F-23014/54/2022-Coordination Section-MOWR

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

Coordination Section

Room No 7, Ground Floor, B Wing Shastri Bhawan, New Delhi

Dated: 06-02-2024

OFFICE MEMORANDUM

Subject : Onboarding on iGOT Platform- reg.

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The undersigned is directed to say that a meeting was held on 17.01.2024 under the Chairpersonship of Secretary (WR) to discuss the Annual Capacity Building Plan (ACBP), submitted by Capacity Building Commission (CBC). One of the points finalized during the meeting was that all the officials have to complete 50 hours course module in a year (around 4.5 hr per month) on i-GOT platform.

2. In this regard, it is informed that a tentative half-yearly timeline is prepared and all the concerned officials are requested to undergo the training accordingly. For the employees (like officials of CSSS and MTS cadre etc), for whom no specific course/training is suggested may undertake any course on i-Got (4.5 Hr a month) as per their choice. The I-GoT platform contains more than 800 courses with regard to different functional and behavioural aspects which may be subscribed to improve their skill . Division heads are to submit the compliance report (consolidated course completion certificate) their respective division to coordination section on monthly basis.

Encl: As above

Signed by Manish Uniyal Date: 06-02-2024 10:29:54 Reason: Approved

(Manish Uniyal) Under Secretary to the Govt. of India Email: uscoord-mowr@nic.in Tele: 011-23074033

All the employees of DoWR, RD & GR

Timeline for Courses to be Done					
Designation	29.02.2024 30.03.2024	31.04.2024	30.05.2024	31.06.2024	31.07.2024
			ion and establishment		
Joint Secretary (1)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) 	 Self Leadership- 1h 26m Team building- 1h 25m Conflict resolution and Negotation- 1h 35m Introduction to Leveraging AI and Chat GPT- 24m 36s 	•	1.Procurement Process- 3h 6m 2. Public Grievance Handling and CPGRAM 7.0 - 2h	1. Effective Communication- 5h 34m
Deputy Secretary (6)		1. Effective Communication- 5h 34m	 Self Leadership- 1h 26m Team building- 1h 25m Motivation- 1h 5m Stress Management- 1h 15m 	 Goal Setting - 40m Conflict resolution and Negotation- 1h 	 Govt. Accounting System - 54m 10s Public Procurement Framework of GOI- 1h 55m Finance and Accounts- 1h 35m Introduction to E-office- 18m 24s Budgetary System in Government- 45m 17s
Director (1)	 Y-Break Yoga at workplace – 27 minutes seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) 	1. Effective Communication- 5h 34m	 Stress Management- 1h 15m Leadership- 1h 35m Time Management- 1h15m Budgetary System in Government- 45m 17s 	 Preparation of Cabinet Notes- 5h 10m Noting and Drafting- 2h Formulation of Public Policies- 1h 15m 	
Deputy Director (1)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) 	1. Effective Communication- 5h 34m	 Time Management- 1h15m People, politics and change - 1h 30m Stress Management- 1h 15m Self Leadership- 1h 26m 	 Formulation of Public Policies- 1h 15m Cyber Security and Strategy- 38m 22s Cyber Security Basics- 2h 22m 	 Introduction to E-office- 18m 24s Govt. Accounting System - 54m 10s Introduction: Basics of Project Management- 1h 30m Preventive Vigilance- 1h 33m
Under Secretary (7)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 	1. Team building- 1h 25m 2. Leadership- 1h 35m" 3. Stress Management- 1h 15m 4. Time Management- 1h15m	 People, politics and change - 1h 30m Motivation- 1h 5m Conflict resolution and Negotation- 1h 35m Management Fundamentals in Government Services- 1h 	 Introduction to E-office- 18m 24s Public Administration- 1h 15m Noting and Drafting- 2h Parliamentary Procedures- 2h 	 Public Procurement Framework of GOI- 1h 55m Basics of e-Governance and Digital India- 1h 35m Introduction to Government e Marketplace- 10m Budget- 1h 40m

