

**GOVT. OF NCT OF DELHI**  
**DEPARTMENT OF SOCIAL WELFARE**  
**GLNS COMPLEX, DELHI GATE**  
**NEW DELHI-110002**  
**[ADMINISTRATION BRANCH]**

**F.10 (335)/Admn-I/2016/DSW/Estt./1**

**Dated: 4/4/18**

**CIRCULAR**

Please find enclosed copy of following letters for information and further necessary action:

1. No. F. 10(48)/2014/Coord/Vol-I/081267030/2779-2781 dated 21/03/2018 received from Dy. Secretary (Services), Services Department: Coordination Branch, GNCTD regarding Publication of Vacancy/Deputation Notification/Advertisements in Employment News.
2. No. F. 10(155)/2016/Coord/081403464/2717-2720 dated 20/03/2018 received from Dy. Secretary (Services), Services Department: Coordination Branch, GNCTD regarding Official dealing between the Administration and Members of Parliament and State Legislatures- Observance of proper procedure.
3. No. F.1/5/20/2018-19/UTCS/Admn/2926-3092 dated 19/03/2018 received from Asstt. Director (Training-III), Directorate of Training (UTCS), GNCTD regarding Annual Training Calendar for the year 2018-19.

Encl: As above.

**S.O. (Admn-I)**

**F.10 (335)/Admn-I/2016/DSW/Estt./1**

**Dated: 4/4/18**

**Copy to:**

1. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.

**MR TOAR**  
**04/04/2018**

**S.O. (Admn-I)**

**System Analyst (Personnel)**

**Personnel**  
**04.04.18**

**Mr. Abhishek**

**744/ce**  
**04/4/18**

SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI-110002  
{http://services.delhigovt.nic.in}

Dated: 21/03/2018

F.10(48)/2014/Coord/Vol-I/081267030/2719-2781

Office of the Secretary (SW/WCD)  
Deptt. of Social Welfare  
Govt. of NCT of Delhi  
26 MAR 2018  
Dy. No. 256

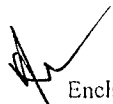
To  
All HODs/ Secretaries/Secretaries,  
Govt. of NCT of Delhi and Autonomous Bodies of Delhi.

Subject: -Publication of Vacancy/Deputation Notification/Advertisements in Employment News -  
Regarding.

Sir/Madam

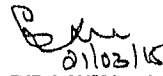
I am directed to forward herewith a copy of letter F. NO. 15039/108/2016-UT (Coord.) (Part-II) dated 01/03/2018 received from Ministry of Home Affairs with its enclosure on the subject cited above, which is self-explanatory for information and strict compliance of instructions of Publication Division.

DSW  
DWCD



Encls: As above

Yours faithfully

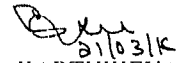


(D. KARTHIKEYAN)  
DEPUTY SECRETARY (SERVICES)

Dated: 21/03/2018

F.10(48)/2014/Coord/Vol-I/081267030/2719-2781

1. PA to Mr. Secretary (Services)/PA to Special Secretary (Services), Govt. of NCT of Delhi.
2. Section Officer (Coordination), Services Department with the direction to upload the letter on the website of the Services Department.



(D. KARTHIKEYAN)  
DY. SECRETARY (SERVICES)

D. D. (Admin.)

27/3



26 MAR 2018

7616

S/A

27.3.18

MS. Jeinpan

146/C  
**SPEED POST**

Govt. of NCT of Delhi  
F.No.15039/108/2016-UT (Coord.)(Part-II)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
UT Division  
\*\*\*\*\*

North Block, New Delhi  
Dated the February, 2018.  
Est Mandr,

To

05 Ma  
GMD/No 8/10/SS  
Cj. No.

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
2. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa
3. The Advisor to the Administrator, UT of Lakshadweep, Karvaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Advisor to the Administrator, UT of Chandigarh, Chandigarh.
6. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
7. The Chief Secretary, Government of Puducherry, Puducherry.

05.3.18  
Poseey (Secy)  
Secy (PR)

Subject: Publication of Vacancy/Deputation Notification/ Advertisements in Employment News - regarding.

SS/S  
Sir,  
6/3

I am directed to forward herewith a copy of OM No. 1-34020/02/2018-Coord-I dated 12/02/2018 along with a copy of letter No. 47011/15-16/Cir.-EN dated 31/01/2018 and its enclosures received from Publication Division, Ministry of Information & Broadcasting, on the above mentioned subject.

2. It is requested to kindly bring the matter to the notice of the offices under your administrative control for information and strict compliance of instructions of Publication Division.

Encl : As above

Yours faithfully

(M.N. Khan)  
Under Secretary to the Government of India  
Tele: 23093147

DS-H

CO  
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Sh. 29-100-11

1182935/As(UT)/18

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No.I-34020/02/2018-Coord-I  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
(Coordination-I Section, CIC Division)

North Block, New Delhi  
Dated the 12<sup>th</sup> February, 2018

OFFICE MEMORANDUM

**Subject:- Publication of Vacancy/ Deputation  
Notification/ Advertisements in Employment  
News.**

The undersigned is directed to forward herewith a copy of Letter No. 47011/15-16/Cir.-EN dated 31.01.2018 received from Publication Division, Ministry of Information & Broadcasting on the above subject, which is self explanatory.

2. All Divisional Heads are requested to take necessary steps to ensure strict compliance in this matter and issue similar instructions to the subordinate/attached organizations.

