

# नवोदय विद्यालय समिति

## NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization of Ministry of Human Resource Development, Govt. of India)

लेखराज पन्ना, तृतीय तल Lekhraj Panna, Third Floor

सेक्टर -2, विकास नगर लखनऊ-226022 Sector-2, Vikas Nagar Lucknow-226022

F-5-4/Trg./2014-NVS(L.R)/

Dated 23.04.2014

To,

The Principal,  
Jawahar Navodaya Vidyalaya,  
Lucknow Region.

Sub:- **Training Calendar for the year 2014-15 - reg.**

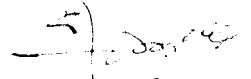
Sir/Madam,

With reference to the subject cited above, enclosing a copy of the Samiti letter No.F.26-1/2014-NVS (Trg) dated 17.04.2014 the implementation of the training schedule to be followed strictly and nominated officials (Teaching and Non Teaching) must be deputed as per information and schedule received from this office.

All information and nomination of the participants in the different training programs will also be available on the Regional Office Website i.e. [www.nvsrolko.org](http://www.nvsrolko.org).

Encl:- As Above.

Yours Faithfully



(V.S. Gusain)

Deputy Commissioner I/C

# नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय

स्कूल शिक्षा और साक्षरता विभाग

भारत सरकार

ब्लॉक-15, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोडा, गाँव बुध नगर, उत्तर प्रदेश-201309

टेल: 0120-2405969,70,71,72,73 फैक्स: 0120-2405182



# Navodaya Vidyalaya Samiti

Ministry of Human Resource Development

Deptt. of School Education & Literacy

Govt. of India

B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar, Uttar Pradesh-201309

Tel: 0120-2405969,70,71,72,73 Fax : 0120-2405182

वेबसाइट/ Website : www.navodaya.nic.in, navodaya.gov.in

F.No 26-1/2014-NVS (Trg)

Dated : 17.04.2014

1. The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices
2. The Director  
All Navodaya Leadership Institute
3. The Principal  
All Jawahar Navodaya Vidyalayas

**Sub:- Training Calendar for the year 2014-15 – reg.**

Sir/Madam,

The Annual Training Calendar of Samiti for the year 2014-15 has been prepared and a copy is enclosed for your ready reference.

In this regard, following points may please be noted:

1. Nominations for specialized training programmes included in Part A would be made by Training Wing at NVS(HQ).
2. Since Samiti is spending considerable amount on training of teachers and staff, it must be made mandatory for all nominated candidates to attend the training. In case, they fail to attend the training, proportionate cost should be recovered from them and appropriate entry made in the ACRs for the particular year. In case some nominated candidate is not able to attend the training for some valid reasons, they should intimate the same to concerned RO/HQs in time for substitution.

3. Whenever nominations for a training programme are made directly by NVS Headquarters, the participants should directly report to the training venue. Separate nominations/relieving orders from RO would not be necessary. Nomination for other training programmes included in Part – B would generally be made by RO concerned. Nominations in this regard would be submitted to concerned NLI by the Regional Offices directly in the enclosed proforma.
4. It would also be necessary to nominate officials for various training programmes at least one month in advance under intimation to concerned NLI/venue so that the candidate can make necessary arrangements.
5. Training Programme in Part – C would be organized by Regional Offices. Nomination of participants for these programmes may be made in consultation with Principals of the Vidyalayas.
6. Regional Offices may conduct other need based Training Programme for teaching & non-teaching staff in addition to the programme mentioned in Part C.
7. The instructions for participants issued from NLI should be conveyed to them by RO well in advance
8. Trainees should not report at NLIs alongwith their spouses and children as no accommodation and other arrangements for their family members are available at NLI additionally.
9. The impact of training and training needs should be collected from JNVs during the visit of DC/AC & conveyed to NLI.
10. Nominated Officers must report at the venue of training well in advance and complete the entire programme.

All training programmes may be organized as per this Training Calendar. Any change in the schedule of any programme may be made only with prior approval of Training Wing of NVS (HQrs.)

Yours faithfully,



(M.S.Khanna)

Joint Commissioner (Pers.)