	1. Y-Break Yoga at workplace – 27 minutes			1. Management Fundamentals in		
	54 seconds.(M)	1. Self Leadership- 1h 26m	1. Team building- 1h 25m	Government Services- 1h	1. Public Procurement Framework of GOI- 1h 55m	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Stress Management- 1h 15m	2. Motivation- 1h 5m	2. Public Administration- 1h 15m	2. Right to Information Act, Part 1- 55m	
Section Officer (14)		3. Time Management- 1h15m		3. Introduction to E-office- 18m 24s		
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Conflict resolution and Negotation- 1h 35m	3.Goal Setting - 40m4. People, politics and change - 1h 30m	4. Preventive Vigilance- 1h 33m	3. Right to Information Act, Part 2- 1h 22m	
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)			5. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m	4. Govt. Accounting System - 54m 10s	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)				1. Introduction to Government e Marketplace- 10m	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	1. Team building- 1h 25m	1. Conflict resolution and Negotation- 1h 35m		2. Public Procurement Framework of GOI- 1h 55m	
Assistant Section	3. Code of Conduct for Government	2. Time Management- 1h15m	2. Stress Management- 1h 15m	2. Management Fundamentals in Government Services- 1h	3. Introduction to E-office- 18m 24s	
Officer (47)	Employees – 35 minutes. (M)	3. Goal Setting - 40m	3. Motivation- 1h 5m	3. Public Administration- 1h 15m	4. Budget- 1h 40m	
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)	4. Leadership- 1h 35m	4. People, politics and change - 1h 30m	4. Noting and Drafting- 2h	5. Right to Information Act, Part 1- 55m	
	5 POSH (Prevention of Sexual Harassment				6 Right to Information Act. Part 2- 1h	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Time Management- 1h15m	1.People, politics and change - 1h 30m	1 Basics of e-Governance and Digital In	Basics of e-Governance and Digital India- 1h 35m	
Junior Analyst (1)- Balbir Singh Godhwal	2. Orientation Module on Mission LiFE – 22	2. Leadership- 1h 35m	2. Stress Management- 1h 15m			
Daibh Shigh Courwai	Minutes 59 Seconds. (M)	3. Team building- 1h 25m	3. Introduction to E-office- 18m 24s	2. Effective Communication- 5h 34m		
	I		Atal Jal			
	1. Y-Break Yoga at workplace – 27 minutes		1. Government E Marketplace- 1h 9m	1. Basics of e-Governance and Digital		
	54 seconds.(M)	1. Leadership- 1h 35m	2. Preventive Vigilance- 1h 33m	India- 1h 35m		
Section Officer (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Motivation- 1h 5m	3. Management Fundamentals in	2. Right to Information Act, Part 1- 55m	1. Effective Communication- 5h 34m	
	3. Code of Conduct for Government	3. Stress Management- 1h 15m	Government Services- 1h	3. Right to Information Act, Part 2- 1h 22m		
	Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16	4. Time Management- 1h15m	 Public Administration- 1h 15m Introduction to E-office- 18m 24s 	4. Cyber Security and Strategy- 38m 22s		
	1. Y-Break Yoga at workplace – 27 minutes	1. Stress Management- 1h 15m		1. Preventive Vigilance- 1h 33m	1	
	54 seconds.(M)	2. Time Management- 1h15m		2.Management Fundamentals in Govern	ment Services- 1h	
Assistant Section Officer (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	3.Team building- 1h 25m	Effective Communication- 5h 34m	3. Public Administration- 1h 15m		
	3. Code of Conduct for Government Employees – 35 minutes. (M)	4. Formulation of Public Policies- 1h 15m		4. Government E Marketplace- 1h 9m		
				5. Procurement Process- 3h 6m		
		Brahmaputra	and Barak (B&B) Wing			

