) |
| TD-01 | Recognised Trainer Development Programme on Experiential Learning Tools (Gol) | 09.04.2012 - 20.04.2012 | JD(HC) |
| IN-03 | Induction Training to Secretariat Assistants | 09.04.2012 - 20.04.2012 | GHK |
| IT-01 | Ms Word, Ms Excel & Internet (Gol) | 09.04.2012 - 13.04.2012 | PO(IT) |
| UM-01 | Service Level Benchmarking for Municipal Services (Gol) | 10.04.2012 - 12.04.2012 | Prof(UMC) |
| FN-01 | Use of Free and Open Source Software in Libraries (Gol) | 09.04.2012 - 13.04.2012 | Librarian |
| UM-02 | Slum free City Planning (Gol) | 18.04.2012 - 20.04.2012 | AP(UMC) |
| IN-04 | Induction course for F& S Service and other allied service | 23.04.2012 - 04.05.2012 | JD(MB) |
| RTI-01 | ToT on RTI Act, 2005 (Gol) | 23.04.2012 - 27.04.2012 | AP(GG) |
| DM-02 | Disaster Management (Gol) | 23.04.2012 - 27.04.2012 | AP(GG) |
| IT-02 | Ms Word, Ms Excel & Internet (Gol) | 23.04.2012 - 27.04.2012 | PO(IT) |
| STI-01 | Departmental Proceedings (Gol) | 25.04.2012 - 28.04.2012 | GHK |
| IN-05 | Induction Training of WBCS(Exe) Officers on Promotion (Batch III) | 30.04.2012 - 11.05.2012 | DD(Admin) |

MAY,2012

| Course Code | Programme | Dates | Course Director |
|-------------|--|-------------------------|-----------------|
| IN-05 | Induction Training of WBCS(Exe) Officers on Promotion (Batch III) Contd..... | 30.04.2012 - 11.05.2012 | DD(Admin) |
| DM-03 | Role of PRIs & NGO's in Disaster Management (Gol) | 02.05.2012 - 04.05.2012 | AP(GG) |
| UM-03 | Effective Municipal Councillors (Gol) | 02.05.2012 - 04.05.2012 | AP(UMC) |
| PPP-01 | Awareness Course on PPP | 04.05.2012 | DD(Admn) |
| RTI-02 | RTI Act, 2005 (Gol) | 09.05.2012 - 11.05.2012 | AP(GG) |
| STI-02 | Dealing with Court Cases (Gol) | 09.05.2012 - 11.05.2012 | GHK |
| DM-04 | Disaster Management for PRIs | 09.05.2012 - 11.05.2012 | AP(GG) |
| | Half Yearly Departmental Examination | 12.05.2012 - 18.05.2012 | JD(SD) |
| IN-06 | Induction Training to Secretariat Assistants | 21.05.2012 - 01.06.2012 | GHK |
| UM-04 | Affordable housing through Joint Venture (Gol) | 21.05.2012 - 23.05.2012 | AP(UMC) |
| TD-02 | Direct Trainer Skills (National) (Gol) | 21.05.2012 - 25.05.2012 | JD(HC) |
| FN-02 | Inservice Training for the Inspectors BCW (Gol) | 21.05.2012 - 25.05.2012 | JD(SD) |
| FN-03 | Multi Sectoral Development Plan for Minority Affairs (Gol) | 23.05.2012 - 25.05.2012 | AD |
| TD-03 | Design of Training (National) (Gol) | 28.05.2012 - 01.06.2012 | JD(HC) |
| DM-05 | Urban Risk Mitigation | 28.05.2012 - 30.05.2012 | AP(GG) |
| IT-03 | Ms Word, Ms Excel & Internet (Gol) | 28.05.2012 - 01.06.2012 | PO(IT) |
| FN-04 | Professional Training Phase - I of WBCS(Exe) Officers, 2010 Batch | 28.05.2012 - 03.08.2012 | JD(MB) |

