



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

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ADMINISTRATIVE TRAINING DIVISION

CIRCULAR

Subject: Conducting DoPT, GoI sponsored State Category Training Programmes (Financial Year 2024-25).

All the officers / faculty members of the Institute and Regional Project Directors of Regional Centres, Patiala, Bathinda and Jalandhar are requested to conduct DoPT, GoI sponsored **225 State Category Training Programmes [SCTP]** proposed by their respective Centres/Cells/Divisions and Regional Centres during the remaining period of current Financial Year 2024-25, the details are as under:-

Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
1.	Capacity Building Programme on Leadership and Team Building for Pathankot and Gurdaspur districts	3-Days	05/08/2024 to 07/08/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-016
2.	Awareness of safe drinking water and Hygiene for School Teachers	1 Day	05/08/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-017
3.	Training Programme on Environment and Forest Policy for Education Department	3-Days	05/08/2024 to 07/08/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-018
4.	Role of women during Disasters	3-Days	06/08/2024 to 08/08/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-019
5.	Improving Urban Administration in the State	3-Days	07/08/2024 to 09/08/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-020
6.	Arbitration for Engineers	3-Days	07/08/2024 to 09/08/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-021

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7.	Right to Education (RTE)	1 Day	07/08/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-022
8.	Integrated Human Resource Management System (iHRMS)	1 Day	09/08/2024	State Level	Sh. Umang Sharma, AF (SA)	02-023
9.	Library Management	3-Days	12/08/2024 to 14/08/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-024
10.	Awareness of safe drinking water and Hygiene for School Teachers	1 Day	12/08/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-025
11.	Training Programme on RTI Act	2-Days	13/08/2024 to 14/08/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-026
12.	Right to Education (RTE)	1 Day	20/08/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-027
13.	One Day Awareness Programme on ECBC and Green Buildings for Engineers	1 Day	20/08/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-028
14.	Heat Wave Risk Reduction	2-Days	21/08/2024 to 22/08/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-029
15.	Community Based Disaster Risk Management (CBDRM)	3-Days	21/08/2024 to 23/08/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-030
16.	Anti-Corruption Law and Safeguards	2-Days	21/08/2024 to 22/08/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-031
17.	Gender Sensitization	1 Day	22/08/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-032

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18.	Right to Education (RTE)	1 Day	23/08/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-033
19.	Right to Education (RTE)	1 Day	23/08/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-034
20.	Right to Education (RTE)	1 Day	23/08/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-035
21.	Training Programme on Environment and Forest Policy for Education Department	1 Day	27/08/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-036
22.	Audit and Budget	3-Days	27/08/2024 to 29/08/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-037
23.	Public Health Engineering Standards and Services	2-Days	28/08/2024 to 29/08/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-038
24.	One Day Awareness Programme on Electrical Vehicle for Engineers	1 Day	28/08/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-039
25.	Enhancing Personal Effectiveness	3-Days	28/08/2024 to 30/08/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-040
26.	Leading Change and Managing Transitions	3-Days	28/08/2024 to 30/08/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-041

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27.	Training Methods	3-Days	28/08/2024 to 30/08/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-042
28.	Women empowerment a step towards gender equality	3-Days	28/08/2024 to 30/08/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-043
29.	e-Office	2-Days	29/08/2024 to 30/08/2024	State Level	Sh. Umang Sharma, AF (SA)	02-044
30.	Value and ethics in Governance	3-Days	02/09/2024 to 04/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-045
31.	Training Programme on Communication and Presentation Skills for Jalandhar and Kapurthala Districts	3-Days	02/09/2024 to 04/09/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-046
32.	Awareness Training Programme on New Criminal Laws	2-Days	02/09/2024 to 03/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-047
33.	One Day Awareness Programme on DISCOM for Engineers	1 Day	03/09/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-048
34.	Enhancing Personal Effectiveness	3-Days	03/09/2024 to 05/09/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-049
35.	Achieving Sustainable Development Goals with Disaster Risk Reduction	3-Days	04/09/2024 to 06/09/2024	District Level	Col. Dalbir Singh, GM (Trg.)	02-050
36.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	04/09/2024 to 06/09/2024	District Level	Col. Dalbir Singh, GM (Trg.)	02-051