**DETAILS SPECIALIZED TRAINING PROGRAMMES TO BE CONDUCTED BY NVS,  
HQRS. LEVEL DURING THE SESSION 2014-2015**

Sl. No.	Name of the Agency	Course Topics	No of days	No of Programme	Month	Venue	No. of participants	For whom
1.	XIM Bhubaneswar	Leadership Competency Time Management	05	02	May-August	XIM Bhubaneswar	25-25	Principals
2.	ISTM, N. Delhi	RTI	03	02	June-December	ISTM, New Delhi	25-25	Principals Officers
3.	ISTM, N. Delhi	Disciplinary Proceedings	05	01	June-December	ISTM, New Delhi	25	Principals Acs
4.	ISTM, N. Delhi	Financial & Service Rules	03	03	June-December	ISTM, New Delhi	25-25	Principals & Vice Principals OS
5.	IIPA, N. Delhi	MOT	05	01	May-November	IIPA, New Delhi	25	Officers who have completed DTS & DOI
6.	IIPA, N. Delhi	DOT	05	01	May-November	IIPA, New Delhi	25	Officers who have completed DTS
7.	IIPA, N. Delhi	DTS	05	2	May-November	IIPA, New Delhi	25+25	Principals/ACs/ NLI Coordinators
8.	IIPA / ISTM, New Delhi	TNA	10	01	May-November	IIPA/ ISTM, New Delhi	25	Officers who have completed DTS
9.	Uttarakhand Academy of Administration	Disaster Management	03	03	June-September	Uttarakhand Academy	25+25 25	Vice-Principals
10.	Kaivalaya Dham, Lonavala	Yoga	05	02	September - December	Lonavala	25-25	Principals vice principal ACs/Officers
11.	Kaivalaya Dham, Lonavala	Physical Education	10	04	May-August	Lonavala	30x4 120	PETs
12.	HSc Bangalore	Content enrichment (Maths/Physics Chemistry Biology)	10	02	September - November	HSc Bangalore	50+ 50+ 50-50	PGTs (Maths/ Physics) / (Chemistry/Biology)
13.	RIE Bhopal	Content enrichment (Physics)	10	01	May to July	RIE Bhopal	40	PGT Physics
14.	RIE Mysore	Content enrichment (Bio. & Maths)	10	02	May to July	RIE Mysore	40+40	PGT( Biology Maths)
15.	RIE Ajmer	Content enrichment (Chemistry)	10	01	May to July	RIE Ajmer	40	PGT(Chemistry)
16.	RIE Bhuvneshwar	Content enrichment (English)	10	01	May to July	RIE Bhuvneshwar	40	PGT(English)
17.	RIMSE Mysore	Value Education	10	03	July /Nov.	RIMSE Mysore	50 50- 50	Principals VPs Directors NLI Non-Teaching staff
18.	Kendriya Hindi Sansthan	Teaching of Hindi to Non-Hindi Students	Two weeks	01	To be decided	KHS, Shillong	30	PGT/TGT (Hindi)
19.	Central Institute of Indian Languages Mysore	Content Enrichment (Regional Languages)	To be decided	04	To be decided	CIIL, Mysore	30 30- 30	TGT (Regional Languages)