JUNE,2012

| Course Code | Programme | Dates | Course Director |
|-------------|--|-------------------------|-----------------|
| FN-04 | Professional Training Phase - I of WBCS(Exe) Officers, 2010 Batch Contd... | 28.05.2012 - 03.08.2012 | JD(MB) |
| PPP-02 | Awareness Course on PPP | 01.06.2012 | DD(Admin) |
| PA-02 | Human Rights (Gol) | 04.06.2012 - 08.06.2012 | JD(MB) |
| PA-03 | Gender Issues in Development (Gol) | 04.06.2012 - 08.06.2012 | JD(SD) |
| IT-04 | Ms Word, Ms Excel & Internet (Gol) | 04.06.2012 - 08.06.2012 | PO(IT) |
| DM-06 | Disaster Management | 04.06.2012 - 08.06.2012 | AP(AS) |
| TD-04 | Evaluation of Training (Gol) | 04.06.2012 - 08.06.2012 | JD(HC) |
| DM-07 | Community Based Disaster Management | 11.06.2012 - 15.06.2012 | AP(AS) |
| FN-05 | Orientation Course for IAS Probationers | 11.06.2012 - 15.06.2012 | AD |
| FM-01 | Financial Management for DDOs (Gol) | 11.06.2012 - 15.06.2012 | JD(MB) |
| RTI-03 | RTI Act, 2005 (Gol) | 12.06.2012 - 14.06.2012 | AP(GG) |
| UM-05 | Leadership & Management for Urban Governance (Gol) | 13.06.2012 - 15.06.2013 | AP(UMC) |
| TD-05 | Training Needs Analysis (Gol) | 18.06.2012 - 29.06.2012 | JD(HC) |
| DM-08 | School Safety & Disaster Management (Gol) | 18.06.2012 - 22.06.2012 | AP(GG) |
| PA-04 | Departmental Proceedings (Gol) | 18.06.2012 - 22.06.2012 | JD(SD) |
| IT-05 | Ms Word, Ms Excel & Internet (Gol) | 18.06.2012 - 22.06.2012 | PO(IT) |
| FN-06 | Inservice training for Assistant Engineers Phase I (Gol) | 18.06.2012 - 22.06.2012 | AD |
| STI-03 | Computer Training Level I (Gol) | 25.06.2012 - 27.06.2012 | GHK |
| FN-07 | Use of Free and Open Source Software in Libraries (Gol) | 25.06.2012 - 29.06.2012 | Librarian |
| FN-08 | In service Training for CDPOs (Gol) | 25.06.2012 - 29.06.2012 | JD(SD) |
| FN-09 | In service training for Assistant Engineers Phase II (Gol) | 25.06.2012 - 29.06.2012 | AD |
| PPP-03 | Awareness Course on PPP | 29.06.2012 | DD(Admn) |

JULY,2012

| Course Code | Programme | Dates | Course Director |
|-------------|--|-------------------------|-----------------|
| FN-04 | Professional Training Phase - I of WBCS(Exe) Officers, 2010 Batch Contd... | 28.05.2012 - 03.08.2012 | JD(MB) |
| FN-10 | In service training for Assistant Engineers Phase III (Gol) | 02.07.2012 - 06.07.2012 | AD |
| MD-01 | Stress Management (Gol) | 02.07.2012 - 06.07.2012 | JD(MB) |
| IT-06 | Ms Word, Ms Excel & Internet (Gol) | 02.07.2012 - 06.07.2012 | PO(IT) |
| STI-04 | Departmental Proceedings (Gol) | 02.07.2012 - 06.07.2012 | GHK |
| DM-09 | Disaster Management for PRIs | 02.07.2012 - 04.07.2012 | AP(GG) |
| UM-06 | Service Level Benchmarking for Municipal Services (Gol) | 04.07.2012 - 06.07.2012 | Prof (UMC) |
| TD-06 | Direct Trainer Skills (State) (Gol) | 09.07.2012 - 13.07.2012 | JD(HC) |
| FN-11 | In service training for Assistant Engineers Phase IV (Gol) | 09.07.2012 - 13.07.2012 | AD |
| PPP-04 | Sensitization Course on PPP | 09.07.2012 - 10.07.2012 | DD(Admn) |
| IN-07 | Induction Training to Secretariat Assistants | 16.07.2012 - 27.07.2012 | GHK |
| FM-02 | Financial Management for Staff (Gol) | 16.07.2012 - 20.07.2012 | JD(MB) |
| RTI-04 | RTI Act, 2005 (Gol) | 17.07.2012 - 19.07.2012 | AP(GG) |
| TD-07 | Management of Training (State) (Gol) | 23.07.2012 - 27.07.2012 | JD(HC) |
| IT-07 | Ms Excel (GOI) | 23.07.2012 - 27.07.2012 | PO(IT) |
| DM-10 | Earthquake and Landslide Risk Mitigation | 23.07.2012 - 27.07.2012 | AP(GG) |
| TD-08 | Mentoring (Gol) | 30.07.2012 - 01.08.2012 | JD(HC) |

AUGUST,2012

| Course Code | Programme | Dates | Course Director |
|-------------|--|-------------------------|-----------------|
| FN-04 | Professional Training Phase - I of WBCS(Exe) Officers, 2010 Batch Contd... | 28.05.2012 - 03.08.2012 | JD(MB) |
| PA-05 | Values in Administration (Gol) | 01.08.2012 - 03.08.2012 | JD(MB) |
| DM-11 | Development and Disaster Management for PRIs | 01.08.2012 - 03.08.2012 | AP(AS) |
| FN-12 | Professional Training Phase - II of WBCS(Exe) Officers, 2009 Batch | 06.08.2012 - 31.08.2012 | JD(SD) |
| DM-12 | Role of PRIs and NGOs in Disaster Management | 06.08.2012 - 08.08.2012 | AP(AS) |
| STI-05 | Dealing with Court Cases (Gol) | 06.08.2012 - 08.08.2012 | GHK |
| TD-09 | Facilitation (Gol) | 06.08.2012 - 08.08.2012 | JD(HC) |
| UM-07 | Slum Free City Planning (Gol) | 07.08.2012 - 09.08.2012 | AP(UMC) |
| PPP-05 | Sensitization Course on PPP | 06.08.2012 - 07.08.2012 | DD(Admn) |
| IT-08 | Ms Excel & Ms Access (Gol) | 20.08.2012 - 24.08.2012 | PO(IT) |
| STI-06 | Computer Training Level II (Gol) | 20.08.2012 - 24.08.2012 | GHK |
| FN-13 | Powers and Functions of Executive Magistrate (Gol) | 22.08.2012 - 24.08.2012 | JD(MB) |
| RTI-05 | RTI Act, 2005 (Gol) | 21.08.2012 - 23.08.2012 | AP(GG) |
| TD-10 | Experiential Learning Tools (Gol) | 27.08.2012 - 31.08.2012 | JD(HC) |
| DM-13 | ToT on School Safety & Disaster Management | 27.08.2012 - 31.08.2012 | AP(GG) |