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37.	Training Programme on Integrated Child Development Services	2-Days	04/09/2024 to 05/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-052
38.	Punjab Civil Services Punishment and Appeal Rules	1 Day	05/09/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-053
39.	Training Programme on Leadership and Team Building	3-Days	09/09/2024 to 11/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-054
40.	Training Methods	3-Days	09/09/2024 to 11/09/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-055
41.	Training programme on Stress Management	2-Days	10/09/2024 to 11/09/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-056
42.	Audit and Budget	3-Days	10/09/2024 to 12/09/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-057
43.	New Criminal Law	2-Days	10/09/2024 to 11/09/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-058
44.	Library Management	3-Days	10/09/2024 to 12/09/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-059
45.	Operational and maintenance strategy For Engineering projects	2-Days	11/09/2024 to 12/09/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-060
46.	Training Programme on eGovernance	1 Day	11/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-061
47.	Training Programme on Right to Information Act	3-Days	11/09/2024 to 13/09/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-062

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48.	Communication and Interpersonal Skills for Government Employees	3-Days	11/09/2024 to 13/09/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-063
49.	Training Programme on RTI Act	2-Days	12/09/2024 to 13/09/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-064
50.	Professional Excellence	2-Days	12/09/2024 to 13/09/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-065
51.	Right to Education	1 Day	13/09/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-066
52.	Awareness training programme on New Criminal Laws	2-Days	16/09/2024 to 17/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-067
53.	Prevention of sexual harassment of women at work Place.	3-Days	17/09/2024 to 19/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-068
54.	Child Rights	2-Days	17/09/2024 to 18/09/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-069
55.	New Criminal Laws	3-Days	17/09/2024 to 19/09/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-070
56.	One Day Awareness Programme on Energy Management for Teaching Staff	1 Day	17/09/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-071
57.	Audit and Budget	3-Days	18/09/2024 to 20/09/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-072
58.	Training Programme on Integrated Child Development Services	2-Days	18/09/2024 to 19/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-073

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59.	First Aid and Disaster Risk Management	3-Days	18/09/2024 to 20/09/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-074
60.	Office Management	3-Days	18/09/2024 to 20/09/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-075
61.	Right to Person with Disability Act	3-Days	18/09/2024 to 20/09/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-076
62.	Earthquake Risk Management	2-Days	18/09/2024 to 19/09/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-077
63.	Integrated Human Resource Management System (iHRMS)	1 Day	20/09/2024	State Level	Sh. Umang Sharma, AF (SA)	02-078
64.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	23/09/2024 to 25/09/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-079
65.	Training Programme on Behaviour Skills	2-Days	23/09/2024 to 24/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-080
66.	Child Labour	1 Day	23/09/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-081
67.	Emerging Technologies	3-Days	23/09/2024 to 25/09/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-082
68.	e Procurement - Standard Bidding Document	2-Days	23/09/2024 to 24/09/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-083
69.	Training programme on Audit and Budget	3-Days	24/09/2024 to 26/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-084

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70.	Office Management	3-Days	24/09/2024 to 26/09/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-085
71.	Contract Management and Procurement and e-Procurement for Engineers	2-Days	24/09/2024 to 25/09/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-086
72.	Office Management	3-Days	25/09/2024 to 27/09/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-087
73.	Training Programme on Audit and Budget	3-Days	25/09/2024 to 27/09/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-088
74.	Training Programme on Office Management	3-Days	25/09/2024 to 27/09/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-089
75.	IT and its Applications	3-Days	25/09/2024 to 27/09/2024	State Level	Sh. Umang Sharma, AF (SA)	02-090
76.	Finance for Non-Finance Officers	3-Days	25/09/2024 to 27/09/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-091
77.	Government e-Marketplace (GeM)	2-Days	26/09/2024 to 27/09/2024	State Level	Sh. Umang Sharma, AF (SA)	02-092
78.	Safety and Health Environment Guidelines	2-Days	26/09/2024 to 27/09/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-093
79.	Risk Management for Engineers	1 Day	30/09/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-094
80.	Stress Management	1 Day	07/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-095