	1 V Proof Vogo at worksloop 07 minutes	1 Mativation 1h Fm			1 1
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Motivation- 1h 5m		1. Formulation of Public Policies- 1h	
		2. Conflict resolution and Negotation- 1h	1. Covernment E. Marketslave, 41-2	15m	
Commissioner - Suyash Kamal Sinha	2. Orientation Module on Mission LiFE – 22	35m	1. Government E Marketplace- In 9m	2. Cyber Security Basics- 2h 22m	1. Preparation of Cabinet Notes- 5h 10m
(1)	Minutes 59 Seconds. (M)	2. Stress Management, 4h 45m	2. Procurement Process - 2h 6m		
	3. Code of Conduct for Government	3. Stress Management- 1h 15m		3. Introduction to Leveraging AI and	
	Employees – 35 minutes. (M)	4. Leadership- 1h 35m	3. Finance and Accounts- 1h 35m	Chat GPT- 24m 36s	
	1. Y-Break Yoga at workplace – 27 minutes		1. Conflict resolution and Negotation- 1h		
	54 seconds.(M)		35m		1. Managing Personal Relationships- 41m 33s
Senior Joint	2. Orientation Module on Mission LiFE – 22	A Effective Communication . Eh 24m	2. Team building- 1h 25m	1. Project Management- 1h 59m	+111 000
	Minutes 59 Seconds. (M)	1. Effective Communication- 5h 34m		2. Government E Marketplace- 1h 9m	2. Formulation of Public Policies- 1h
Vaseem Ashraf (1)	2. Code of Conduct for Covernment		3. Motivation- 1h 5m		15m
	3. Code of Conduct for Government Employees – 35 minutes. (M)			3. Self Leadership- 1h 26m	3. Parliamentary Procedures- 2h
	1. Y-Break Yoga at workplace – 27 minutes				1. Self Leadership- 1h 26m
	54 seconds.(M)		1. Project Management- 1h 59m		
	2. Orientation Module on Mission LiFE – 22	1. Time Management- 1h15m		2. Basics of e-Governance and D India- 1h 35m	
	Minutes 59 Seconds. (M)	2. Stress Management- 1h 15m	2. Finance and Accounts- 1h 35m		india- in 35m
Dileep SIngh Meena	 Code of Conduct for Government Employees – 35 minutes. (M) 	3. Formulation of Public Policies- 1h	3. Introduction to E-office- 18m 24s	3. Right to Information	
(1)					
		15m	4. Effective Communication- 5h 34m		4. Right to Information Act, Part 2- 1h 22m
	4. Stay Safe in Cyber Space - 1Hrs 16				22111
	Minutes. (M) 1. Y-Break Yoga at workplace – 27 minutes				
	54 seconds.(M)		1. Stress Management- 1h 15m		
				1. Preparation of Cabinet Notes- 5h 10m	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)		2. Self Leadership- 1h 26m		
Director (1)		1. Effective Communication- 5h 34m	3. Time Management- 1h15m	2. Noting and Drafting- 2h	
	3. Code of Conduct for Government			3. Formulation of Public Policies- 1h 15m	n
	Employees – 35 minutes. (M)		4. Budgetary System in Government- 45m 17s		
	4. Stay Safe in Cyber Space - 1Hrs 16				
	1. Y-Break Yoga at workplace – 27 minutes		1. Leadership- 1h 35m		
	54 seconds.(M)		2 Stress Management 15 15-	1. Project Management- 1h 59m	
	2. Orientation Module on Mission LiFE – 22		2. Stress Management- 1h 15m	2. Preventive Vigilance- 1h 33m	
Deputy Director (1)	Minutes 59 Seconds. (M)	1. Effective Communication- 5h 34m	3. Introduction: Basics of Project		
			Management- 1h 30m	3. Govt. Accounting System - 54m 10s	
	3. Code of Conduct for Government Employees – 35 minutes. (M)		4.Introduction to E-office- 18m 24s	4. Introduction to E-office- 18m 24s	
	1. Y-Break Yoga at workplace – 27 minutes	1. Team building- 1h 25m		1. Basics of e-Governance and Digital In	dia- 1h 35m
	54 seconds.(M)				
Section Officer (1)	2. Orientation Module on Mission LiFE – 22	2. Motivation- 1h 5m		2. Right to Information Act, Part 1- 55m	
	2. Orientation Module on Mission LIFE – 22 Minutes 59 Seconds. (M)	3. Time Management- 1h15m	1. Effective Communication- 5h 34m	3. Right to Information Act, Part 2- 1h 22m	
				$\begin{bmatrix} 0 & \text{right to information Act, ratt } 2^{-1} \text{ in } 22 \text{ in } \end{bmatrix}$	
	3. Code of Conduct for Government	4. Introduction to E-office- 18m 24s		4. Cyber Security Basics- 2h 22m	