SEPTEMBER, 2012

| Course Code | Programme | Dates | Course Director |
|-------------|---|-------------------------|-----------------|
| PA-06 | Departmental Proceedings (Gol) | 03.09.2012 - 07.09.2012 | JD(SD) |
| UM-08 | Trainer Development for ULBs Part - I (Gol) | 03.09.2012 - 07.09.2012 | AP(UMC) |
| MD-02 | Interpersonal Effectiveness (Gol) | 03.09.2012 - 07.09.2012 | DD(Admn) |
| IT-09 | Ms Access (Gol) | 10.09.2012 - 14.09.2012 | PO(IT) |
| FN-14 | Inservice training for ESI Officers Phase I (Gol) | 10.09.2012 - 14.09.2012 | JD(MB) |
| DM-14 | ToT on Disaster Management for BDMO's (Gol)* | 10.09.2012 - 14.09.2012 | AP(GG) |
| TD-11 | Direct Trainer Skills (National) (Gol) | 10.09.2012 - 14.09.2012 | JD(HC) |
| UM-09 | Trainer Development for ULBs Part - II (Gol) | 10.09.2012 - 14.09.2012 | AP(UMC) |
| FN-15 | Effective SDO | 10.09.2012 - 14.09.2012 | AD |
| FN-16 | Inservice training for ESI Officers Phase II (Gol) | 17.09.2012 - 21.09.2012 | JD(MB) |
| IN-08 | Induction Training to Secretariat Assistants | 17.09.2012 - 28.09.2012 | GHK |
| PPP-06 | Sensitization course on PPP | 17.09.2012 - 18.09.2012 | DD(Admn) |
| FN-17 | ToT for the officers of Social Welfare Department (Gol) | 17.09.2012 - 21.09.2012 | JD(SD) |
| RTI-06 | ToT on RTI Act, 2005 (Gol) | 03.09.2012 - 07.09.2012 | AP(GG) |
| TD-12 | Design of Training (National) (Gol) | 24.09.2012 - 28.09.2012 | JD(HC) |
| DM-15 | Flood Management & Mitigation | 24.09.2012 - 28.09.2012 | AP(GG) |
| FM-03 | ToT on Financial Management (Gol) | 24.09.2012 - 28.09.2012 | JD(MB) |
| MD-03 | Basic Leadership Skills (Gol) | 24.09.2012 - 28.09.2012 | JD(SD) |
| IT-10 | Ms Word, Ms Excel & Internet (Gol) | 24.09.2012 - 28.09.2012 | PO(IT) |

* Rescheduled from 03/09/2012 to 07/09/2012

OCTOBER, 2012

| Course Code | Programme | Dates | Course Director |
|-------------|--|-------------------------|-----------------|
| DM-16 | Development and Disaster Management for Urban Bodies (Gol) | 03.10.2012 - 05.10.2012 | AP(GG) |
| RTI-07 | RTI Act, 2005 (Gol) | 03.10.2012 - 05.10.2012 | AP(GG) |
| STI-07 | Departmental Proceedings (Gol) | 03.10.2012 - 05.10.2012 | GHK |
| IN-09 | Induction Training to Secretariat Assistants | 08.10.2012 - 19.10.2012 | GHK |
| FN-18 | Improving Public Service Delivery (Gol) | 08.10.2012 - 12.10.2012 | DD(Admn) |
| TD-13 | Evaluation of Training (Gol) | 08.10.2012 - 12.10.2012 | JD(HC) |
| FM-04 | Financial Management for Staff (Gol) | 08.10.2012 - 12.10.2012 | JD(MB) |
| UM-10 | PPP in Municipal Infrastructure Development for ULBs (Gol) | 08.10.2012 - 10.10.2012 | Prof (UMC) |
| IT-11 | Ms Excel & Ms Access (Gol) | 08.10.2012 - 12.10.2012 | PO(IT) |
| DM-17 | Urban Risk Mitigation (Gol) | 15.10.2012 - 17.10.2012 | AP(GG) |
| DM-18 | Cyclone Risk Mitigation & Management | 29.10.2012 - 31.10.2012 | AP(GG) |
| STI-08 | Emotional Intelligence (Gol) | 29.10.2012 - 31.10.2012 | GHK |
| FN-19 | National Training cum Workshop on Development of Full Text Database in Library (Gol) | 31.10.2012 - 02.11.2012 | Librarian |