20.	IFLU,Hyderabad /British Council	English Communication	To be decided	To be decided	To be decided	To be decided	To be decided	PGT/IGT (English)
21.	Franklin Covey, New Delhi	Seven Habits of Effective People Leadership	05	05	To be decided	To be decided	20+20+20+20	Principals /AC's /SOs
22.	NIPCCD,New Delhi	Safety & Security of Girl Children	04	05	July-Dec.	To be decided	35-40	Teachers
23.	NCERT	Gender Sensitization	04	04	28th April to 1 <sup>st</sup> May	RIE,Shillong	35-40 in each workshop	Principals
					16 <sup>th</sup> -19 <sup>th</sup> June	RIE,Mysure		
					15 <sup>th</sup> to 18th Sept.	RIE,Bhuvnes hwar		
					13 <sup>th</sup> to 16th Oct.	RIE,Ajmer		
24.	CBSE empanelled external Agencies	Leadership Skills(As per CBSE design)	03+03	10 (PPL5+1*, VP-3+1*)	July/ December	To be decided	40 in each workshop	Principals/Vice-Principals (*To be included during induction course of PPL &VP at Part B sl.no.1&22)
25.	CBSE empanelled external Agencies	Continuous & Comprehensive Evaluation	02	20	June-Jan.	NLIs	40 in each workshop	To be included during Induction for Teachers PPL/V.P. (Part-B at sl.no.-1-10, 22-23,25-26,29-30,36-39)
26.	CBSE empanelled external Agencies	Continuous & Comprehensive Evaluation	01	06	June-Jan.	NLIs	40 in each workshop	To be included during Orientation for Teachers {Part-B at sl.no.-12,15-19;
27.	CBSE empanelled external Agencies	Assessment of Listening & Speaking Skills	02	24	June-Jan.	NLIs	40 in each workshop	To be included during Induction / Orientation for Teachers {Part-B at sl.no.-2-10,,12,15-19,23,25-26,29-30,36-39}
28.	Extraa Solutions.	Emergency life Saving Skills	04	10	June-Jan.	NLIs	30x10 -300	Staff Nurse/PE.Ts(During Induction Course of PE.Ts, Orientation Course of newly recruited Staff Nurse & for those PE.Ts: Staff Nurse who have not attended earlier. Part- B at sl.no.-6,8, 10,24, 27, 32-35 & 40)
29.	Expression India	Guidance & Counseling /Adolescent Mental Health Issues	03	08	September -October	NLIs	30x08 -240	During Workshop on Safety &Security Principals/Vice-Principals{Part-B-at sl.no13(2),14(2),20(2),21(2)}
30.	Expression India	Life skills Guidance & Counseling	01	27	June-Jan.	NLIs	40 in each workshop	To be included during Induction for Teachers: PPL/ V.P., Class Room Management (Part-B sl.no.-1-10,11(5),22-23,25-26,29-30,36-39)&Induction for Staff Nurse(Part B Sl.no 24,27 )
31.	Oracle	ICT in Teaching-Learning	01	18	June-Jan.	NLIs	40 in each workshop	To be included during Induction Orientation for Teachers {Part-B at sl.no.2-4,12,15-19,23,25-26,29-30,36-39}
32.	CBSE empanelled external Agencies	Gender Sensitivity	01	25	June-Jan.	NLIs	40 in each workshop	To be included during Induction of Teachers PPL, V.P.& Class Room Management (Part-B at sl.no.-1-10,11(5),22-23, 25-26, 29-30,36-39)

33.	CBSE empanelled external Agencies	Class Room Management	01	23	June-Jan.	NLIs	40 in each workshop	To be included during Induction/Orientation/Class room management for Teachers {Part-B at sl.no.2-4,11(5)12,15-19,23,25-26,29-30,36-39}&
34.	CBSE empanelled external Agencies	Mental Health & Adolescent Issues	01	24 (Three in each R.Os)	July-Dec.	JNV selected by Regional Office	50-60 in each workshop	Girls students from class IX to XII.

**Note:-** The Training programme on course topics by CBSE empanelled agencies from Sl. No. 24 to 34 will be included during various training programme being conducted at NLI in part 'B' as per following detail:-

**A ) Induction course for Vice Principal / Principal :- { Part B, Sl. 1,22}**

- i) CCE for 2 days (Part A Sl. 25)
- ii) Gender sensitivity for 01 day (Part A Sl. 32)
- iii) Life skills/ Guidance & Counseling for 01 day (Part A Sl. No 30)
- iv) Leadership skills [3+3 days] for Principals & [03days] for Vice Principals (Part A Sl. No 24)

**B) Induction Course for PGTs & TGTs:- { Part B, Sl. 2-4,23,25-26,29-30,36-39}**

- i) CCE for 2 days (Part A Sl. 25)
- ii) Gender sensitivity for 01 day (Part A Sl. 32)
- iii) Life skills/ Guidance & Counseling for 01 day (Part A Sl. No 30)
- iv) Listening & Speaking skills for 2 days (Part A Sl. No. 27 )
- v) ICT in Teaching / Learning for 01 day (Part A Sl. No. 31)
- vi) Class Room Management for 01 day (Part A Sl. No. 33)

**C) Induction Course for Art / Music Teacher & Librarian:- { Part B, Sl. 5,7,9}**

- i) CCE for 2 days (Part A Sl. 25)
- ii) Gender sensitivity for 01 day (Part A Sl. 32)
- iii) Life skills/ Guidance & Counseling for 01 day (Part A Sl. No 30)
- iv) Listening & Speaking skills for 2 days (Part A Sl. No. 27 )