Assistant Section Officer (2)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) 	 Motivation- 1h 5m Conflict resolution and Negotation- 1h 35m Time Management- 1h15m Government E Marketplace- 1h 9m 	 Right to Information Act, Part 1- 55m Right to Information Act, Part 2- 1h Parliamentary Procedures- 2h Management Fundamentals in Government Services- 1h 	 Effective Communication- 5h 34m Public Administration- 1h 15m Formulation of Public Policies- 1h
	4. Stay Safe in Cyber Space - 1Hrs 16	Budget	and Expenditures	
Section Officer (1)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) Stoy Safe in Cyber Space - 1Hrs 16 Minutes. (M) POSH (Prevention of Sexual Harassment Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 	 Team building- 1h 25m Goal Setting - 40m Time Management- 1h15m Leadership- 1h 35m Common Area Developme 1. Effective Communication- 5h 34m	 Effective Communication- 5h 34m Effective Communication- 5h 34m Int and Water Management (CADV) Leadership- 1h 35m Time Management- 1h15m Conflict resolution and Negotation- 1h 35m 	 Introduction to E-office- 18m 24s Public Procurement Framework of GOI- 1h 55m Introduction to Government e Marketplace- 10m Right to Information Act, Part 1- 5 Right to Information Act, Part 2- 1 22m VM) Basics of e-Governance and Digita India- 1h 35m Procurement Process- 3h 6m
Director (1)	 3. Code of Conduct for Government 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 	1. Effective Communication- 5h 34m	 Conflict resolution and Negotation- 1h 35m Team building- 1h 25m Self Leadership- 1h 26m 	 Stress Management- 1h 15m Introduction: Basics of Project Management- 1h 30m Finance and Accounts- 1h 35m Formulation of Public Policies- 1h 15m
	Minutes. (M) 1. Y-Break Yoga at workplace – 27 minutes		1. Team building- 1h 25m	

4m

1h 15m

5	
of	1. Formulation of Public Policies- 1h 15m
	2. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m
55m	3. Stakeholders in Governance- 1h 43m
1h	
ital	 Personal and Organisational values- 55m
	2. Public Grievance Handling and CPGRAM 7.0 - 2h
	3. Team building- 1h 25m
	5. Introduction to E-office- 18m 24s
	6.Public Administration- 1h 15m
h	7. Basics of e-Governance and Digital India- 1h 35m
	1. Microsoft Word Advance- 2h 49m
	2.Cyber Security Basics- 2h 22m