NOVEMBER,2012

| Course Code | Programme | Dates | Course Director |
|-------------|--|--|-----------------|
| PA-07 | Gender Issues in Development (Gol) | 05.11.2012 - 09.11.2012 | JD(SD) |
| TD-14 | Direct Trainer Skills (State) (Gol) | 05.11.2012 - 09.11.2012 | JD(HC) |
| MD-04 | ToT on Stress Management (Gol) | 05.11.2012 - 09.11.2012 | JD(MB) |
| PPP-07 | Basic Course on PPP (Gol) | 05.11.2012 - 07.11.2012 | DD(Admn) |
| DM-19 | Disaster Management | 07.11.2012 - 09.11.2012 | AP(AS) |
| IT-12 | Ms Word, Ms Excel & Internet (Gol) | 12.11.2012 - 16.11.2012 | PO(IT) |
| UM-11 | Effective Municipal Councillors (Gol) | 14.11.2012 - 16.11.2012 | AP(UMC) |
| | Half Yearly Departmental Examination | 17.11.2012 - 23.11.2012 | JD(SD) |
| IN-10 | Induction course for new recruits of WBA&AS | 26.11.2012 - 21.12.2012 | JD(Accts) |
| TD-15 | Direct Trainer Skills (National) (Gol) | 26.11.2012 - 01.12.2012 (except 28.11.2012) | JD(HC) |
| UM-12 | Affordable housing through Joint Venture (Gol) | 29.11.2012 - 01.12.2012 | AP(UMC) |
| PPP-08 | Basic Course on PPP (Gol) | 29.11.2012 - 01.12.2012 | DD(Admn) |

DECEMBER, 2012

| Course Code | Programme | Dates | Course Director |
|-------------|---|-------------------------|-----------------|
| IN-10 | Induction course for new recruits of WBA&AS Contd... | 26.11.2012 - 21.12.2012 | JD(Accts) |
| IN-11 | Induction Training to Secretariat Assistants | 03.12.2012 - 14.12.2012 | GHK |
| IT-13 | Ms Access (Gol) | 03.12.2012 - 07.12.2012 | PO(IT) |
| DM-20 | Foundation Training for Relief Cadre Officer | 03.12.2012 - 21.12.2012 | AP(AS) |
| TD-16 | Recognised Trainer Development Programme on Design of Training (Gol) | 03.12.2012 - 21.12.2012 | JD(HC) |
| PA-08 | Human Rights | 03.12.2012 - 07.12.2012 | JD(MB) |
| UM-13 | Service Level Benchmarking for Municipal Services (Gol) | 05.12.2012 - 07.12.2012 | Prof (UMC) |
| TD-17 | Direct Trainer Skills (Gol) | 10.12.2012 - 14.12.2012 | JD(HC) |
| FN-20 | Effective ADM | 10.12.2012 - 14.12.2012 | AD |
| CS-01 | Case Study Workshop (Gol) | 17.12.2012- 21.12.2012 | JD(MB) |
| IT-14 | Ms Word, Ms Excel & Internet (Gol) | 17.12.2012- 21.12.2012 | PO(IT) |
| PPP-09 | Basic Course on PPP (Gol) | 19.12.2012- 21.12.2012 | DD(Admn) |
| RTI-08 | RTI Act, 2005 (Gol) | 26.12.2012 - 28.12.2012 | AP(GG) |
| DM-21 | Disaster Management for Police Personnel | 26.12.2012 - 28.12.2012 | AP(GG) |
| STI-09 | Performance Management (Gol) | 26.12.2012 - 28.12.2012 | GHK |
| IN-12 | Induction Training for WBCS(Exe) | 31.12.2012 - 25.01.2013 | JD(SD) |
| IT-15 | Ms Word, Ms Excel & Internet (Gol) | 31.12.2012 - 04.01.2013 | PO(IT) |

JANUARY, 2013

| Course Code | Programme | Dates | Course Director |
|-------------|---|-------------------------|-----------------|
| IN-12 | Induction Training for WBCS(Exe) Contd... | 31.12.2012 - 25.01.2013 | JD(SD) |
| FN-21 | In service training for Assistant Engineers Phase I (Gol) | 07.01.2013 - 11.01.2013 | AD |
| DM-22 | Disaster Management for Medical Personnel | 07.01.2013 - 11.01.2013 | AP(GG) |
| IN-13 | Induction Training to Secretariat Assistants | 07.01.2013 - 18.01.2013 | GHK |
| CS-02 | Case Study Validation Workshop (Gol) | 07.01.2013 - 11.01.2013 | JD(MB) |
| RTI-09 | RTI Act, 2005 (Gol) | 08.01.2013 - 10.01.2013 | AP(GG) |
| UM-14 | Effective Municipal Councillors (Gol) | 08.01.2013 - 10.01.2013 | AP(UMC) |
| FN-22 | In service training for Assistant Engineers Phase II (Gol) | 14.01.2013 - 18.01.2013 | AD |
| TD-18 | Management of Training (State) (Gol) | 14.01.2013 - 18.01.2013 | JD(HC) |
| IT-16 | Ms Excel & Ms Access (Gol) | 14.01.2013 - 18.01.2013 | PO(IT) |
| UM-15 | Best Practices in Urban Services & Governance in ULBs (Gol) | 16.01.2013 - 18.01.2013 | Prof (UMC) |
| FN-23 | Inservice training for Assistant Engineers Phase III (Gol) | 21.01.2013 - 25.01.2013 | AD |
| DM-23 | Role of PRI Bodies in Disaster Management | 28.01.2013 - 30.01.2013 | AP(GG) |
| STI-10 | Performance Management (Gol) | 28.01.2013 - 30.01.2013 | GHK |
| FN-24 | Preservation and Management of Library Documents in Digital Environment (Gol) | 28.01.2013 - 01.02.2013 | Librarian |
| FN-25 | Inservice training for Assistant Engineers Phase IV (Gol) | 28.01.2013 - 01.02.2013 | AD |