Encl: As above

  
(H. Kujur)

Consultant (Coord.-I)  
Phone No. 23093856

To

1. AS(CS)/AS(UT)
2. All Joint Secretaries in MHA (P).
3. RG & CCI.

E. A. (UT)

  
13/2

  
15/2

13/2  
13/2

15.2.18  
13  
ADD/Co-2

Dy No. - 180/C-1/18 SN. 1302

(37)



# रोजगार समाचार EMPLOYMENT NEWS



Phone : 24369421 (GM-Cum-CE)  
Fax : (011) 24369445  
E-mail : director.employmentnews@gmail.com  
Advertisement : enewsadvt@gmail.com  
www : employmentnews.gov.in  
www : rojgarsamachar.gov.in

प्रकाशन विभाग सूचना एवं प्रसारण मंत्रालय, भारत सरकार सातवीं मंजिल, सूचना भवन, सीजीओ कॉम्प्लेक्स लोधी रोड, नई दिल्ली-110003  
Publications Division, Ministry of Information & Broadcasting, Govt. of India, VII Floor, Sachina Bhawan, CGO Complex, Lodhi Road, New Delhi-110003  
P.No.47011/15-16/Cir.-F  
Dated: 31.01.2018

To,  
Shri Shri Prakash,  
Joint Secretary (Admn.),  
Ministry of Home Affairs,  
Room No. 117,  
North Block, New Delhi.

Sub:- Publication of Vacancy/Deputation Notification/ Advertisements in Employment News.

Sir,

As you are aware, Employment News is the flagship weekly journal of Ministry of Information and Broadcasting. Employment News is published in English, Hindi and Urdu and has a circulation of around 1.8 lakhs per week which makes it one of the highest circulated weeklies in the country.

Employment News is a single point of information on job vacancies in Central/State Governments/Bodies and PSUs. It also provides information on job oriented training programmes, admissions, examination notices, skill initiatives and also deputation opportunities in Government. Employment News also gives career guidance to youth so that they can make informed choices while planning their careers. Through a network of agents, it reaches not only to metros but also to smaller towns, semi-urban areas and villages.

As per DoPT notification dated 13.6.2016 (copy enclosed) it is mandatory for Government Ministries/Departments to publish their recruitment related notification in Employment News.

The rates of advertising in Employment News are approved by Directorate of Advertising and Visual Publicity (DAVP). These rates are apparently far lower than the rates of other newspapers for similar circulation. As per the present DAVP rates, the rate for publication in Employment News is Rs. 185.49 per sq.cm. (for colour advertisement) and Rs.132.49 per sq.cm. (for B&W advertisement).

You are requested to issue suitable instructions to all concerned to ensure that all vacancy/deputation related notifications etc. are sent to Employment News for publication. For any queries/clarifications/further details, you may direct the concerned official to get in touch with Ms. Supriya Bhatia, Advertisement In-charge at Tel. No.24369429 and 24369430 (E-mail: enewsadvt@yahoo.com)

Looking forward to your support.

Yours faithfully,

*(Signature)*  
(Rajinder Chaudhry)  
GM-cum-CE (EN)

DS(E)  
6/2/18  
5/2  
DS/cum-CE

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Phone : 24369443 (Editorial), 24369430 (Advt.), 24369567 (Cir.), 24369440 (Cir. Accils./Cash) 24369419 (A.O.)

Surin vs  
R. Sharma  
6/2/18  
50/CE

SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI-110002  
{http://services.delhigovt.nic.in}

Dated: 20/03/2018

Office of the Secretary (SWW/CP)  
Deptt. of Social Welfare  
Govt. of NCT of Delhi  
1257  
26 MAR 2018  
F.10(155)/2016/Cc rd/081403464/2717-2720  
To  
Subject:- Official dealing between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

To All HODs/ Secretaries/Secretaries,  
Govt. of NCT of Delhi and Autonomous Bodies of Delhi,

Sir/Madam

I am directed to forward herewith the OM dated 07.02.2018 received from Government of India, Personnel, Public Grievances and Pensions, on the above subject cited for necessary action.

Yours faithfully

Encls: As above

(D. KARTHIKEYAN)  
DEPUTY SECRETARY (SERVICES)  
Dated: 20/03/2018

F.10(155)/2016/Coc rd/081403464/2717-2720

1. OSD to Chief Secretary, Govt. of NCT of Delhi.
2. PA to Chief Secretary (Services)/PA to Special Secretary (Services), Govt. of NCT of Delhi.
3. Section Officer (Coordination), Services Department with the direction to upload the letter on the website of the Services Department.

(D. KARTHIKEYAN)  
DY. SECRETARY (SERVICES)

Admn.)  
D.D. ( )

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28-03-18

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MS Yimani

North Block, New Delhi  
Dated 20 February, 2018

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

20.2.18

Prsecy (Secy)  
(On Leave)

20/02/2018  
Prsecy (Secy)

SS(S)

SS

SS

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/2/2012-Estt.(A) dated 9th October, 2012 and O.M. No. 11013/2/2012-Estt.(A) dated 19.11.2014 reiterating the said instructions are also enclosed for ready reference.

12/3  
SS/Secy

19/2  
SS/Secy

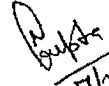
3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Second Report tabled in the Lok Sabha on 4.01.2018 has recommended that the consolidated instructions/guidelines on Official dealing between the Administration and State Legislature should strictly be complied by all Member of Parliament and State Legislature should strictly observe the Government servants, both in letter and spirit.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018 has recommended discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.