	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Formulation of Public Policies- 1h 15m	1. Time Management- 1h15m 2. Public Grievance Handling and		
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Leadership- 1h 35m	CPGRAM 7.0 - 2h	1. Preventive Vigilance- 1h 33m	
Chairman - CGWB (1)	3. Code of Conduct for Government	3. Motivation- 1h 5m		2. Effective Communication- 5h 34m	
	Employees – 35 minutes. (M)	4. People, politics and change - 1h 30m	4. Basics of e-Governance and Digital India- 1h 35m		
	4. Stay Safe in Cyber Space - 1Hrs 16				
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Team building- 1h 25m	 Time Management- 1h15m Introduction to E-office- 18m 24s 	1. Public Administration- 1h 15m	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Stress Management- 1h 15m	3. Introduction: Basics of Project	2. Basics of e-Governance and Digital India- 1h 35m	1. Finance and Accounts- 1h 35m
Director (3)	3. Code of Conduct for Government	3. Understanding Motivation- 1h 35m	Management- 1h 30m	3. Right to Information Act, Part 1- 55m	2. Preventive Vigilance- 1h 33m
	Employees – 35 minutes. (M)	· · ·	4. Management Fundamentals in Government Services- 1h	-	3. MG Module 4 - Human Resource Management- 22m 12s
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)		5. Govt. Accounting System - 54m 10s	22m	
	1. Y-Break Yoga at workplace – 27 minutes		1. Project Management- 1h 59m	1. Public Administration- 1h 15m	
	54 seconds.(M)	1. Goal Setting - 40m		2. Budget- 1h 40m	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Time Management- 1h15m		3.Cyber Security Basics- 2h 22m	
Deputy Director (1)	3. Code of Conduct for Government	3. Leadership- 1h 35m"	22m	4. Introduction to Leveraging AI and Chat	: GPT- 24m 36s
	Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16	4. Motivation- 1h 5m	4. Management Fundamentals in Government Services- 1h	5. People, politics and change - 1h 30m	
	Minutes. (M)			6. Introduction to E-office- 18m 24s	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Motivation- 1h 5m		1. Right to Information Act, Part 1- 55m	1. Introduction to Government e Marketplace- 10m
Deputy Secretary (2)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Conflict resolution and Negotation- 1h 35m		2. Right to Information Act, Part 2- 1h 22m	2. MG Module 4 - Human Resource Management- 22m 12s
	3. Code of Conduct for Government Employees – 35 minutes. (M)	3. People, politics and change - 1h 30m	2. Self Leadership- 1h 26m	3. Introduction to E-office- 18m 24s	3. Finance and Accounts- 1h 35m
	4. Stay Safe in Cyber Space - 1Hrs 16	4. Goal Setting - 40m		4. Project Management- 1h 59m	4. Introduction to Leveraging AI and Chat GPT- 24m 36s
			CWC		
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Leadership- 1h 35m	1. Public Grievance Handling and	1. Basics of e-Governance and Digital India- 1h 35m	
Chairman - CWC (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Motivation- 1h 5m	CPGRAM 7.0 - 2h	2. Formulation of Public Policies- 1h	Effective Communication Sh 24 m
		3. People, politics and change - 1h 30m	2. Project Management- 1h 59m	15m	Effective Communication- 5h 34m
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Time Management- 1h15m	3. Preventive Vigilance- 1h 33m	3. Preventive Vigilance- 1h 33m	

ital	1. Finance and Accounts- 1h 35m
55m	2. Preventive Vigilance- 1h 33m
	3. MG Module 4 - Human Resource Management- 22m 12s