FEBRUARY 2013

| Course Code | Programme | Dates | Course Director |
|-------------|--|-------------------------|-----------------|
| IN-14 | Induction Training to Secretariat Assistants | 04.02.2013 - 15.02.2013 | GHK |
| FM-05 | Financial Management for the DDOs (Gol) | 04.02.2013 - 08.02.2013 | JD(MB) |
| DM-24 | Refresher course for Relief Cadre Officers | 04.02.2013 - 08.02.2013 | AP(GG) |
| RTI-10 | RTI Act, 2005 (Gol) | 05.02.2013 - 07.02.2013 | AP(GG) |
| UM-16 | Slum Free City Planning (Gol) | 06.02.2013 - 08.02.2013 | AP(UMC) |
| IT-17 | Ms Word, Ms Excel & Internet (Gol) | 11.02.2013 - 15.02.2013 | PO(IT) |
| IT-18 | Ms Word, Ms Excel & Internet (Gol) | 11.02.2013 - 15.02.2013 | PO(IT) |
| PPP-10 | Advance Course on PPP (Gol) | 11.02.2013 - 16.02.2013 | DD(Admn) |
| STI-11 | Right to Information (Gol) | 18.02.2013 - 20.02.2013 | GHK |
| FN-26 | Powers and Functions of Executive Magistrate (Gol) | 20.02.2013 - 22.02.2013 | JD(MB) |
| DM-25 | Drought Management | 25.02.2013 - 27.02.2013 | AP(GG) |
| STI-12 | Right to Information (Gol) | 25.02.2013 - 27.02.2013 | GHK |
| IT-19 | Ms Word, Ms Excel & Internet (Gol) | 25.02.2013 - 01.03.2013 | PO(IT) |

MARCH,2013

| Course Code | Programme | Dates | Course Director |
|-------------|---|-------------------------|-----------------------|
| IN-15 | Induction Training to Secretariat Assistants | 04.03.2013 - 15.03.2013 | GHK |
| IT-20 | Ms Word, Ms Excel & Internet (Gol) | 04.03.2013 - 08.03.2013 | PO(IT) |
| DM-26 | Refresher course for Relief Cadre Officers | 04.03.2013 - 08.03.2013 | Prof (NDM)/ AP(AS) |
| RTI-11 | RTI Act, 2005 (Gol) | 05.03.2013 - 07.03.2013 | AP(GG) |
| FM-06 | Financial Management for Staff (Gol) | 11.03.2013 - 15.03.2013 | JD(MB) |
| UM-17 | Changing dynamics and Rural - Urban Integration (Gol) | 12.03.2013 - 14.03.2013 | Prof (UMC) |
| TD-19 | Recognised Trainer Development Programme on Experiential Learning Tools (Gol) | 11.02.2013 - 22.02.2013 | JD(HC) |
| STI-13 | Stress Management (Gol) | 18.03.2013 - 22.03.2013 | GHK |
| DM-27 | Flood Management and Mitigation | 18.03.2013 - 22.03.2013 | AP(AS) |
| IT-21 | Ms Excel (Gol) | 18.03.2013 - 22.03.2013 | PO(IT) |
| STI-14 | Computer Training Level II (Gol) | 25.03.2013 - 27.03.2013 | GHK |

RTC Training Calendar 2012 -13

RTC, BANKURA

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | BAN-FN-01 | Inservice Training for Clerical Staff | 09.05.2012 - 11.05.2012 |
| 2 | BAN-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 21.05.2012 - 25.05.2012 |
| 3 | BAN-DM-01 | Disaster Management | 12.06.2012 - 14.06.2012 |
| 4 | BAN-RTI-01 | Training on RTI Act, 2005 | 26.06.2012 - 27.06.2012 |
| 5 | BAN-FM-01 | Financial Management & Office Procedure | 25.07.2012 - 27.07.2012 |
| 6 | BAN-FN-02 | Training of Executive Magistrate | 10.08.2012 - 11.08.2012 |
| 7 | BAN-PA-01 | Disciplinary Proceedings | 22.08.2012 - 23.08.2012 |
| 8 | BAN-FM-02 | Financial Management & Office Procedure (DDO) | 12.09.2012 - 14.09.2012 |
| 9 | BAN-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 12.12.2012 - 16.12.2012 |

