

**IN SEVICE COURESE/SEMINARS/WORKSHOPS COURSES CONDUCTED DURING 2017-18.**

| Sl. No. | Date  | Course Name  | No. of participants  | Man days |
|---------|---|--|--|----------|
| 1       | 01.04.2017<br>to<br>12.05.2017<br>(42 days) | OJT.<br>Probationer Batch-2015   | 13   | 546      |
| 2       | 01.04.2017<br>to<br>14.07.2017              | Professional Module at NIFM-Prob.2016<br>Batch<br>(26 weeks from 16.01.17 to 30.06.17)<br>=18*91days=1638<br>Mmandays<br><br>01.07.17 to 14.07.17=17 participants*14<br>days<br>=238 mandays | 18<br>(2016 batch-<br>17 plus 2015<br>batch<br>one pooja<br>Gupta) | 1876     |
| 3       | 27.04.2017<br>to<br>28.04.2017              | Budgeting & Financial Advice   | 37   | 74       |
| 4       | 15.05.2017<br>to<br>21.06.217               | Postal Module for<br>Prob. Of 2015 Batch   | 12<br>(one on<br>Leave)  | 456      |
| 5       | 17.05.2017<br>to<br>18.05.2017              | PFMS   | 22   | 44       |
| 6       | 25.05.2017<br>to<br>26.05.2017              | PFMS   | 39   | 78       |
| 7       | 08.06.2017<br>to<br>09.06.2017              | RTI  | 17   | 34       |
| 8       | 19.06.2017<br>to<br>21.06.2017              | License Fee  | 33   | 99       |
| 9       | 21.06.2017                                  | International Yoga Day   | 67   | 67       |
| 10      | 27.06.2017<br>to 28.06.17                   | Regional Workshop on PFMS at Kolkata(WB)   | 22   | 44       |
| 11      | 17.07.2017<br>to<br>25.08.2017              | Administration & Management Module-at<br>NICF<br>Probationers-2016 Batch<br>(from 17.07.2017 to 25.08.2017)  | 17   | 647      |
| 12      | 22.06.2017<br>to<br>04.09.2017              | (OJT-Postal Module)<br>Probationer Batch-2015  | 13   | 975      |
| 13      | 21.07.2017                                  | e-Office, APAR under SPARROW   | 31   | 31       |
| 14      | 27.07.2017<br>to<br>28.07.2017              | NOFN-Role of CCA   | 13   | 26       |
| 15      | 03.08.2017<br>To<br>04.08.2017              | Prevention of Corruption & Ethics  | 24   | 48       |
| 16      | 10.08.2017<br>To<br>11.08.2017              | Administration & Establishment   | 27   | 54       |

|    |   |  |   |          |
|----|---|--|---|----------|
| 17 | 23.08.2017<br>To<br>25.08.2017            | USOF   | 18  | 54       |
| 18 | 28.08.2017<br>To<br>15.09.2017            | Field attachment NIFM.Mumbai, & J&K Probationers-2016 Batch (from 28.08.2017 to 15.09.2017)  | 9 for mumbai 28/8 to 1/9/17 and 8 for J&K 4/9 to 8/9/17 | 45+40=85 |
| 19 | 28.8.17 to<br>13.10.2017                  | JA Induction (participated w/s on LF from 30 to 31.08.17)                                    | 18  | 810      |
| 20 | 30/8 to<br>31.08.2017                     | Licence Fee  | 47  | 94       |
| 21 | 14.09.17 to<br>15.09.2017                 | GST  | 59  | 118      |
| 22 | 18.09.17 to<br>05.11.17<br>(49 days)      | Probationer (IP&TAFS-Gr.A)-2016 Bharat Darshan (18/9/17 to 5/11/17)                          | 8   | 392      |
| 23 | 30.10.17 to<br>31.10.17                   | Maintenance of File  | 23  | 66       |
| 24 | 30.10.17 to<br>03.11.17                   | Customised Training on Advance Excel   | 24  | 120      |
| 25 | 06.11.17 to<br>10.11.17                   | Probationer (IP&TAFS-Gr.A)-2016 Batch- (IIT.Mumbai) (Tel-Module)                             | 16  | 80       |
| 26 | 11.11.17 to<br>25.12.2017<br>(45 days)    | Probationer (IP&TAFS-Gr.A)-2016 Batch-IIT (Telcom-Module)                                    | 16  | 720      |
| 27 | 08.11.17<br>One day                       | Digital Payment  | 31  | 31       |
| 28 | 09.11.17 to<br>10.11.2017                 | Workshop on PFMS   | 40  | 80       |
| 29 | 26.12.17 to<br>28.01.2018                 | Probationer-2016 batch-OJT Telecom Module (26/12 /17 to 28/01/18)                            | 16  | 544      |
| 30 | 11.12.17 to<br>15.12.17                   | Training of Trainer (DTS)  | 17  | 85       |
| 31 | 18.12.17 to<br>22.12.17                   | Basic Excel  | 25  | 125      |
| 32 | 01.01.2018<br>to<br>13.01.2018            | Probationer Gr-A(2017 Batch)   | 21  | 273      |
| 33 | 14.01.2018<br>to<br>31.03.2018<br>77 days | Probationers batch-2017(Group-A) (Professional Training Course) 14.01.18 to 13.07.18 at NIFM | 21  | 1617     |
| 34 | 18.01.2018<br>to<br>19.01.2018            | Training for IO/PO   | 46  | 92       |
| 35 | 29.01.2018<br>to<br>01.03.2018            | Postal Module of IP&TAFS-2016 Batch (out of 14 probs ,Deepali was on leave)for 33 days       | 15  | 480      |
| 36 | 07.02.18 to<br>09.02.18                   | Accrual Accounting   | 41  | 123      |

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|----|----------------------------|---|----|----|
| 37 | 07.02.18<br>To<br>09.02.18 | Training on computer Hardware & Software application at Ghaziabad | 24 | 72 |
| 38 | 12.02.18                   | Digital Payment   | 40 | 40 |
| 39 | 12.02.18                   | Legal Cases pertaining to LF,SUC,USOF at Ghaziabad                | 36 | 36 |
| 40 | 19.02.18                   | Workshop on GeM( Prob.13+CCAs.10+NICF.14)                         | 37 | 37 |
| 41 | 27.02.18 to<br>01.03.18    | System Administration/IT Sources & Planning Management-2018       | 26 | 78 |
| 42 | 15.03.18<br>to<br>16.03.18 | ERP   | 29 | 58 |
| 43 | 19.03.18<br>to<br>20.03.18 | ISO Certification   | 21 | 42 |
| 44 | 22.03.18<br>to<br>23.03.18 | NTRP  | 21 | 42 |

Total =11,493 Man days