Contd.....

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.

  
7/2/18

(Nitin Gupta)

Under Secretary to the Government of India  
Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)



North Block, New Delhi.  
01<sup>st</sup> December, 2011

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/State Legislatures and Government servants have already been established.

2. Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No. 26/10/04-Estt. (A) dated 08.11.1974). The important provisions of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2006-Estt. (A) dated 17.08.2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O letter dated 5<sup>th</sup> May, 2011 requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

3. Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for main sensitizing all administrative authorities concerned.

4. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament:-

Correspondence with Members of Parliament -

- (1) Communications received from a Member of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by

the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.

- (3) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.
- (4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.
- (5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.
- (6) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received -

- (1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
  - (2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.
  - (3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.
5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct)

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows:-

(i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures;

(ii) While the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules;

(iii) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

(iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

(v) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the date should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that if a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;


(vi) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any

matter of detail, however minor it may be. It should especially be ensured that:-

- (a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps, so that they reach them well in time, and
- (b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;
- (vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;
- (viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;
- (ix) If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;
- (x) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas;
- (xi) References from the Committees of Parliament must be attended to promptly;
- (xii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;
- (xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined; and
- (xiv) A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

6. All Ministries/Departments are requested to ensure that the above basic principle and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rule.



(C.A. Subramanian)  
Joint Secretary to the Government of India

To


All the Ministries/Departments of Government of India

Copy to:-

1. President Secretariat/ Vice Presidents Secretariat.
2. PMO/Cabinet Secretariat.
3. Comptroller and Auditor General of India.
4. UPSC/ISS/ LBSNAA/ISTM/CVC/CIG.
5. Lok Sabha Secretariat/ Rajya Sabha Secretariat.
6. All Office Sections in Ministry of Personnel, PG & Pension.
7. NIC, DOP please upload this OM on this Department's website.

Copy also to:

Chief Secretaries of all States / UTs with a request to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.



(C.A. Subramanian)  
Joint Secretary to the Government of India

Copy along with enclosures to:

1. Sh. S. Day Kothari, Secretary, D/o Administrative Reforms and Public Grievances, Sardar Patel Bhawan, New Delhi with the request to make it as one of the Agenda items for discussion in the Annual Chief Secretaries Conference.
2. Sh. Ramesh, Joint Secretary, Lok Sabha Secretariat (Privileges & Ethics Branch, Parliament House, New Delhi w.r.t. their O.M. No. 12/1/2012-CqPV dated 13.9.2012.
3. Sh. Rawat, Secretary (Coordination), Cabinet Secretariat, New Delhi.

*(Handwritten Signature)*  
 (Manjiv Kundra)  
 Joint Secretary (Estt.)

09 OCT 2012  
 38  
 (Stamp)

P.K. Misra  
Secretary  
Tele : 23094848  
: 23092056  
Fax : 23094500



सत्यमेव जयते

D.O.No.11013/4/2011-Estt.A

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001  
Website : <http://persmin.gov.in>  
9th October, 2012

Dear Chief Secretary,

You would be aware that guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions. However, keeping in view certain instances of occasional non-observance of the above guidelines, the Committee of Privileges of the Lok Sabha recommended consolidation and reiteration of the existing instructions so that all concerned are aware of the same. Accordingly, revised comprehensive guidelines have been issued by this Department vide Office Memorandum No.11013/4/2011-Estt.A dated 1<sup>st</sup> December, 2011. Copy of this O.M. was also forwarded to the Chief Secretaries of all the States/UTs vide D.O. letter dated 8.12.2011 from my predecessor with the request that these instructions may be circulated to all officials of the State Government for compliance.


2. A copy of the above instructions dated 1<sup>st</sup> December, 2011 is again enclosed. It is once again requested that these instructions may be circulated to all officials of the State Government for compliance.

3. Some Members of Parliament have brought to the notice of this Department directly or through Lok Sabha / Rajya Sabha Secretariat that District level officials have not been showing them due regard and courtesy. This has also been raised in the recent meeting of the Committee on violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha constituted by the Hon'ble Speaker. It is, therefore, advised that implementation of the above mentioned instructions are to be periodically reiterated and reviewed in the Conference of District Magistrates / Collectors and Superintendent of Police of your States / UTs

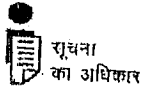
4. You may please issue necessary directions to the district level officers and send a copy to this Department for its onward transmission to the Lok Sabha Secretariat, as desired by them.

With regards,

Yours sincerely,

  
(P.K. Misra)

(By Name)  
Chief Secretaries of all States/UTs  
(AS per list)



सत्यमेव जयते  
का अधिकार

F.No. 11013/2/2012-Estt.A  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Establishment Division

North Block, New Delhi  
Dated November 19<sup>th</sup>, 2014

Subject: Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the state Governments, or make suggestions for their consideration or ask for interviews with the officers.

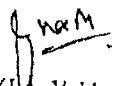
2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1<sup>st</sup> December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9<sup>th</sup> October, 2012 reiterating the said instructions is also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 63 of its First Report tabled in the Lok Sabha on 06.02.2014 has recommended that this Department may sensitise all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between the Administration and the Members of Parliament.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be again circulated to all concerned Executive Functionaries.