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81.	Training Programme on Communication and Presentation Skill	2-Days	07/10/2024 to 08/10/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-096
82.	Arbitration for Engineers	2-Days	08/10/2024 to 09/10/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-097
83.	Training Programme on Audit and Budget	3-Days	08/10/2024 to 10/10/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-098
84.	Training Programme on Right to Information Act	3-Days	08/10/2024 to 10/10/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-099
85.	Library Management	3-Days	08/10/2024 to 10/10/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-100
86.	Women Empowerment	2-Days	09/10/2024 to 10/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-101
87.	Transformational Leadership	3-Days	09/10/2024 to 11/10/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-102
88.	Industrial Disasters and CBRN Emergencies	3-Days	09/10/2024 to 11/10/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-103
89.	Awareness Training Programme on New Criminal Laws	2-Days	09/10/2024 to 10/10/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-104
90.	Right to Education	1 Day	11/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-105
91.	E-Governance	3-Days	14/10/2024 to 16/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-106
92.	Gender Equality and Child Rights	2-Days	14/10/2024 to 15/10/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-107

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93.	Online Programme on Relations between Officials and Non officials of Urban Local Bodies	3-Days	14/10/2024 to 16/10/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-108
94.	Project Management for Engineers	2-Days	15/10/2024 to 16/10/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-109
95.	Training Programme on Child Labour	1 Day	16/10/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-110
96.	Training Programme on Child labour	1 Day	18/10/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-111
97.	Consumer Rights	1 Day	18/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-112
98.	Training Programme on Integrated Child Development Services	2-Days	21/10/2024 to 22/10/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-113
99.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	21/10/2024 to 23/10/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-114
100.	Environment and Forest	3-Days	21/10/2024 to 23/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-115
101.	Library Management	3-Days	21/10/2024 to 23/10/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-116
102.	Building High Performance Teams and Conflict Resolution	3-Days	23/10/2024 to 25/10/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-117

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
103.	Training Programme on Consumer Rights	1 Day	23/10/2024 to 23/10/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-118
104.	Women empowerment a step towards gender equality	3-Days	23/10/2024 to 25/10/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-119
105.	Standard Bidding Document	1 Day	23/10/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-120
106.	e-Office	2-Days	24/10/2024 to 25/10/2024	State Level	Sh. Umang Sharma, AF (SA)	02-121
107.	Child Centric Disaster Risk Reduction (CCDRR)	2-Days	28/10/2024 to 29/10/2024	District Level	Col. Dalbir Singh, GM (Trg.)	02-122
108.	Financial Management	3-Days	28/10/2024 to 30/10/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-123
109.	Training Programme on child labour a social problem	3-Days	28/10/2024 to 30/10/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-124
110.	Role of training in Human Resource development	3-Days	28/10/2024 to 30/10/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-125
111.	Tubewell Drilling for Engineers	1 Day	29/10/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-126
112.	Training Programme on Consumer Rights	3-Days	04/11/2024 to 06/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-127
113.	Good Governance	3-Days	04/11/2024 to 06/11/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-128
114.	Ground Water Recharge and Rain Water Harvesting for Engineers	1 Day	05/11/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-129

