


Hydrology And Water Management Institute, Bikaner
Training Calendar for the Month of February-2021 (Online Courses)

S.No	Title of The Course	Date	Topics to be Covered	Training Time	Duration in Hours	Name of Speakers
1	Office managment	2-02-2021	Office Procedure Part I	2:30 PM to 4:00 PM	1.5	Sh. Ajay Chopra, JD (Retd.)
		3-02-2021	Office Procedure Part II	2:30 PM to 4:00 PM		
		4-02-2021	Office Etiquettes	2:30 PM to 4:00 PM	1.5	
2	Refresher Course of NPS , PWF &AR, GF&AR, Samapark Portal	8-02-2021	PWF&AR (Enlistment)	11:00 AM to 12:30 PM	1.5	Sh.Rakesh Gupta, CAO (Rtd.)
		9-02-2021	GF&AR (Store)	11:00 AM to 12:30 PM	1.5	Sh.Rakesh Gupta, CAO (Rtd.)
		10-02-2021	GF&AR (Duties of HOD)	11:00 AM to 12:30 PM	1.5	Sh.Rakesh Gupta, CAO (Rtd.)
		11-02-2021	NPS	11:00 AM to 12:30 PM	1.5	Sh.Vamal Suthar Dy. Director (P.)
		12-02-2021	Samapark Portal	11:00 AM to 12:30 PM	1.5	Programmer IT
3	RSR 1958	16-02-2021	Fixation	2:30 PM to 4:00 PM	1.5	Sh Surendra Goswami, AAO(Retd.)
		17-02-2021	Fixation	2:30 PM to 4:00 PM		
4	IFMS	18-02-2021	IFMS: Budget module & Rajkosh module	11:00 AM to 12:30 PM	1.5	Sh. Vivek Acharya AAO
		19-02-2021	IFMS: Pay Manager & E Grass Module	11:00 AM to 12:30 PM		
5	Ledership Skill & Good Governence	23-02-2021	Ledership Skill	11:00 AM to 12:30 PM	1.5	Dr. Gorav Bissa Professor
		24-02-2021	Good Governence	11:00 AM to 12:30 PM		


Joint Director
HWMI, Bikane

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Training Programme for the Month of February-2021 (Online Courses)

S.No	Title of The Course	Scheme	From	To	Duration of Course in Days	Duration of Course in Hours	Level of Participants	No. Of Participants					Venue	Name of C.C.	Team Member
								CE IGNP Bkn	CE(N) HMG	CE (CAD) Bkn	ACE IGNP JSLR	ACE Narmada			
1.	Office Management	Regular	2-02-2021	4-02-2021	3 days	1.5 hours	Junior Assistants (New)	20	15	10	0	5	Online	Sh. R.P. Bhadu DD(PHE)	Smt Monika And Shri Amit
2.	Refresher Course of PWF&AR, GF&AR, NPS, Sampark Portal	Regular	8-02-2021	12-02-2021	5 days	1.5 hours	A.En/ Ex.En. of IGNP/WRD/ CAD	10	5	5	5	5	Online	Smt. Renu Varma DD(Agri.)	Smt Monika And Shri Amit
3.	RSR-1958	Regular	16-02-2021	17-02-2021	2 days	1.5 hours	J.En/ A.En/ Ex.En. of IGNP/WRD/ CAD & Officials	10	5	5	5	5	Online	Sh J.R Meena DD(WR)	Smt Monika And Shri Amit
4.	IFMS	Regular	18-02-2021	19-02-2021	2 days	1.5 hours	J.En/ A.En/ Ex.En. of IGNP/WRD/ CAD & Officials	10	5	5	5	5	Online	Sh Lalit Mohan Dadhich DD(WR)	Smt Monika And Shri Amit
5.	Leadership Skill & Good Governence	Regular	23-02-2021	24-02-2021	2 days	1.5 hours	J.En/ A.En/ Ex.En. of IGNP/WRD/ CAD	10	5	5	5	5	Online	Sh B.R Vishnoi DD(Eco)	Smt Monika And Shri Amit


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