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Joint Secretary (2)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 	 Team building- 1h 25m Leadership- 1h 35m Conflict resolution and Negotation- 1h 35m 	 People, politics and change - 1h 30m Stress Management- 1h 15m Time Management- 1h15m 	 Introduction: Basics of Project Management- 1h 30m Public Procurement Framework o GOI- 1h 55m Finance and Accounts- 1h 35m
HAG, through Secretary - Navin Kumar (1)	 Y-Break Yoga at workplace – 27 minutes Y-Break Yoga at workplace – 27 minutes Seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) Stay Safe in Cyber Space - 1Hrs 16 	 Leadership- 1h 35m" People, politics and change - 1h 30m Motivation- 1h 5m 	 Public Grievance Handling and CPGRAM 7.0 - 2h Project Management- 1h 59m Basics of e-Governance and Digital India- 1h 35m 	 Formulation of Public Policies- 1h Introduction to Leveraging AI and Chat GPT- 24m 36s Formulation of Public Policies- 1h 15m Preventive Vigilance- 1h 33m
Director (27)	 Stay Sale in Cyber Space - This to Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes. (M) 	 Leadership- 1h 35m Team building- 1h 25m Time Management- 1h15m Stress Management- 1h 15m 	 Motivation- 1h 5m Conflict resolution and Negotation- 1h 35m Goal Setting - 40m People, politics and change - 1h 30m 	 Introduction: Basics of Project Management- 1h 30m Public Procurement Framework o GOI- 1h 55m Finance and Accounts- 1h 35m Introduction to E-office- 18m 24s
Director - Virendra Sharma (1)	 Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) Code of Conduct for Government Employees – 35 minutes. (M) 	 Self Leadership- 1h 26m Goal Setting - 40m Motivation- 1h 5m Conflict resolution and Negotation- 1h 35m 	 Effective Communication- 5h 34m Formulation of Public Policies- 1h 15m Stakeholders in Governance- 1h 43m 	1
Deputy Director (7)	Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M)	 Motivation- 1h 5m Conflict resolution and Negotation- 1h 35m Stress Management- 1h 15m Time Management- 1h15m 	 Team building- 1h 25m Goal Setting - 40m Leadership- 1h 35m People, politics and change - 1h 30m 	 Introduction to E-office- 18m 24s Procurement Process - 2h 6m Management Fundamentals in Government Services- 1h Public Administration- 1h 15m

	1. Formulation of Public Policies- 1h 15m
	2. Stakeholders in Governance- 1h 43m
of	3. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m
	 Managing Personal Relationships- 41m 33s
n 15m	
d	
h	Effective Communication- 5h 34m
	1. Noting and Drafting- 2h
	2. Management Fundamentals in Government Services- 1h
of	3. Public Grievance Handling and CPGRAM 7.0 - 2h
	4.Govt. Accounting System - 54m 10s
5	5. Introduction to Government e Marketplace- 10m
	6. MG Module 4 - Human Resource Management- 22m 12s
	1. Time Management- 1h15m
	2. Introduction to E-office- 18m 24s
	3. Right to Information Act, Part 1- 55m
	4. Right to Information Act, Part 2- 1h 22m
5	1. Introduction: Basics of Project Management- 1h 30m
	2. Basics of e-Governance and Digital India- 1h 35m
	 Introduction to Government e Marketplace- 10m
	4. Finance and Accounts- 1h 35m