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
115.	Managing Engineering Projects	2-Days	05/11/2024 to 06/11/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-130
116.	Training Programme on Conduct Rules	3-Days	05/11/2024 to 07/11/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-131
117.	Floods Risk Management and Mitigation	2-Days	05/11/2024 to 06/11/2024	District Level	Col. Dalbir Singh, GM (Trg.)	02-132
118.	Training Programme on Disaster Crisis Management	3-Days	06/11/2024 to 08/11/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-133
119.	Public Policy Formulation and Implementation	3-Days	06/11/2024 to 08/11/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-134
120.	Library Management	3-Days	11/11/2024 to 13/11/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-135
121.	Awareness training programme on New Criminal Laws	2-Days	11/11/2024 to 12/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-136
122.	Professional Excellence	3-Days	11/11/2024 to 13/11/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-137
123.	Women Empowerment	2-Days	11/11/2024 to 12/11/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-138
124.	AUTOCAD for Engineers	3-Days	12/11/2024 to 14/11/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-139
125.	Incident Command and Response System during any crisis situation	2-Days	12/11/2024 to 13/11/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-140
126.	Punjab Civil Services Punishment and Appeal Rules	1 Day	12/11/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-141

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
127.	Training Programme on Integrated Child Development Services	2-Days	13/11/2024 to 14/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-142
128.	Role of NGOs for upliftment of Society	3-Days	18/11/2024 to 20/11/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-143
129.	Training Programme on Anti-Corruption	3-Days	18/11/2024 to 20/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-144
130.	Municipal Waste Management	3-Days	18/11/2024 to 20/11/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-145
131.	Arbitration Matters	3-Days	19/11/2024 to 21/11/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-146
132.	Training Programme on E-Governance	3-Days	19/11/2024 to 21/11/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-147
133.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	20/11/2024 to 22/11/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-148
134.	Sustainable Cities and Communities SDG Goal No Eleven	3-Days	20/11/2024 to 22/11/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-149
135.	Training Programme on Education Policy	2-Days	21/11/2024 to 22/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-150
136.	e-Tendering	1 Day	22/11/2024	State Level	Sh. Umang Sharma, AF (SA)	02-151
137.	Value and ethics in Governance	3-Days	25/11/2024 to 27/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-152

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
138.	PRIMAVERA For Engineers	3-Days	26/11/2024 to 28/11/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-153
139.	Gender Justice and Women Rights	3-Days	27/11/2024 to 29/11/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-154
140.	Awareness Training Programme on New Criminal Laws	2-Days	27/11/2024 to 28/11/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-155
141.	Training Programme on Environment and Forest	3-Days	27/11/2024 to 29/11/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-156
142.	Government e-Marketplace (GeM)	2-Days	28/11/2024 to 29/11/2024	State Level	Sh. Umang Sharma, AF (SA)	02-157
143.	Communication skills and Presentation skills	3-Days	28/11/2024 to 30/11/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-158
144.	Professional Excellence	3-Days	02/12/2024 to 04/12/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-159
145.	Training Programme on Disciplinary Proceedings	3-Days	02/12/2024 to 04/12/2024	State Level	Dr. R. K. Sharma, Senior Consultant	02-160
146.	Training Programme on Integrated Child Development Services	2-Days	02/12/2024 to 03/12/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-161
147.	Prevention of sexual harassment of Women at workplace	1 Day	03/12/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-162
148.	Operational and maintenance strategy For Engineering projects	2-Days	03/12/2024 to 04/12/2024	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-163
149.	Role of Women during Disasters	2-Days	03/12/2024 to 04/12/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-164

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
150.	Training Programme on eGovernance	1 Day	05/12/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-165
151.	Sustainable Development Goal Nine and Industry Innovation and Infrastructure	3-Days	09/12/2024 to 11/12/2024	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-166
152.	Training Programme on Financial Management	3-Days	10/12/2024 to 12/12/2024	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-167
153.	STAAD PRO	3-Days	10/12/2024 to 12/12/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-168
154.	Office Management	3-Days	11/12/2024 to 13/12/2024	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-169
155.	Training Programme on Health Care and Sanitation	3-Days	11/12/2024 to 13/12/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-170
156.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	11/12/2024 to 13/12/2024	District Level	Col. Dalbir Singh, GM (Trg.)	02-171
157.	Integrated Human Resource Management System (iHRMS)	1 Day	13/12/2024	State Level	Sh. Umang Sharma, AF (SA)	02-172
158.	City Management	3-Days	16/12/2024 to 18/12/2024	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-173
159.	Artificial Intelligence and Knowledge Management	3-Days	18/12/2024 to 20/12/2024	State Level	Dr. P. V. Rao, Fellow (KM)	02-174
160.	Open roads Software	3-Days	18/12/2024 to 20/12/2024	State Level	Er. Kamal Kishore, Consultant, CES	02-175