**D) Induction Course for PET (M & F):- { Part B, Sl. 6,8,10}**

- i) CCE for 2 days (Part A Sl. 25)
- ii) Gender sensitivity for 01 day (Part A Sl. 32)
- iii) Life skills/ Guidance & Counseling for 01 day (Part A Sl. No 30)
- iv) Listening & Speaking skills for 2 days (Part A Sl. No. 27 )
- v) Emergency life Saving Skills for 4 days (Part A Sl. No 28)

**E) Orientation Course for Promoted PGTs:- { Part B, Sl. 12,15-19}**

- i) CCE for 01 day (Part A Sl. 26)
- ii) Listening & Speaking skills for 2 days (Part A Sl. No. 27 )
- iii) ICT in Teaching / Learning for 01 day (Part A Sl. No. 31)
- iv) Class Room Management for 01 day (Part A Sl. No. 33)

**F) Orientation Course on Effective Class Room Management:- { Part B, Sl. 11}**

- i) Class Room Management for 01 day (Part A Sl. No. 33)
- ii) Gender sensitivity for 01 day (Part A Sl. 32)
- iii) Life skills/ Guidance & Counseling for 01 day (Part A Sl. No 30)

**G) Orientation for PPL / VP on Safety & Security :- { Part B, Sl. 13-14,20-21}**

- i) Guidance & Counseling, Adolescent Mental Health issue for 03 days(Part A Sl. No-29)

**H) Induction Course for Newly Recruited Staff Nurse:- { Part B, Sl. 24,27}**

- i) Emergency life Saving Skills for 4 days (Part A Sl. No 28)
- ii) Life skills/ Guidance & Counseling for 01 day (Part A Sl. No 30)

**I) Training Programme on Emergency life Saving Skills for Staff Nurse / PET:- { Part B, Sl. 32-35,40}**

- i) Emergency life saving Skills for 4 days (Part A Sl. No 28)

**Training Calendar For NLI****Session - 2014-15**

Sl.No	Name of Course	No of Days	Duration		Venue NLI	No. of Participants with Region
			From	To		
1.	Induction Course for Newly Promoted Vice Principals	15	21.05.2014	04.06.2014	Goa	<b>30</b> (All Region)
2.	Induction Course for Newly Recruited PGTs(Com.-08, Maths-07,Eco.-08, Geog.-05)	21	06.06.2014	26.06.2014	Guntur	<b>28</b> (All Region)
3.	Induction Course for Newly Recruited PGTs(Chem.-16, Phy.-15, Bio.-18)	21	06.06.2014	26.06.2014	Ranga Reddy	<b>49</b> (All Region)
4.	Induction Course for Newly Recruited PGTs(Hindi-14,Eng.-13, History-06)	21	06.06.2014	26.06.2014	G.B. Nagar	<b>33</b> (All Region)
5.	Induction Course for Newly Recruited Music Teachers	21	11.06.2014	01.07.2014	Goa	<b>42</b> (All Region)
6.	Induction Course for Newly Recruited PETs(F)	21	06.06.2014	26.06.2014	Chandigarh	<b>47</b> (All region except Patna & Shillong)
7.	Induction Course for Newly Recruited Librarians	21	04.07.2014	24.07.2014	G.B. Nagar	<b>40</b> (All Region)
8.	Induction Course for Newly Recruited Art Teachers & PETs(F)	21	04.07.2014	24.07.2014	Chandigarh	<b>43</b> (i) <b>Art Teacher</b> -Chandigarh -16, (ii) <b>PET(F)</b> -Patna-19, Shillong-08
9.	Induction Course for Newly Recruited Art Teachers	21	09.07.2014	29.07.2014	Goa	<b>43</b> (All region except Chandigarh region)
10.	Induction Course for Newly Recruited PETs(M)	21	04.07.2014	24.07.2014	Ranga Reddy	<b>47</b> (All Region)
11.	Orientation Course for PGTs on Effective Class Room Management.	05	04.08.2014	08.08.2014	G.B.Nagar	<b>40</b> (Lucknow - 20 & Jaipur - 20)
					Goa	<b>40</b> (Pune - 20 & Patna - 20)
					Chandigarh	<b>40</b> (Chandigarh - 20 & Shillong - 20)
					Guntur	<b>40</b> (Hyderabad Region)
					Ranga Reddy	<b>40</b> (Bhopal Region)
12.	Orientation course in Economics for PGTs(Eco.)	10	20.08.2014	29.08.2014	Chandigarh	<b>40</b> (All Region)
13.	Orientation course for Vice Principals on Safety & Security and Adolescent Mental Health Issues (Those who have not attended during 13-14)	05	09.09.2014	13.09.2014	G.B.Nagar	<b>30</b> (Lucknow - 15 & Jaipur - 15)
					Goa	<b>30</b> (Pune - 15 & Bhopal - 15)
14.	Orientation course for Principals on Safety & Security and Adolescent Mental Health Issues(Those who have not attended during 13-14)	05	09.09.2014	13.09.2014	Chandigarh	<b>30</b> (Shillong - 15 & Chandigarh - 15)
					Ranga Reddy	<b>30</b> (Hyderabad - 15 & Patna - 15)
15.	Orientation course for Newly Promoted PGTs(Chemistry)	10	18.09.2014	27.09.2014	G.B.Nagar	<b>46</b> (All Region)
16.	Orientation course for Newly Promoted PGTs(Maths)	10	18.09.2014	27.09.2014	Goa	<b>39</b> (All Region)
17.	Orientation course for Newly Promoted PGTs( Biology)	10	18.09.2014	27.09.2014	Guntur	<b>17</b> (All Region)