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter in spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.

  
(J. Vaidyanathan)  
Director (Establishment)

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)



(Impd) 66  
143/98

No. 14024/1/2016-Estt(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi - 110001  
Dated the 13<sup>th</sup> June, 2016

OFFICE MEMORANDUM


Subject:- Recruitment of Staff through Employment Exchanges, regarding.

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In continuation of this Department's Office Memorandum No. 14024/2/96-Estt. (D) dated 18<sup>th</sup> May, 1998 and further amended vide OM of even number dated 09<sup>th</sup> November, 2005 on the above noted subject wherein it has been prescribed that all vacancies to be filled on regular basis, except those which fall within the purview of UPSC/Staff Selection Commission, are to be notified in the local Employment Exchange/Central Employment Exchange as per the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959. In addition to the reporting of the vacancies to the local Employment Exchange/Central Employment Exchange, it has been stipulated that the vacancies should be given wide publicity on an all India basis. In this regard, it was advised that the advertisement should be placed in the Employment News/Rozgar Samachar published by the Publication division of Ministry of Information & Broadcasting. Such recruitment notices are also to be displayed on the Office Notice Board.

2. It has been decided that in addition to the above procedure, advertisement of vacancies may also be placed at the National Career Service (NCS) Portal of Ministry of Labour & Employment, which has been developed primarily to connect the opportunities with the aspiration of youth.

3. These instructions shall be applicable to all services/posts. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.

  
(Rajesh Sharma)  
Under Secretary to the Govt. of India  
Tele. No. 23040340

All Ministries/Departments of the Government of India.

Copy to:-

1. All State Governments/Union Territory Administrations.
2. Office of C&AG.
3. Secretary, UPSC.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Lok Sabha Secretariat, New Delhi.
6. Rajya Sabha Secretariat, New Delhi.
7. Director General Employment Training.
8. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
9. All attached and sub-ordinate offices of DOPT.
10. Ministry of Railways/Department of Financial Services/Department of Public Enterprise/Department of Atomic Energy/Department of Space/Department of Electronics/Department of Non-Conventional Energy Sources.
11. NIC for placing this information on the website of DOPT.

No. F.1/5/20/2018-19/UTCS/(Admn.)/2926-3092 Date: 19-03-18

To  
 All Heads of Departments/Local/Autonomous Bodies and Corporations,  
Government of NCT of Delhi.

**Sub: Annual Training Calendar for the year 2018-19.**



Madam/Sir,

Please find enclosed herewith the Annual Training Calendar for the year 2018-19. The Directorate has scheduled **208 Refresher Training Courses** in the current year to cater to the needs of different levels of Government functionaries. The Annual Calendar includes a variety of training courses in the following areas:

Sl. No.	Area	Level of Employees	No. of Courses
i)	Functional Efficiency	All Levels	32
ii)	Managerial Competence	Senior and Middle Level	24
iii)	Essential Life Skills	All Levels	44
iv)	General Awareness	All Levels	48
v)	Good Governance	All Levels	60
Total			208

This year we have started new courses, i.e. Public Procurement under GFR 2017 and Settlement of Pensionary Benefits. It is hoped that departments and employee will take advantaged of building them knowledge up to date.

The Directorate also intends to organise on-demand trainings for the specific requirements of individual departments in addition to these scheduled trainings. Such trainings would be organised keeping in view the convenience of the Department as well as this Directorate.

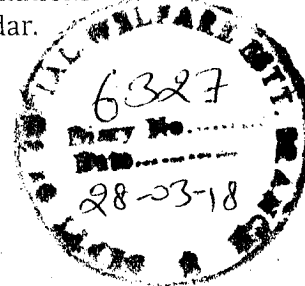
The Training Policy 2015 of the GNCT of Delhi is also given in the Calendar. The aim of 'Training for All' as envisaged in the National Training Policy would be possible only with the active cooperation of all the departments. Departments are requested to focus on the training needs of the employees to help bridge the gap between desired and actual performance and to send them for the appropriate trainings.

Hon'ble Deputy Chief Minister, Delhi, in his message, has desired that all departments nominate employees of all levels, for the scheduled training programmes. Chief Secretary, in his message, has also urged the Heads of Department to actively encourage and nominate employees for training.

We seek cooperation of all the departments in running the scheduled Calendar Training programmes successfully throughout the year. It is requested that each employee in the department be sent for training at least once in a year. Nominations can be emailed to the Course Coordinator concerned, details of whom are given in the Calendar.

*DD (Admin)*  
*28/3*  
*50/17*  
*28/3*  
*MS Chandra*

Encl: Annual Training Calendar 2018-19.



Yours faithfully

*Quiny*

(CATHERINE MATHALAN)  
 Asstt. Director (Training-II)  
 Telefax - 011-2230128  
 email: adtrg3utcs.delhi@nic.