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
161.	Achieving Sustainable Development Goals with Disaster Risk Reduction	3-Days	18/12/2024 to 20/12/2024	State Level	Col. Dalbir Singh, GM (Trg.)	02-176
162.	Protection Officers addressing Domestic Violence	1 Day	19/12/2024	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-177
163.	e-Tendering	1 Day	20/12/2024	State Level	Sh. Umang Sharma, AF (SA)	02-178
164.	Leadership and Team Building	2-Days	30/12/2024 to 31/12/2024	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-179
165.	Awareness Training Programme on New Criminal Laws for Police Department	2-Days	06/01/2025 to 07/01/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-180
166.	Capacity Building Training on Communication and Presentation Skills	3-Days	07/01/2025 to 09/01/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-181
167.	Contract Management	2-Days	07/01/2025 to 08/01/2025	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-182
168.	Training Programme on Punjab Financial Rules	3-Days	07/01/2025 to 09/01/2025	State Level	Dr. R. K. Sharma, Senior Consultant	02-183
169.	Training Programme on National E-Governance Plan	3-Days	08/01/2025 to 10/01/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-184
170.	One Day Awareness Programme on ECBC and Green Buildings for Engineers	1 Day	09/01/2025	State Level	Er. Kamal Kishore, Consultant, CES	02-185

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
171.	Mentoring for Sustaining Change	3-Days	13/01/2025 to 15/01/2025	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-186
172.	New Criminal Laws	3-Days	14/01/2025 to 16/01/2025	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-187
173.	Training Programme on Integrated Child Development Services	2-Days	15/01/2025 to 16/01/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-188
174.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	15/01/2025 to 17/01/2025	State Level	Col. Dalbir Singh, GM (Trg.)	02-189
175.	Gender Justice and Women Rights	3-Days	15/01/2025 to 17/01/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-190
176.	One Day Awareness Programme on Electrical Vehicle for Engineers	1 Day	16/01/2025	State Level	Er. Kamal Kishore, Consultant, CES	02-191
177.	Environment and Forest	3-Days	20/01/2025 to 22/01/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-192
178.	Management Development	2-Days	27/01/2025 to 28/01/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-193
179.	GIS and GPS in Engineering Project	2-Days	27/01/2025 to 28/01/2025	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-194

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
180.	Training Programme on Office Management	3-Days	28/01/2025 to 30/01/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-195
181.	ToT on Child Protection and Child Rights in Disasters and Emergencies	3-Days	29/01/2025 to 31/01/2025	District Level	Col. Dalbir Singh, GM (Trg.)	02-196
182.	Ethical Issues in Academic Publications	3-Days	29/01/2025 to 31/01/2025	State Level	Dr. P. V. Rao, Fellow (KM)	02-197
183.	Data Analysis for Government	3-Days	29/01/2025 to 31/01/2025	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-198
184.	e-Office	2-Days	30/01/2025 to 31/01/2025	State Level	Sh. Umang Sharma, AF (SA)	02-199
185.	Training Programme for Newly Recruited State Government Employees	3-Days	03/02/2025 to 05/02/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-200
186.	Audio Visual Aids in training	3-Days	03/02/2025 to 05/02/2025	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-201
187.	One Day Awareness Programme on Energy Management for Teaching Staff	1 Day	05/02/2025	State Level	Er. Kamal Kishore, Consultant, CES	02-202
188.	Health Care and Sanitation	3-Days	05/02/2025 to 07/02/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-203
189.	School Safety and Preparation of School DM Plan	3-Days	05/02/2025 to 07/02/2025	State Level	Col. Dalbir Singh, GM (Trg.)	02-204
190.	Role of NGOs for upliftment of Society	2-Days	05/02/2025 to 06/02/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-205

