

**SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION**

**TRAINING CALENDAR - 2016-17**

Sr.No	Name of Course	From	To	Days	Course Director	Category
1	CCC+ Training	01-04-2016	19-04-2016	12	Dy.Dir.(Computer)	CCC+
2	E- PROCUREMENT	05-04-2016	06-04-2016	2	Dy.Dir.(Account)	EDP
3	Still Camera Operation	06-04-2016	07-04-2016	2	Jd. Director (Info)	EDP
4	Self Development	11-04-2016	13-04-2016	3	Dy.Dir.(Revenue)	GOI
5	Women Empowerment	11-04-2016	13-04-2016	3	Librarian	
6	How to Right Judgement	18-04-2016	18-04-2016	1	Dy.Dir.(Revenue)	EDP
7	M-Governance	18-04-2016	19-04-2016	2	Dy.Dir.(Computer)	EDP
8	Right to Information Act, 2005	21-04-2016	22-04-2016	2	Management Consultant	EDP
9	Office Management	25-04-2016	27-04-2016	3	Dy.Dir.(Revenue)	GOI
10	Life After Retirement	25-04-2016	27-04-2016	3	Management Consultant	GOI
11	Gujarat Civil Service Rules	26-04-2016	28-04-2016	3	Dy.Dir.(Account)	GOI
12	CCC+ Training	27-04-2016	10-05-2016	12	Dy.Dir.(Computer)	CCC+
13	Judiciary Courts & Court Procedure & Handling Litigation (GOI)	27-04-2016	29-04-2016	3	Librarian	GOI
14	On Line Bill	28-04-2016	28-04-2016	1	Jd. Director (Info)	EDP
15	Road safety awareness	29-04-2016	29-04-2016	1	Dy.Dir.(Exam)	EDP

	No. of Course	Days	Participants	Mandays
ગુડ ગવર્નન્સ જીઓઆઇ માંથી તારીખ આવેથી નક્કી થશે.	3	1	60	60
	4	2	80	160
	6	3	120	360
	2	12	40	480
	<b>Total</b>		<b>300</b>	<b>1060</b>

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**TRAINING CALENDAR - 2016-17**

Sr.No	Name of Course	From	To	Days	Course Director	Category
16	How to Write Judgement	02-05-2016	02-05-2016	1	Dy.Dir.(Revenue)	EDP
17	Office Procedure	05-05-2016	07-05-2016	3	Jd. Director (Info)	EDP
18	Computer Security Awareness (Advanced Level)	06-05-2016	07-05-2016	2	Dy.Dir.(Computer)	EDP
19	On Line Bill	10-05-2016	10-05-2016	1	Jd. Director (Info)	EDP
20	Seniority list, Roaster Rules & DPC	11-05-2016	11-05-2016	1	Dy.Dir.(Exam)	EDP
21	Office Administration	11-05-2016	13-05-2016	3	Management Consultant	GOI
22	Right to Information Act, 2005	12-05-2016	13-05-2016	2	Management Consultant	EDP
23	CCC+ Training	16-05-2016	30-05-2016	12	Dy.Dir.(Computer)	CCC+
24	ROLE & FUNCTIONS OF DRAWING & CONTROLLING OFFICERS	17-05-2016	19-05-2016	3	Dy.Dir.(Account)	EDP
25	Office Management	17-05-2016	19-05-2016	3	Dy.Dir.(Revenue)	GOI
26	Developing Mind Set for Change	20-05-2016	20-05-2016	1	Management Consultant	EDP
27	Pay & Contingency Rule	20-05-2016	21-05-2016	2	Jd. Director (Info)	EDP
28	M-Governance	23-05-2016	24-05-2016	2	Dy.Dir.(Computer)	EDP
29	Man & Time Management	25-05-2016	27-05-2016	3	Management Consultant	GOI
30	Positive Attitude & Positive Thinking	25-05-2016	27-05-2016	3	Management Consultant	EDP
31	Rules and Procedure of Accounts & Audit of Municipalities	25-05-2016	27-05-2016	3	Dy.Dir.(Exam)	GOI
32	Judiciary Courts & Court Procedure & Handling Litigation(GOI)	25-05-2016	27-05-2016	3	Librarian	EDP
33	Art of Writing	30-05-2016	31-05-2016	2	Jd. Director (Info)	EDP