	1 V Brook Vogo at workplace 07 minutes		1 Court Accounting System Elm 10-		
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		1. Govt. Accounting System - 54m 10s		
	2. Orientation Module on Mission LiFE – 22	1. Stress Management- 1h 15m	2. Management Fundamentals in Government Services- 1h	1. Introduction to E-office- 18m 24s	
	Minutes 59 Seconds. (M)			2. Effective Communication - 5h 34m	
Deputy Secretary (2)	3. Code of Conduct for Government	2. Team building- 1h 25m	3. Introduction to Government e Marketplace- 10m	3. Budgetary System in Government- 45r	m 17s
	Employees – 35 minutes. (M)	3. Motivation- 1h 5m			
	4. Stay Safe in Cyber Space - 1Hrs 16	4 Londorphin 1h 25m	4. Right to Information Act, Part 1- 55m	Public Grievance Handling and CPGRAM	17.0 - 2h
	Minutes. (M)	4. Leadership- 1h 35m	5. Right to Information Act, Part 2- 1h	4. Overview of Water Resources of India	- 1h 39m
	5 DOOL (Dressention of Council Linearcon ent		22m		
	5. POSH (Prevention of Sexual Harassment	l	1 Conflict resolution and Negatation th	1 Introduction to Lowerspring Aland Chat	CDT 24m 260
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		35m	1. Introduction to Leveraging AI and Chat	t GP1- 24m 36s
				2. Stakeholders in Governance- 1h 43m	
(Chiet Engineer (2)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	Effective Communication- 5h 34m	2. Time Management- 1h15m	3. Formulation of Public Policies- 1h 15m	1
			3. Microsoft Word Advance- 2h 49m		
	3. Code of Conduct for Government Employees – 35 minutes. (M)		4. Introduction to E-office- 18m 24s	4. Right to Information Act, Part 1- 55m	
	1. Y-Break Yoga at workplace – 27 minutes			1. Basics of e-Governance and Digital	
	54 seconds.(M)			India- 1h 35m	
	2. Orientation Module on Mission LiFE – 22			2. Project Management- 1h 59m"1.	
	Minutes 59 Seconds. (M)	1. Team building- 1h 25m		Formulation of Public Policies- 1h 15m	
	3. Code of Conduct for Government	2. Motivation- 1h 5m		2. Annual Performance Appraisal Report	1. Basics of e-Governance and Digital
	Employees – 35 minutes. (M)			(APAR)- 38m	India- 1h 35m
D Ranga Reddy (1)	4. Stay Safe in Cyber Space - 1Hrs 16	3. Effective Communication- 5h 34m		3. Right to Information Act, Part 1- 55m	2. Project Management- 1h 59m
	Minutos (M)	4. Time Management- 1h15m			
	5. POSH (Prevention of Sexual Harassment			4. Right to Information Act, Part 2- 1h 22m	
	of Women at Workplace) – 1 Hrs 51 Minutes.				
	(M)			5. Management Fundamentals in Government Services- 1h	
	1. Y-Break Yoga at workplace – 27 minutes	1. Stress Management- 1h 15m		1. Project Management- 1h 59m	1
Chief Engineer-Ajaya	54 seconds.(M)	2. Leadership- 1h 35m	1. Effective Communication- 5h 34m	2. Right to Information Act, Part 1- 55m	
Kumar Pradhan (1)	2. Orientation Module on Mission LiFE – 22				
	Minutes 59 Seconds. (M) 1. Y-Break Yoga at workplace – 27 minutes	3. Team building- 1h 25m		3. Right to Information Act, Part 2- 1h 22	m
	54 seconds.(M)	1. Stress Management- 1h 15m	1. People, politics and change - 1h 30m	1. Effective Communication- 5h 34m	
	2 Orientation Madula on Mission LICE 20		2. Budget- 1h 40m	2. Introduction to E-office- 18m 24s	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Time Management- 1h15m	2. Derliementer : Drassdurss, Ob	2 Dight to Information Act. Dart 4 55-	
		3. Conflict resolution and Negotation- 1h	3. Parliamentary Procedures- 2h	3. Right to Information Act, Part 1- 55m	
	3. Code of Conduct for Government Employees – 35 minutes. (M)	35m		4. Right to Information Act, Part 2- 1h 22	m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Self Leadership- 1h 26m		1. Project Management- 1h 59m	
Manoj Tiwari (1)		2. Team building- 1h 25m	1. Effective Communication- 5h 34m	2. Basics of e-Governance and Digital Ind	dia- 1h 35m
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	3.Understanding Motivation- 1h 35m		3. Management Fundamentals in Govern	ment Services- 1h