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
191.	Training Programme on RTI Act	1 Day	05/02/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-206
192.	Faculty Development Programme on Climate Change Adaptation and Disaster Risk Reduction (DRR)	2-Days	07/02/2025 to 08/02/2025	State Level	Col. Dalbir Singh, GM (Trg.)	02-207
193.	Training Programme on Stress Management	1 Day	11/02/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-208
194.	Communication skills and Presentation skills	3-Days	11/02/2025 to 13/02/2025	State Level	Dr. P. V. Rao, Fellow (KM)	02-209
195.	eTendering for Engineers	2-Days	11/02/2025 to 12/02/2025	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-210
196.	Training Programme on Women-Specific Legislation	3-Days	13/02/2025 to 15/02/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-211
197.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	17/02/2025 to 19/02/2025	State Level	Col. Dalbir Singh, GM (Trg.)	02-212
198.	Health Care and Sanitation	3-Days	17/02/2025 to 19/02/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-213
199.	RTI Act	2-Days	17/02/2025 to 18/02/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-214

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
200.	Disciplinary Proceedings and Framing of Chargesheet	1 Day	18/02/2025	State Level	Ms. Imrose Tiwana, Consultant, CSL	02-215
201.	Awareness of safe drinking water and Hygiene for School Teachers	1 Day	18/02/2025	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-216
202.	One Day Awareness Programme on Energy Management for Teaching Staff	1 Day	19/02/2025	State Level	Er. Kamal Kishore, Consultant, CES	02-217
203.	Training Programme on Women-Specific Legislation	3-Days	20/02/2025 to 22/02/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-218
204.	Case Teaching and Case Study Writing for Public Policy	3-Days	21/02/2025 to 23/02/2025	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-219
205.	School Safety during Monsoons and Floods	2-Days	24/02/2025 to 25/02/2025	District Level	Col. Dalbir Singh, GM (Trg.)	02-220
206.	Awareness of safe drinking water and Hygiene for School Teachers	1 Day	25/02/2025	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-221
207.	Government e-Marketplace (GeM)	2-Days	27/02/2025 to 28/02/2025	State Level	Sh. Umang Sharma, AF (SA)	02-222
208.	Stress Management	2-Days	03/03/2025 to 04/03/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-223
209.	Capacity Building Leadership and Team Building	3-Days	03/03/2025 to 05/03/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-224

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
210.	Sustainable Development	2-Days	05/03/2025 to 06/03/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-225
211.	Faculty Development Programme on Climate Change Adaptation and Disaster Risk Reduction (DRR)	2-Days	05/03/2025 to 06/03/2025	State Level	Col. Dalbir Singh, GM (Trg.)	02-226
212.	Professional Excellence	3-Days	05/03/2025 to 07/03/2025	State Level	Sh. Gagandeep Sharma, Consultant (Training)	02-227
213.	Emerging Technologies	3-Days	10/03/2025 to 12/03/2025	State Level	Dr. P. V. Rao, Fellow (KM)	02-228
214.	Awareness Training Programme on New Criminal Laws for Police Department	2-Days	10/03/2025 to 11/03/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-229
215.	Disaster Management in Basic Training for Police and Civil Employees	3-Days	10/03/2025 to 12/03/2025	State Level	Col. Dalbir Singh, GM (Trg.)	02-230
216.	Role of NGOs for upliftment of Society	3-Days	10/03/2025 to 12/03/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-231
217.	Training Programme on Environment and Forest Acts	3-Days	11/03/2025 to 13/03/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-232
218.	Awareness of safe drinking water and Hygiene for School Teachers	1 Day	12/03/2025	State Level	Dr. Parmod K. Kalia, Consultant, KRC, NJJM Er. Kamal Kishore, Consultant, KRC, NJJM	02-233
219.	Performance Management	3-Days	13/03/2025 to 15/03/2025	State Level	Dr. Sanjeev Chaddha, Prof. and Head, MDC	02-234

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Mahatma Gandhi State Institute of Public Administration, Punjab