28 MAR 2018  
 7648

**MAY-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
12.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	02.05.18 (Wednesday) - 03.05.18 (Thursday)
13.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	02.05.18 (Wednesday) - 04.05.18 (Friday)
14.	AD - V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	04.05.18 (Friday)
15.	AD-VI	Ethics and Values in Governance	GG	Two days	07.05.18 (Monday) - 08.05.18 (Tuesday)
16.	AD-II	Budget Preparations Executions & Monitoring	MC	Two days	10.05.18 (Thursday) - 11.05.18 (Friday)
17.	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	10.05.18 (Thursday) - 11.05.18 (Friday)
18.	AD - V	Rights and Welfare of Persons with Disabilities	GA	One day	11.05.18 (Friday)
19.	AD - V	Consumer Rights	GA	One day	11.05.18 (Friday)
20.	AD-VI	E-Office	GG	One day	11.05.18 (Friday)
21.	AD-II	Procure to Purchase Cycle	MC	Three days	14.05.18 (Monday) - 16.05.18 (Wednesday)
22.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering Filing, File Movement & Checks on Delays)	FE	Four days	14.05.18 (Monday) - 17.05.18 (Thursday)
23.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two days	17.05.18 (Thursday) - 18.05.18 (Friday)
24.	AD - V	Rights and Welfare of Senior Citizens- Care and Respect	GA	One day	18.05.18 (Friday)
25.	AD - V	Civil Rights and Human Rights	GA	One day	18.05.18 (Friday)
26.	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	21.05.18 (Monday) - 23.05.18 (Wednesday)
27.	AD-VI	E-Governance	GG	One day	23.05.18 (Wednesday)
28.	AD-VI	Basic Computer Operations	GG	Two days	23.05.18 (Wednesday) - 24.05.18 (Thursday)
29.	AD-IV	Empowering Women- Self Defence Skills-Level II	ELS	Three days	23.05.18 (Wednesday) - 25.05.18 (Friday)

30.	AD-V	Sensitisation Programme regarding North East India	GA	Two days	24.05.18 (Thursday) - 25.05.18 (Friday)
31.	AD-I	Accounts Matters (including Pension, Retirement Benefit , Functions of DDOs, Budget, GFR -2017, Delegation of Financial Power & e-procurement)	FE	Four days	28.05.18 (Monday) - 31.05.18 (Thursday)

**JUNE-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
32.	AD - V	Minorities Issues	GA	One day	01.06.18 (Friday)
33.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five days	04.06.18 (Monday) - 08.06.18 (Friday)
34.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	06.06.18 (Wednesday) - 08.06.18 (Friday)
35.	AD-VI	E-Office	GG	One day	07.06.18 (Thursday)
36.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two days	07.06.18 (Thursday) - 08.06.18 (Friday)
37.	AD - V	Retirement Planning	GA	One day	08.06.18 (Friday)
38.	AD - V	Protecting the Rights of Children- Save the future	GA	One day	08.06.18 (Friday)
39.	AD-II	Management of Contracts	MC	Three days	11.06.18 (Monday) -13.06.18 (Wednesday)
40.	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	14.06.18 (Thursday) - 15.06.18 (Friday)
41.	AD - V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One day	15.06.18 (Friday)
42.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	18.06.18 (Monday) - 19.06.18 (Tuesday)
43.	AD-VI	Basic Computer Operations	GG	Two days	19.06.18 (Tuesday) - 20.06.18 (Wednesday)
44.	AD-VI	E-Governance	GG	One day	21.06.18 (Thursday)
45.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two days	21.06.18 (Thursday) - 22.06.18 (Friday)
46.	AD - V	Environment and Climate Change	GA	One day	22.06.18 (Friday)
47.	AD - V	Cashless/e-Transactions	GA	One day	22.06.18 (Friday)

48.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	26.06.18 (Tuesday) - 27.06.18 (Wednesday)
49.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	27.06.18 (Wednesday) - 28.06.18 (Thursday)
50.	AD-IV	Empowering Women- Self Defence Skills-Level III	ELS	Three days	27.06.18 (Wednesday) - 29.06.18 (Friday)

**JULY-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
51.	AD-IV	Personal Skills : Managing Hours	ELS	Two days	05.07.18 (Thursday) - 06.07.18 (Friday)
52.	AD - V	Rights and Welfare of Persons with Disabilities	GA	One day	06.07.18 (Friday)
53.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Four days	09.07.18 (Monday) - 12.07.18 (Thursday)
54.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two days	12.07.18 (Thursday) - 13.07.18 (Friday)
55.	AD - V	Gender Sensitisation	GA	One day	13.07.18 (Friday)
56.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	16.07.18 (Monday) - 17.07.18 (Tuesday)
57.	AD-I	Public Procurement under GFR-2017 including e- Procurement and GeM	FE	Two days	17.07.18 (Tuesday) - 18.07.18 (Wednesday)
58.	AD-VI	E-Office	GG	One day	18.07.18 (Wednesday)
59.	AD-VI	Basic Computer Operations	GG	Two days	18.07.18 (Wednesday) - 19.07.18 (Thursday)
60.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	19.07.18 (Thursday) - 20.07.18 (Friday)
61.	AD-I	Pay Fixation (Fixation & Revision of Pay, MACP, Income Tax, NPS & Audit)	FE	Two days	23.07.18 (Monday) - 24.07.18 (Tuesday)
62.	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	23.07.18 (Monday) - 25.07.18 (Wednesday)
63.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	24.07.18 (Tuesday) - 26.07.18 (Thursday)
64.	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three days	25.07.18 (Wednesday) - 27.07.18 (Friday)
65.	AD-VI	E-Governance	GG	One day	26.07.18 (Thursday)
66.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five days	30.07.18 (Monday) - 03.08.18 (Friday)