18.	Orientation course for Newly Promoted PGTs(English)	10	18.09.2014	27.09.2014	Chandigarh	<b>67</b> ( All Region)
19.	Orientation course for Newly Promoted PGTs(Physics)	10	18.09.2014	27.09.2014	Ranga Reddy	<b>41</b> ( All Region)
20.	Orientation course for Vice Principals on Safety & Security and Adolescent Mental Health Issues(Those who have not attended during 13-14)	05	14.10.2014	18.10.2014	Chandigarh	<b>30</b> ( Shillong – 15 & Chandigarh – 15 )
					Ranga Reddy	<b>30</b> ( Hyderabad – 15 & Patna – 15 )
21.	Orientation course for Principals on Safety & Security and Adolescent Mental Health Issues(Those who have not attended during 13-14)	05	14.10.2014	18.10.2014	G. B. Nagar	<b>30</b> ( Lucknow – 15 & Jaipur – 15 )
					Goa	<b>30</b> ( Pune – 15 & Bhopal – 15 )
22.	Induction Course for Newly Promoted Principals	21	07.11.2014	27.11.2014	Chandigarh	<b>20</b> (All Region)
23.	Induction Course for Newly Recruited PGTs	21	07.11.2014	27.11.2014	G.B.Nagar	To be decided
24.	Induction Course for Newly Recruited Staff Nurse(During 2013-14)	10	12.11.2014	21.11.2014	Goa	30 (Hyderabad, Pune, Patna & Bhopal Region)
25.	Induction Course for Newly Recruited PGTs	21	07.11.2014	27.11.2014	Guntur	To be decided
26.	Induction Course for Newly Recruited PGTs	21	07.11.2014	27.11.2014	Ranga Reddy	To be decided
27.	Induction Course for Newly Recruited Staff Nurse(During 2013-14)	10	03.12.2014	12.12.2014	G.B.Nagar	30 (Shillong, Lucknow, Jaipur & Chandigarh Region)
28.	Orientation course for Newly Promoted Office Superintendents	10	03.12.2014	12.12.2014	Chandigarh	<b>40</b> (Lucknow, Jaipur, Chandigarh & Shillong Region)
29.	Induction Course for Newly Recruited PGTs	21	03.12.2014	23.12.2014	Guntur	To be decided
30.	Induction Course for Newly Recruited PGTs	21	03.12.2014	23.12.2014	Goa	To be decided
31.	Orientation course for Newly Promoted Office Superintendents	10	03.12.2014	12.12.2014	Ranga Reddy	<b>40</b> (Patna, Pune, Bhopal & Hyderabad region)
32.	Training Programme by Xtraa solutions on Emergency life saving Skills for PETs & Staff Nurse (Those who have not attended earlier)	04	17.12.2014	20.12.2014	G.B.Nagar	30 (Lucknow & Jaipur Region)
33.	Training Programme by Xtraa solutions on Emergency life saving Skills for PETs & Staff Nurse (Those who have not attended earlier)	04	06.01.2015	09.01.2015	Ranga Reddy	<b>30</b> ( Hyderabad & Pune Region)
34.	Training Programme by Xtraa solutions on Emergency life saving Skills for PETs(Those who have not attended earlier)	04	13.01.2015	16.01.2015	Ranga Reddy	<b>30</b> (Bhopal Region)
35.	Training Programme by Xtraa solutions on Emergency life saving Skills for PETs & Staff Nurse (Those who have not attended earlier)	04	20.01.2015	23.01.2015	Ranga Reddy	<b>30</b> (Patna Region)
36.	Induction Course for Newly Recruited TGTs	21	09.01.2015	29.01.2015	G.B.Nagar	To be decided
37.	Induction Course for Newly Recruited TGTs	21	09.01.2015	29.01.2015	Goa	To be decided
38.	Induction Course for Newly Recruited TGTs	21	02.01.2015	22.01.2015	Chandigarh	To be decided
39.	Induction Course for Newly Recruited TGTs	21	09.01.2015	29.01.2015	Guntur	To be decided
40.	Training Programme by Xtraa solutions on Emergency life saving Skills for PETs & Staff Nurse(Those who have not attended earlier)	04	28.01.2015	31.01.2015	Chandigarh	<b>30</b> (Chandigarh & Shillong Region)