	No. of Course	Days	Participants	Mandays
ગુડ ગવર્નન્સ જીઓઆઇ માંથી તારીખ આવેથી નક્કી થશે.	4	1	80	80
	5	2	100	200
	8	3	160	480
	1	12	20	240
	<b>Total</b>		<b>360</b>	<b>1000</b>

**SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION**

**TRAINING CALENDAR - 2016-17**

<b>Sr.No</b>	<b>Name of Course</b>	<b>From</b>	<b>To</b>	<b>Days</b>	<b>Course Director</b>	<b>Category</b>
34	Combating Corruption	02-06-2016	04-06-2016	3	Dy.Dir.(Revenue)	GOI
35	Life After Retirement	02-06-2016	04-06-2016	3	Management Consultant	GOI
36	Induction for Interest	06-06-2016	17-06-2016	12	Jd. Director (Info)	EDP
37	CCC+ Training	06-06-2016	20-06-2016	12	Dy.Dir.(Computer)	CCC+
38	DEPARTMENTAL PROCEEDING	07-06-2016	09-06-2016	3	Dy.Dir.(Account)	GOI
39	How to Write Judgement	10-06-2016	10-06-2016	1	Dy.Dir.(Revenue)	EDP
40	Pension & Pensioner Benefits	13-06-2016	15-06-2016	3	Dy.Dir.(Account)	EDP
41	Team Building & Motivation	16-06-2016	18-06-2016	3	Management Consultant	GOI
42	Speedy Service Delivery & Citizen Charter	22-06-2016	24-06-2016	3	Dy.Dir.(Revenue)	GOI
43	Women Empowerment	22-06-2016	24-06-2016	3	Librarian	GOI
44	CCC+ Training	27-06-2016	12-07-2016	12	Dy.Dir.(Computer)	CCC+
45	Ethics & Values for Public Governance	28-06-2016	30-06-2016	3	Management Consultant	GOI
46	Right to Information Act, 2005	29-06-2016	30-06-2016	2	Management Consultant	EDP

	<b>No. of Course</b>	<b>Days</b>	<b>Participants</b>	<b>Mandays</b>
	1	1	20	20
ગુડ ગવર્નન્સ જીઓઆઇ માંથી તારીખ આવેથી નક્કી થશે.	1	2	20	40
	8	3	160	480
	3	12	60	720
	<b>Total</b>		<b>260</b>	<b>1260</b>

**SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION****TRAINING CALENDAR - 2016-17**

Sr.No	Name of Course	From	To	Days	Course Director	Category
1	GCERT -Total Quality of Teachers Training for Teachers & Teachers Educators	April	April	3	Knowledge Manager	
2	Workshop- NULM	May	May	2	Knowledge Manager	
3	Seminar on Affordable Housing	June	June	1	Knowledge Manager	

**CCC+ Exam Schedule**

Sr No	Name of Course	From	To	Days	Exam Date
1	CCC+ Training	01-04-2016	19-04-2016	12	21,22,25,26 - April -2016
2	CCC+ Training	27-04-2016	10-05-2016	12	11,12,13 - May -2016
3	CCC+ Training	16-05-2016	30-05-2016	12	31 - May -2016 & 1,2,3,4 - Jun - 2016
4	CCC+ Training	06-06-2016	20-06-2015	12	21,22,23,24 - Jun -2016

**Tentative Exam Programme**

ક્રમાંક	પરીક્ષાનું નામ	પેપરની સંખ્યા	દિવસો	તારીખ
1	બિનસચિવાલયના કારકુન કમ ટાઇપીસ્ટની પૂર્વસેવા તાલીમાન્ત તથા વર્ગ-૪ ને વર્ગ-૩ માં બઢતી માટેની પરીક્ષા	3	2	5/4/16 TO 6/4/16
2	સચિવાલયના કારકુન કમ ટાઇપીસ્ટને નાયબ સેક્શન અધિકારીની જગ્યાએ બઢતી માટેની ખાતાકીય પરીક્ષા	5	3	05/05/16 To 07/05/16
3	સચિવાલયના સીધી ભરતીના નાયબ સેક્શન અધિકારીઓની પૂર્વસેવા તાલીમાન્ત પરીક્ષા	5	3	17/5/16 TO 19/5/16
4	ગેઝેટેડ ઓફિસર્સની (જીઓ)ની પૂર્વસેવા તાલીમાન્ત પરીક્ષા	6	3	8/6/16 TO 10/6/16