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Sr. No.	Title of the Programme	Duration	DoPT Approved Dates	Category (State Level/ District Level)	Course Director	Budget Head
220.	Integrated Child Development Services	2-Days	18/03/2025 to 19/03/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-235
221.	Stress Management	1 Day	18/03/2025	District Level	Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar	02-236
222.	Training Programme on National Health Mission and Swachh Bharat Abhiyan	3-Days	18/03/2025 to 20/03/2025	District Level	Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala	02-237
223.	Preparation of Departmental Disaster Management Plan	2-Days	20/03/2025 to 21/03/2025	District Level	Col. Dalbir Singh, GM (Trg.)	02-238
224.	Training Programme on Time Management	2-Days	25/03/2025 to 26/03/2025	District Level	Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda	02-239
225.	e-Office	2-Days	27/03/2025 to 28/03/2025	State Level	Sh. Umang Sharma, AF (SA)	02-240

2. Kindly read the followings carefully with regard to the conduct of 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). The format is enclosed.

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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.

Chandigarh
23-09-2024


Amit Dhaka, IAS
Director, MGSIPA

No. ATD/01/2024-25/ 6267

Dated: September 24, 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)
- 2) Sh. Umang Sharma, AF (SA)
- 3) Dr. Sanjeev Chaddha, Prof. and Head, Management Development Centre (MDC)
- 4) Col. Dalbir Singh, GM (Trg.)
- 5) Dr. R. K. Sharma, Senior Consultant
- 6) Dr. Parmod K. Kalia, Consultant, KRC, NJJM
- 7) Er. Kamal Kishore, Consultant, KRC, NJJM and Centre for Engineering Studies (CES)
- 8) Sh. Gagan Deep Sharma, Consultant (Training)
- 9) Ms. Imrose Tiwana, Consultant, Centre for Study of Laws (CSL)
- 10) Mrs. Inderbir Kaur Mann, Regional Project Director, Regional Centre, Patiala
- 11) Sh. Pirthi Singh, Regional Project Director, Regional Centre, Jalandhar
- 12) Sh. Om Parkash, Regional Project Director, Regional Centre, Bathinda.
- 13) Sh. Balvir Singh Chaudhary, Administrative Officer (for information)
- 14) Sh. Ani Parkash, Accounts Officer (for information)
- 15) AF (SA) (for uploading list of programmes on the website of MGSIPA)
- 16) PA/Director (for the information of Director, please)
- 17) Secretary/DG (for the information of Director General, please)


Executive Director/
Incharge (Training)



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ADMINISTRATIVE TRAINING DIVISION

CIRCULAR

The Department of Personnel and Training [DoPT], Government of India, has approved 10 Trainer Development Programmes [TDP] for the remaining period of 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
3RD QUARTER (1ST OCTOBER TO 31ST DECEMBER 2024)				
1.	Direct Trainer Skills [State Level]	07-10-2024 to 11-10-2024	Sh. Gagandeep Sharma, Consultant (Training)	02-006
2.	Mentoring [National Level]	22-10-2024 to 24-10-2024		02-007
3.	Design of Training [State Level]	04-11-2024 to 08-11-2024		02-008
4.	Training Need Analysis [National Level]	25-11-2024 to 30-11-2024		02-009
5.	National Training Policy [NTP] [National Level]	10-12-2024 to 11-12-2024		02-010
4TH QUARTER (1ST JANUARY TO 31ST MARCH 2025)				
6.	Introduction to SAT Courses [National Level]	07-01-2025 to 09-01-2025	Sh. Gagandeep Sharma, Consultant (Training)	02-011
7.	Evaluation of Training [State Level]	20-01-2025 to 24-01-2025		02-012
8.	Direct Trainer Skills [National Level]	03-02-2025 to 07-02-2025	Dr. P. V. Rao Fellow (KM)	02-013
9.	Facilitation [National Level]	26-02-2025 to 28-02-2025		02-014
10.	Management of Training [State Level]	17-03-2025 to 21-03-2025	Sh. Gagandeep Sharma, Consultant (Training)	02-015

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