RTC, BARDDHAMAN

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---------------------------------------|-------------------------|
| 1 | BAR-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 9.04.2012 - 13.04.2012 |
| 2 | BAR-FN-01 | Inservice Training for Clerical Staff | 04.06.2012 - 06.06.2012 |
| 3 | BAR-FN-02 | Training of Executive Magistrate | 04.07.2012 - 06.07.2012 |
| 4 | BAR-IT-02 | MS Excel (Gol) | 06.08.2012 - 10.08.2012 |
| 5 | BAR-MD-01 | Stress Management | 01.10.2012 - 03.10.2012 |
| 6 | BAR-RTI-01 | Training on RTI Act, 2005 | 05.11.2012 - 06.11.2012 |
| 7 | BAR-RTI-02 | Training on RTI Act, 2005 | 04.03.2013 - 05.03.2013 |

RTC, BIRBHUM

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | BIR-DM-01 | Disaster Management & Rain Water Harvesting | 10.05.2012 - 11.05.2012 |
| 2 | BIR-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 02.07.2012 - 06.07.2012 |
| 3 | BIR-FN-01 | Training on Executive Magistrate | 20.08.2012 - 22.08.2012 |
| 4 | BIR-FN-02 | Inservice Training for Clerical Staff | 10.09.2012 - 12.09.2012 |
| 5 | BIR-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 19.11.2012 - 23.11.2012 |
| 6 | BIR-FM-01 | Financial Management & Office Procedure | 17.12.2012 - 19.12.2012 |

RTC, COOCHBEHAR

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | COO-IT-01 | Ms Word, Ms Excel, Bangla Word & Internet (Gol) | 14.05.2012 - 18.05.2012 |
| 2 | COO-RTI-01 | Training on RTI Act | 23.08.2012 - 24.08.2012 |
| 3 | COO-IT-02 | Ms Word, Ms Excel, Bangla Word & Internet (Gol) | 10.09.2012 - 14.09.2012 |
| 4 | COO-FN-01 | Inservice Training for Clerical Staff | 19.11.2012 - 21.11.2012 |
| 5 | COO-IT-03 | Ms Word, Ms Excel, Bangla Word & Internet (Gol) | 10.12.2012 - 14.12.2012 |

RTC, DAKSHIN DINAJPUR

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | DDI-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.06.2012 - 18.06.2012 |
| 2 | DDI-RTI-01 | Training on RTI Act | 16.07.2012-17.07.2012 |
| 3 | DDI-FM-01 | Financial Management & Office Procedure | 27.08.2012 - 29.08.2012 |
| 4 | DDI-FN-01 | Training on Executive Magistrate | 12.09.2012 - 14.09.2012 |
| 5 | DDI-FN-02 | Inservice Training for Clerical Staff | 19.11.2012 - 21.11.2012 |
| 6 | DDI-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 12.12.2012 - 16.12.2012 |

RTC, DARJEELING

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | DAR-DM-01 | Landslide Preparedness | 24.05.2012 - 25.05.2012 |
| 2 | DAR-FN-01 | In service Training for Group D Staff | 04.06.2012 - 05.06.2012 |
| 3 | DAR-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 30.07.2012 - 03.08.2012 |
| 4 | DAR-RTI-01 | RTI Act | 06.09.2012 - 07.09.2012 |
| 5 | DAR-FM-01 | Financial Management & Office Procedure | 05.11.2012 - 07.11.2012 |
| 6 | DAR-FN-02 | Training on Executive Magistrate (Gol) | 05.12.2012 - 07.12.2012 |
| 7 | DAR-FN-03 | Inservice Training for Clerical Staff | 04.02.2013 - 06.02.2013 |

RTC, HOOGHLY

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | HOO-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.06.2012 - 18.06.2012 |
| 2 | HOO-RTI-01 | Training on RTI Act | 16.07.2012-17.07.2012 |
| 3 | HOO-FM-01 | Financial Management & Office Procedure | 27.08.2012 - 29.08.2012 |
| 4 | HOO-FN-01 | Inservice Training for Clerical Staff | 12.09.2012 - 14.09.2012 |
| 5 | HOO-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 12.11.2012 - 16.11.2012 |

RTC, HOWRAH

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|--|-------------------------|
| 1 | HOW-DM-01 | Disaster Management (Gol) | 14.05.2012 - 16.05.2012 |
| 2 | HOW-IT-01 | Basic Computer Course(Gol) | 11.06.2012 - 15.06.2012 |
| 3 | HOW-PA-01 | Disciplinary Proceedings | 16.07.2012 - 17.07.2012 |
| 4 | HOW-FN-01 | Training for Executive Magistrate | 18.09.2012 - 20.09.2012 |
| 5 | HOW-FN-02 | Training on Good Governance & Best Practices | 09.10.2012 - 10.10.2012 |
| 6 | HOW-FN-03 | Inservice Training for Clerical Staff | 12.11.2012 - 14.11.2012 |
| 7 | HOW-RTI-01 | Training on RTI Act | 17.01.2013 - 18.01.2013 |