**AUGUST-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
67.	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	02.08.18 (Thursday) - 03.08.18 (Friday)
68.	AD - V	Civil Rights and Human Rights	GA	One day	03.08.18 (Friday)
69.	AD-I	Personnel & Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC & Medical Rules)	FE	Five days	06.08.18 (Monday) - 10.08.18 (Friday)
70.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two days	09.08.18 (Thursday) - 10.08.18 (Friday)
71.	AD - V	Protecting the Rights of Children- Save the future	GA	One day	10.08.18 (Friday)
72.	AD - V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	13.08.18 (Monday)
73.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	16.08.18 (Thursday) - 17.08.18 (Friday)
74.	AD-VI	Basic Computer Operations	GG	Two days	16.08.18 (Thursday) - 17.08.18 (Friday)
75.	AD - V	Retirement Planning	GA	One day	17.08.18 (Friday)
76.	AD-VI	E-Office	GG	One day	20.08.18 (Monday)
77.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	20.08.18 (Monday) - 21.08.18 (Tuesday)
78.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two days	23.08.18 (Thursday) - 24.08.18 (Friday)
79.	AD - V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One day	24.08.18 (Friday)
80.	AD - V	Consumer Rights	GA	One day	24.08.18 (Friday)
81.	AD-VI	E-Governance	GG	One day	24.08.18 (Friday)
82.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	27.08.18 (Monday) - 28.08.18 (Tuesday)
83.	AD-II	Project Management	MC	Three days	27.08.18 (Monday) - 29.08.18 (Wednesday)



84.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	27.08.18 (Monday) - 29.08.18 (Wednesday)
85.	AD-II	People Participation and Public Partnership	MC	Four days	27.08.18 (Monday) - 30.08.18 (Thursday)
86.	AD-IV	Empowering Women- Self Defence Skills-Level II	ELS	Three days	29.08.18 (Wednesday) - 31.08.18 (Friday)
87.	AD - V	Rights and Welfare of Senior Citizens- Care and Respect	GA	One day	31.08.18 (Friday)

**SEPTEMBER-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
88.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two days	06.09.18 (Thursday) - 07.09.18 (Friday)
89.	AD-VI	Basic Computer Operations	GG	Two days	10.09.18 (Monday) - 11.09.18 (Tuesday)
90.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Four days	10.09.18 (Monday) - 13.09.18 (Thursday)
91.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two days	13.09.18 (Thursday) - 14.09.18 (Friday)
92.	AD-II	Budget Preparations Executions & Monitoring	MC	Two days	13.09.18 (Thursday) - 14.09.18 (Friday)
93.	AD - V	Cashless/e-Transactions	GA	One day	14.09.18 (Friday)
94.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	17.09.18 (Monday) - 18.09.18 (Tuesday)
95.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	17.09.18 (Monday) - 19.09.18 (Wednesday)
96.	AD-II	Management of Contracts	MC	Three days	17.09.18 (Monday) - 19.09.18 (Wednesday)
97.	AD-VI	E-Governance	GG	One day	24.09.18 (Monday)
98.	AD-VI	E-Office	GG	One day	24.09.18 (Monday)
99.	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	24.09.18 (Monday) - 26.09.18 (Wednesday)
100.	AD-I	Accounts Matters (including Pension, Retirement Benefit , Functions of DDOs, Budget, GFR-2017, Delegation of Financial Power & e-procurement)	FE	Four days	24.09.18 (Monday) - 27.09.18 (Thursday)
101.	AD-IV	Empowering Women- Self Defence Skills-Level III	ELS	Three days	26.09.18 (Wednesday) - 28.09.18 (Friday)

**OCTOBER-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
102.	AD-IV	Personal Skills : Managing Hours	ELS	Two days	04.10.18 (Thursday) - 05.10.18 (Friday)
103.	AD - V	Sensitisation Programme regarding North East India	GA	Two days	04.10.18 (Thursday) - 05.10.18 (Friday)
104.	AD-I	Personnel & Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC & Medical Rules)	FE	Five days	08.10.18 (Monday) - 12.10.18 (Friday)
105.	AD-VI	Ethics and Values in Governance	GG	Two days	10.10.18 (Wednesday) - 11.10.18 (Thursday)
106.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two days	11.10.18 (Thursday) - 12.10.18 (Friday)
107.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	11.10.18 (Thursday) - 12.10.18 (Friday)
108.	AD-VI	E-Office	GG	One day	12.10.18 (Friday)
109.	AD - V	Gender Sensitisation	GA	One day	12.10.18 (Friday)
110.	AD - V	Retirement Planning	GA	One day	18.10.18 (Thursday)
111.	AD-VI	Basic Computer Operations	GG	Two days	22.10.18 (Monday) - 23.10.18 (Tuesday)
112.	AD-II	Procure to Purchase Cycle	MC	Three days	22.10.18 (Monday) - 25.10.18 (Thursday)
113.	AD - V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	23.10.18 (Tuesday)
114.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	25.10.18 (Thursday) - 26.10.18 (Friday)
115.	AD - V	Consumer Rights	GA	One day	26.10.18 (Friday)
116.	AD-VI	E-Governance	GG	One day	29.10.18 (Monday)
117.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	29.10.18 (Monday) - 31.10.18 (Wednesday)
118.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five days	29.10.18 (Monday) - 02.11.18 (Friday)

119.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	30.10.18 (Tuesday) - 31.10.18 (Wednesday)
120.	AD-I	Training for Rashtriya Ekta Diwas (Proposed)	FE	One day	October / November [On receipt of Circular from AR Deptt.]
121.	AD-I	Awareness training for Vigilance Awareness week (Proposed)	FE	One day	October / November [On receipt of Circular from Dte. Of Vigilance]

