



ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚੀਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ
Mahatma Gandhi State Institute of Public Administration, Punjab

(Punjab Government Organisation devoted to training and research in Public Administration)

Institutional Area, Sector 26, Chandigarh 160019, India

Phone: +91-172-2793589/91 | Fax: +91-172-2793589/91 Extn: 400

Email: helpdesk.mgsipa@punjab.gov.in | Web: www.mgsipa.punjab.gov.in

ADMINISTRATIVE TRAINING DIVISION

CIRCULAR

The Department of Personnel and Training [DoPT], Government of India, has approved **05 Trainer Development Programmes [TDP]** for the Financial Year 2024-25, the details are as under:-

Sr. No.	Title of the Programme	Original Scheduled Dates	Course Director	Budget Head of the Programme
TRAINER DEVELOPMENT PROGRAMMES (TDP)				
<u>1ST QUARTER (1ST APRIL TO 30TH JUNE 2024)</u>				
1.	Management of Training [MOT] [State Level]	24-06-2024 to 28-06-2024	Sh. Gagandeep Sharma, Consultant (Training)	02-001
<u>2ND QUARTER (1ST JULY TO 30TH SEPTEMBER 2024)</u>				
2.	Mentoring [National Level]	15-07-2024 to 17-07-2024	Sh. Gagandeep Sharma, Consultant (Training)	02-002
3.	Direct Trainer Skills [DTS] [State Level]	19-08-2024 to 23-08-2024	Sh. Gagandeep Sharma, Consultant (Training)	02-003
4.	Facilitation [State Level]	04-09-2024 to 06-09-2024	Dr. P. V. Rao Fellow (KM)	02-004
5.	Design of Training [DoT] [State Level]	23-09-2024 to 27-09-2024	Sh. Gagandeep Sharma, Consultant (Training)	02-005

2. Kindly read the followings carefully with regard to the conduct of the above mentioned training programmes: -

- 1) The concerned faculty members/Course Directors are requested to conduct the above-mentioned training programmes as per your convenience under intimation to the Training Division.
- 2) As per DoPT instructions, the concerned Course Directors are requested to get the participants registered on iGOT platform and also indicate the number of participants registered on iGOT in Course Director Reports (CDRs).

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- 3) After the completion of each programme, the concerned Course Director will ensure timely booking of direct and indirect expenses and settlement of accounts book at MGSIPA Headquarter.


CGM [Trg. & Admn.]/
Incharge (Training)

No. ATD/01/2024-25/ 3421

Dated: May 21, 2024

A copy of the above is forwarded to the following for information and further necessary action, please:-

- 1) Dr. P.V. Rao, Fellow (KM), Library Documentation Division
- 2) Sh. Gagan Deep Sharma, Consultant (Training)
- 3) Sh. Balvir Singh Chaudhary, Administrative Officer (for information)
- 4) Sh. Ani Parkash Goyal, Accounts Officer (for information)
- 5) AF (SA) (for uploading programmes on the website of MGSIPA)
- 6) PA/Director (for the information of Director, please)
- 7) PA/DG (for the information of DG, please)