# Schedule of Training for Regional Offices

## **Session 2013 – 14**

S. No.	NAME OF THE COURSE	DURATION			VENUE	No. of Programme	NO OF PARTICIPANTS
		No. of Days	From	To			
01.	21 days In-service Course for PGT – TGT who have not undergone any Induction course in their service.	21 days	June	Dec.	To be decided by each RO	8	40 X 8 = 320
02.	Orientation Course on Effective Classroom Management for TGTs at cluster level in each ROs	05 days	June	Dec.	To be decided by each RO	4x8=32	40X 32= 1280
03.	Capacity Building Programme for Art Teachers	05 days	June	Dec.	To be decided by each RO	8	40 X 8 = 320
04.	Capacity Building Programme for Music Teachers	05 days	June	Dec.	To be decided by each RO	8	40 X 8 = 320
05.	Capacity Building Programme for Physical Education Teachers	05 days	June	Dec.	To be decided by each RO	8	40 X 8 = 320
06.	Workshop on Assessment of Speaking & listening skills for English Teachers	03 days	June	Dec.	To be decided by each RO	8	40 X 8 = 320
07.	Workshop on Safety & Security for House Masters/Mistress of (Those who have not attended earlier) at cluster level in each ROs	03 days	June	Dec.	To be decided by each RO	4x8=32	40X 32= 1280
08.	Induction course for Newly recruited TGTs (Nepali,Mizo, Garo, Khasi,Bodo) of <b>All Region.</b>	21 days	June	Dec.	To be decided by RO, Shillong	1	33 (Nepali-9,Mizo-6,Garo-5,Khasi-5,Bodo-8)
09.	Induction course for Newly recruited TGTs (Gujrati & Marathi) of <b>All Region</b>	21 days	June	Dec.	To be decided by RO, Pune	1	28 (Guj.-12,Marathi-16)
10.	Induction course for Newly recruited TGTs (Bengali) of <b>All Region</b>	21 days	June	Dec.	To be decided by RO, Patna	1	43
11.	Induction course for Newel recruited TGTs (Urdu) of <b>All Region</b>	21 days	June	Dec.	To be decided by RO, Lucknow	1	46
12.	Induction course for Newly recruited TGTs (Oriya) of <b>All Region.</b>	21 days	June	Dec.	To be decided by RO, Bhopal	1	25
13.	Induction course for Newly recruited TGTs (Telgu,Tamil, Kannada, Malyalam) of <b>All Region.</b>	21 days	June	Dec.	To be decided by RO, Hyderabad.	1	36
14.	Induction course for Newly recruited TGTs (Punjabi) of <b>All Region.</b>	21 days	June	Dec.	To be decided by RO Chandigarh	1	25
15.	Capacity Building Programme on Office Procedure for Office Supdt.	05days	June	Dec.	To be decided by each RO	8	40 X 8 = 320
16.	Orientation Course for Newly recruited Non-Teaching Staff (LDC,CA, etc.)	05days	June	Dec.	To be decided by RO	To be decided	As per requirement of R.Os.
17.	Refresher Course for LDC/UDC	05days	June	Dec.	To be decided by RO	To be decided	As per requirement of R.Os.