**NOVEMBER-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
122.	AD-VI	E-Office	GG	One day	01.11.18 (Thursday)
123.	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	01.11.18 (Thursday) - 02.11.18 (Friday)
124.	AD-II	Project Management	MC	Three days	01.11.18 (Thursday) - 05.11.18 (Monday)
125.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two days	08.11.18 (Thursday) - 09.11.18 (Friday)
126.	AD - V	Rights and Welfare of Persons with Disabilities	GA	One day	12.11.18 (Monday)
127.	AD-II	Management of Contracts	MC	Three days	12.11.18 (Monday) - 14.11.18 (Wednesday)
128.	AD-I	Pay Fixation (Fixation & Revision of Pay, MACP, Income Tax, NPS & Audit)	FE	Two days	14.11.18 (Wednesday) - 15.11.18 (Thursday)
129.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	14.11.18 (Wednesday) - 16.11.18 (Friday)
130.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two days	15.11.18 (Thursday) - 16.11.18 (Friday)
131.	AD - V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One day	16.11.18 (Friday)
132.	AD - V	Environment and Climate Change	GA	One day	16.11.18 (Friday)
133.	AD-VI	E-Governance	GG	One day	19.11.18 (Monday)
134.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	19.11.18 (Monday) - 20.11.18 (Tuesday)
135.	AD-VI	Basic Computer Operations	GG	Two days	19.11.18 (Monday) - 20.11.18 (Tuesday)
136.	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	19.11.18 (Monday) - 22.11.18 (Thursday)
137.	AD - V	Rights and Welfare of Senior Citizens- Care and Respect	GA	One day	26.11.18 (Monday)

138.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	27.11.18 (Tuesday) - 28.11.18 (Wednesday)
139.	AD-IV	Empowering Women-Self Defence Skills-Level I	ELS	Three days	28.11.18 (Wednesday) - 30.11.18 (Friday)
140.	AD - V	Minorities Issues	GA	One day	30.11.18 (Friday)

**DECEMBER-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
141.	AD-I	Accounts Matters (including Pension, Retirement Benefit, Functions of DDOs, Budget, GFR-2017, Delegation of Financial Power & e-procurement)	FE	Four days	04.12.18 (Tuesday) - 07.12.18 (Friday)
142.	AD-VI	E-Office	GG	One day	05.12.18 (Wednesday)
143.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two days	06.12.18 (Thursday) - 07.12.18 (Friday)
144.	AD - V	Protecting the Rights of Children- Save the future	GA	One day	07.12.18 (Friday)
145.	AD - V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	07.12.18 (Friday)
146.	AD-VI	Basic Computer Operations	GG	Two days	10.12.18 (Monday) - 11.12.18 (Tuesday)
147.	AD-I	Personnel & Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC & Medical Rules)	FE	Five days	10.12.18 (Monday) - 14.12.18 (Friday)
148.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	12.12.18 (Wednesday) - 14.12.18 (Friday)
149.	AD-II	Procure to Purchase Cycle	MC	Three days	12.12.18 (Wednesday) - 14.12.18 (Friday)
150.	AD-VI	E-Governance	GG	One day	13.12.18 (Thursday)
151.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two days	13.12.18 (Thursday) - 14.12.18 (Friday)
152.	AD - V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	14.12.18 (Friday)
153.	AD - V	Cashless/e-Transactions	GA	One day	14.12.18 (Friday)
154.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	18.12.18 (Tuesday) - 19.12.18 (Wednesday)
155.	AD-VI	RTI Act-Capacity Building (For Non-Gazetted employees)	GG	Two days	19.12.18 (Wednesday) - 20.12.18 (Thursday)
156.	AD-VI	2 <sup>nd</sup> Administrative Reforms Commission - Recommendations & Best Practices	GG	Two days	19.12.18 (Wednesday) - 20.12.18 (Thursday)

157.	AD-IV	Empowering Women- Self Defence Skills-Level II	ELS	Three days	19.12.18 (Wednesday) - 21.12.18 (Friday)
158.	AD - V	Sensitisation Programme regarding North East India	GA	Two days	20.12.18 (Thursday) - 21.12.18 (Friday)
159.	AD - IV	Empowering Women- Self Defence Skills-Level III	ELS	Three days	26.12.18 (Wednesday) - 28.12.18 (Friday)
160.	AD - V	Retirement Planning	GA	One day	28.12.18 (Friday)