RTC, JALPAIGURI

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | JAL-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.06.2012 - 18.06.2012 |
| 2 | JAL-RTI-01 | Training on RTI Act | 16.07.2012-17.07.2012 |
| 3 | JAL-FM-01 | Financial Management & Office Procedure | 27.08.2012 - 29.08.2012 |
| 4 | JAL-FN-01 | Inservice Training for Clerical Staff | 12.09.2012 - 14.09.2012 |
| 5 | JAL-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 12.11.2012 - 16.11.2012 |

RTC, MALDA

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | MAL-FM-01 | Financial Management & Office Procedure | 20.08.2012 - 22.08.2012 |
| 2 | MAL-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 03.09.2012 - 07.09.2012 |
| 3 | MAL-DM-01 | Disaster Management | 08.10.2012 - 10.10.2012 |
| 4 | MAL-PA-01 | Ethical Issues in Administration | 14.11.2012 - 16.11.2012 |
| 5 | MAL-FN-01 | Inservice Training for Clerical Staff | 10.12.2012 - 12.12.2012 |

RTC, MURSHIDABAD

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | MUR-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.05.2012 - 18.05.2012 |
| 2 | MUR-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 04.06.2012 - 08.06.2012 |
| 3 | MUR-IT-03 | Ms Word, Ms Excel & Internet (Gol) | 02.07.2012 - 06.07.2012 |
| 4 | MUR-FM-01 | Financial Management & Office Procedure | 24.09.2012 - 28.09.2012 |
| 5 | MUR-FN-01 | Inservice Training for Clerical Staff | 05.11.2012 - 07.11.2012 |
| 6 | MUR-RTI-01 | Training for RTI Act, 2005 | 10.01.2013 - 11.01.2013 |
| 7 | MUR-IT-04 | Ms Word, Ms Excel & Internet (Gol)* | 14.01.2013 - 18.01.2013 |
| 8 | MUR-DM-01 | Disaster Management (Gol) | 18.03.2013 - 22.03.2013 |

* Rescheduled from 02/07/2012 to 06/07/2012

RTC, NADIA

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | NAD-PA-01 | Disciplinary Proceedings | 07.06.2012 - 09.06.2012 |
| 2 | NAD-RTI-01 | Training on RTI Act, 2005 | 18.06.2012 - 19.06.2012 |
| 3 | NAD-FN-01 | In service Training for Group D Staff | 09.07.2012 - 10.07.2012 |
| 4 | NAD-FM-01 | Financial Management & Office Procedure | 23.07.2012 - 25.07.2012 |
| 5 | NAD-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 06.08.2012 - 10.08.2012 |
| 6 | NAD-FN-02 | Training for Executive Magistrate | 10.09.2012 - 12.09.2012 |
| 7 | NAD-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 17.09.2012 - 21.09.2012 |
| 8 | NAD-RTI-02 | Training on RTI Act, 2005 | 05.11.2012 - 06.11.2012 |
| 9 | NAD-PA-02 | Training on Human Rights | 10.12.2012 - 12.12.2012 |

RTC, NORTH 24 PARGANAS

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|--|-------------------------|
| 1 | N24-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.05.2012 - 18.05.2012 |
| 2 | N24-FM-01 | Financial Management for DDOs | 11.07.2012- 13.07.2012 |
| 3 | N24-IT-02 | Introduction to e-Governance (Gol) | 06.08.2012 - 10.08.2012 |
| 4 | N24-RTI-01 | Training on RTI Act | 06.09.2012 - 07.09.2012 |
| 5 | N24-FN-01 | ToT for Clerical Staff on WBSR/ WBTR/ WBFR (Gol) | 17.09.2012 - 21.09.2012 |
| 6 | N24-DM-01 | Disaster Management for PRIs & NGOs | 19.11.2012 - 21.11.2012 |
| 7 | N24-IT-03 | Ms Word, Ms Excel & Internet (Gol) | 10.12.2012 - 14.12.2012 |
| 8 | N24-FM-02 | Financial Management & Office Procedure | 07.01.2013 - 09.01.2013 |

RTC, PASCHIM MEDNIPUR

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|--|-------------------------|
| 1 | PME-FM-01 | Financial Management & Office Procedure | 25.04.2012 - 27.04.2012 |
| 2 | PME-FN-01 | Inservice Training for Clerical Staff | 14.05.2012 - 16.05.2012 |
| 3 | PME-IT-01 | Ms Excel & MS Access (Gol) | 11.06.2012 - 15.06.2012 |
| 4 | PME-RTI-01 | Training on RTI Act | 12.07.2012 - 13.07.2012 |
| 5 | PME-FN-02 | Training on WBFR/ WBTR/ WBSR (Gol) | 23.07.2012 - 27.07.2012 |
| 6 | PME-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 10.09.2012 - 14.09.2012 |
| 7 | PME-DM-01 | Disaster Management Act & New Concept of Disaster Management | 04.10.2012 - 05.10.2012 |
| 8 | PME-PA-01 | Departmental Proceedings | 07.11.2012 - 09.11.2012 |