**JANUARY-2019**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
161.	AD-IV	Personal Skills : Managing Hours	ELS	Two days	03.01.19 (Thursday) - 04.01.19 (Friday)
162.	AD - V	Consumer Rights	GA	One day	04.01.19 (Friday)
163.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Four days	07.01.19 (Monday) - 10.01.19 (Thursday)
164.	AD-II	People Participation and Public Part nership	MC	Four days	07.01.19 (Monday) - 10.01.19 (Thursday)
165.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	09.01.19 (Wednesday) - 10.01.19 (Thursday)
166.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two days	10.01.19 (Thursday) - 11.01.19 (Friday)
167.	AD - V	Environment and Climate Change	GA	One day	11.01.19 (Friday)
168.	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	14.01.19 (Monday) - 16.01.19 (Wednesday)
169.	AD-VI	Basic Computer Operations	GG	Two days	16.01.19 (Wednesday) - 17.01.19 (Thursday)
170.	AD-IV	Empowering Women- Self Defence Skills-Level II	ELS	Three days	16.01.19 (Wednesday) - 18.01.19(Friday)
171.	AD-VI	E-Office	GG	One day	18.01.19 (Friday)
172.	AD - V	Rights and Welfare of Persons with Disabilities	GA	One day	18.01.19 (Friday)
173.	AD-VI	E-Governance	GG	One day	21.01.19 (Monday)
174.	AD-I	Pay Fixation (Fixation & Revision of Pay, MACP, Income Tax, NPS & Audit)	FE	Two days	21.01.19 (Monday) - 22.01.19 (Tuesday)
175.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	21.01.19 (Monday) - 23.01.19 (Wednesday)
176.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	24.01.19 (Thursday) - 25.01.19 (Friday)
177.	AD-I	Public Procurement under GFR-2017 including e- Procurement and GeM	FE	Two days	29.01.19 (Tuesday) - 30.01.19 (Wednesday)

**FEBRUARY-2019**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
178.	AD - V	Rights and Welfare of Senior Citizens- Care and Respect	GA	One day	01.02.19 (Friday)
179.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five days	04.02.19 (Monday) - 08.02.19 (Friday)
180.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	06.02.19 (Wednesday) - 07.02.19 (Thursday)
181.	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	07.02.19 (Thursday) - 08.02.19 (Friday)
182.	AD - V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	08.02.19 (Friday)
183.	AD-VI	E-Office	GG	One day	11.02.19 (Monday)
184.	AD-II	Project Management	MC	Three days	11.02.19 (Monday) -13.02.19 (Wednesday)
185.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two days	14.02.19 (Thursday) -15.02.19 (Friday)
186.	AD - V	Retirement Planning	GA	One day	15.02.19 (Friday)
187.	AD-VI	Basic Computer Operations	GG	Two days	19.02.19 (Tuesday) - 20.02.19 (Wednesday)
188.	AD-VI	E-Governance	GG	One day	20.02.19 (Wednesday)
189.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	20.02.19 (Wednesday) - 21.02.19 (Thursday)
190.	AD-II	Budget Preparations Executions & Monitoring	MC	Two days	20.02.19 (Wednesday) - 21.02.19 (Thursday)
191.	AD-IV	Empowering Women- Self Defence Skills-Level III	ELS	Three days	20.02.19 (Wednesday) - 22.02.19 (Friday)
192.	AD - V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One day	22.02.19 (Friday)
193.	AD-II	Management of Contracts	MC	Three days	25.02.19 (Monday)-27.02.19 (Wednesday)
194.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	25.02.19 (Monday) - 27.02.19 (Wednesday)

**MARCH-2019**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
195.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	05.03.19 (Tuesday) - 07.03.19 (Thursday)
196.	AD-II	Procure to Purchase Cycle	MC	Three days	05.03.19 (Tuesday) - 07.03.19 (Thursday)
197.	AD-VI	E-Governance	GG	One day	06.03.19 (Wednesday)
198.	AD-I	Pay Fixation (Fixation & Revision of Pay, MACP, Income Tax, NPS & Audit)	FE	Two days	06.03.19 (Wednesday) - 07.03.19 (Thursday)
199.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two days	07.03.19 (Thursday) - 08.03.19 (Friday)
200.	AD-VI	E-Office	GG	One day	08.03.19 (Friday)
201.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	11.03.19 (Monday) - 12.03.19 (Tuesday)
202.	AD-II	People Participation and Public Partnership	MC	Four days	11.03.19 (Monday) - 14.03.19 (Thursday)
203.	AD-VI	Basic Computer Operations	GG	Two days	12.03.19 (Tuesday) - 13.03.19 (Wednesday)
204.	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three days	13.03.19 (Wednesday) - 15.03.19 (Friday)
205.	AD - V	Protecting the Rights of Children- Save the future	GA	One day	14.03.19 (Thursday)
206.	AD - V	Consumer Rights	GA	One day	18.03.19 (Monday)
207.	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	18.03.19 (Monday) - 20.03.19 (Wednesday)
208.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two days	28.03.19 (Thursday) - 29.03.19 (Friday)

**APRIL-2018**

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1.	AD-IV	Personal Skills : Managing Hours	ELS	Two days	05.04.18 (Thursday) - 06.04.18 (Friday)
2.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two days	12.04.18 (Thursday) - 13.04.18 (Friday)
3.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	12.04.18 (Thursday) - 13.04.18 (Friday)
4.	AD-VI	E-Office	GG	One day	17.04.18 (Tuesday)
5.	AD-I	Public Procurement under GFR-2017 including e- Procurement and GeM	FE	Two days	17.04.18 (Tuesday) - 18.04.18 (Wednesday)
6.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	19.04.18 (Thursday) - 20.04.18 (Friday)
7.	AD-II	Project Management	MC	Three days	23.04.18 (Monday) - 25.04.18 (Wednesday)
8.	AD-I	Personnel & Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC & Medical Rules)	FE	Five days	23.04.18 (Monday) - 27.04.18 (Friday)
9.	AD-VI	Basic Computer Operations	GG	Two days	25.04.18 (Wednesday) - 26.04.18 (Thursday)
10.	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three days	25.04.18 (Wednesday) - 27.04.18 (Friday)
11.	AD - V	Environment and Climate Change	GA	One day	27.04.18 (Friday)