RTC, PURBA MEDINIPUR

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | PUM-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 11.07.2012 - 15.07.2012 |
| 2 | PUM-FN-01 | Training for Executive Magistrate | 04.08.2012 - 06.08.2012 |
| 3 | PUM-FN-02 | Inservice Training for Clerical Staff | 05.09.2012 - 07.09.2012 |
| 4 | PUM-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 21.11.2012 - 25.11.2012 |
| 5 | PUM-FM-01 | Financial Management & Office Procedure | 12.12.2012 - 14.12.2012 |
| 6 | PUM-RTI-01 | Training on RTI Act, 2005 | 03.01.2013 - 04.01.2013 |

RTC, PURULIA

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | PUR-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 10.04.2012 - 14.04.2012 |
| 2 | PUR-RTI-01 | RTI Act, 2005 | 15.06.2012 - 16.06.2012 |
| 3 | PUR-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 07.08.2012 - 11.08.2012 |
| 4 | PUR-IT-03 | Ms Word, Ms Excel & Internet (Gol) | 13.11.2012 - 17.11.2012 |
| 5 | PUR-FM-01 | Financial Management & Office Procedure | 11.12.2012 - 13.12.2012 |
| 6 | PUR-FN-01 | Training for Executive Magistrate | 07.12.2012 - 08.12.2012 |
| 7 | PUR-DM-01 | Disaster Management | 09.01.2013- 11.01.2012 |
| 8 | PUR-PA-01 | Inservice Training for Clerical Staff | 14.03.2013- 16.03.2013 |

RTC, SOUTH 24 PARGANAS

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | S24-FN-01 | Inservice Training for Clerical Staff | 14.05.2012 - 16.05.2012 |
| 2 | S24-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.06.2012 - 18.06.2012 |
| 3 | S24-RTI-01 | Training on RTI Act | 16.07.2012-17.07.2012 |
| 4 | S24-FM-01 | Financial Management & Office Procedure | 27.08.2012 - 29.08.2012 |
| 5 | S24-FN-02 | Training for Executive Magistrate | 12.09.2012 - 14.09.2012 |
| 6 | S24-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 12.11.2012 - 16.12.2012 |

RTC, UTTAR DINAJPUR

| SI No | Course Code | Title of the Programmes | Dates |
|-------|-------------|---|-------------------------|
| 1 | UDI-FN-01 | Inservice Training for Clerical Staff | 14.05.2012 - 16.05.2012 |
| 2 | UDI-IT-01 | Ms Word, Ms Excel & Internet (Gol) | 14.06.2012 - 18.06.2012 |
| 3 | UDI-RTI-01 | Training on RTI Act | 16.07.2012-17.07.2012 |
| 4 | UDI-FM-01 | Financial Management & Office Procedure | 27.08.2012 - 29.08.2012 |
| 5 | UDI-FN-02 | Training on Executive Magistrate | 12.09.2012 - 14.09.2012 |
| 6 | UDI-IT-02 | Ms Word, Ms Excel & Internet (Gol) | 12.11.2012 - 16.11.2012 |

Training Programme Category-wise

| SI No | Title of the Programmes | Number of Programmes | |
|-------|--------------------------------------|----------------------|-----|
| | | ATI | RTC |
| 1 | Induction Training (IN) | 15 | 0 |
| 2 | Public Administration (PA) | 8 | 7 |
| 3 | Trainer Development (TD) | 19 | 0 |
| 4 | Management Development (MD) | 4 | 1 |
| 5 | Functional Training (FN) | 26 | 31 |
| 6 | Financial Management (FM) | 6 | 17 |
| 7 | Disaster Management (DM) | 27 | 9 |
| 8 | Information Technology (IT) | 21 | 38 |
| 9 | Urban Management (UM) | 17 | 0 |
| 10 | Case Study (CS) | 2 | 0 |
| 11 | Public Private Partnership (PPP) | 10 | 0 |
| 12 | Right to Information (RTI) | 11 | 18 |
| 13 | Secretariat Training Institute (STI) | 14 | 0 |
| | | 180 | 121 |

Course Directors

| | |
|------------|---|
| AD | Syed Nasiruddin, WBCS(Exe), Additional Director |
| JD(HC) | Sri Himangshujyoti Choudhuri, WBCTS, Joint Director |
| JD(Accts) | Sri P. K. Poddar, WBA&AS, Joint Director (Accounts) |
| JD(SD) | Smt Sarmistha Das, WBCS(Exe), Joint Director |
| JD(MB) | Smt Mitali Bandyopadhyay, WBCS(Exe), Joint Director |
| DD(Admin) | Sri Prabhas Kr. Ukil, WBCS(Exe), Deputy Director (Administration) |
| Prof (NDM) | Professor, NDM |
| AP(GG) | Smt Gargi Ghosh, WBCS(Exe), Associate Professor, NDM |
| AP(AS) | Smt Arundhati Sarkar, WBCS(Exe), Associate Professor, NDM |
| PROF(UMC) | Sri N.N. Som, Professor, Urban Management Centre |
| AP(UMC) | Sri Uttam Kr. Roy, Assistant Professor, Urban Management Centre |
| PO(IT) | Programme Officer (IT) |
| APO(IT) | Smt Aparna Das, Assistant Programme Officer (IT) |
| LIBRARIAN | Sri Arup Mukhopadhyay, Librarian |
| GHK | Sri Gaur Hari Khanra, Faculty |