	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Team building- 1h 25m		1. Introduction to E-office- 18m 24s
	2. Orientation Module on Mission LiFE – 22	2. Conflict resolution and Negotation- 1h 35m		2. Basics of e-Governance and Digital
B P Pandey (1)	Minutes 59 Seconds. (M)		1. Effective Communication- 5h 34m	3. Project Management- 1h 59m
	3. Code of Conduct for Government	3. Goal Setting - 40m		4. Government E Marketplace- 1h 9m
	Employees – 35 minutes. (M)	4. Leadership- 1h 35m		
	A V Drack Viewe structure 07 minutes		EA & IC	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Team building- 1h 25m		1. Introduction to E-office- 18m 24s
	2. Orientation Module on Mission LiFE – 22			2. Right to Information Act, Part 1-55
Deputy Secretary (1)	Minutes 59 Seconds. (M)	2. Motivation- 1h 5m	1. Effective Communication- 5h 34m	3. Right to Information Act, Part 2- 1h 22m
	3. Code of Conduct for Government	3. Time Management- 1h15m		
	Employees – 35 minutes. (M)	4. Stress Management- 1h 15m		4. Introduction: Basics of Project Management- 1h 30m
	4. Stay Safe in Cyber Space - 1Hrs 161. Y-Break Yoga at workplace – 27 minutes		1. Leadership- 1h 35m	1. Preventive Vigilance- 1h 33m
Assistant Section Officer (1)	54 seconds.(M)	1. Effective Communication- 5h 34m		
	2. Orientation Module on Mission LiFE – 22		2. Time Management- 1h15m	2.Management Fundamentals in Gove
	Minutes 59 Seconds. (M)		3. Stress Management- 1h 15m	3. Public Administration- 1h 15m
			onomic Wing	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Team building- 1h 25m		1. Motivation- 1h 5m
Economic Advisor (1)	2. Orientation Module on Mission LiFE – 22	2. Time Management- 1h15m	1. Effective Communication- 5h 34m	2. Project Management- 1h 59m
	Minutes 59 Seconds. (M)	3. Leadership- 1h 35m"		3. Formulation of Public Policies- 1h 1
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Time Management- 1h15m	1. Microsoft Word Advance- 2h 49m	1. Preparation of Cabinet Notes- 5h 10
Deputy Director (1)	2. Orientation Module on Mission LiFE – 22	2. Self Leadership- 1h 26m	2. MG Module 4 - Human Resource Management- 22m 12s	2. Noting and Drafting- 2h
	Minutes 59 Seconds. (M)	3. Team building- 1h 25m	3. Budget- 1h 40m	3. Cyber Security and Strategy- 38m 2
	3. Code of Conduct for Government	Fi	inance Wing	
	1. Y-Break Yoga at workplace – 27 minutes	1. Team building- 1h 25m		
	54 seconds.(M)		1. Procurement Process- 3h 6m"	1. Formulation of Public Policies- 1h 1
Joint Secretary (1)	2. Orientation Module on Mission LiFE – 22	2. Conflict resolution and Negotation- 1h 35m	2. Introduction: Basics of Project Management- 1h 30m	2. Effective Communication- 5h 34m
	Minutes 59 Seconds. (M)	3. Leadership- 1h 35m	Inianayemente mi sum	
	1. Y-Break Yoga at workplace – 27 minutes			1. Introduction: Basics of Project
	54 seconds.(M)	1. Team building- 1h 25m	1. Conflict resolution and Negotation- 1h	Management- 1h 30m
	2. Orientation Module on Mission LiFE – 22		35m	2. Budget- 1h 40m
Director (1)	Minutes 59 Seconds. (M)	2. Leadership- 1h 35m	2. People, politics and change - 1h 30m	3. Public Grievance Handling and
	3. Code of Conduct for Government	3. Time Management- 1h15m	3. Managing Personal Relationships-	CPGRAM 7.0 - 2h
	Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16		41m 33s	4. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m
	17. Olay Oalo III Oybel Opace - 11113 10	1	1	

gital India- 1h 35m

9m

S	
55m	1. Preventive Vigilance- 1h 33m
1h	2. Formulation of Public Policies- 1h 15m
	3. Stakeholders in Governance- 1h 43m
Sovernr	nent Services- 1h
1h 15m	
h 10m	
8m 22s	
1h 15m 4m	
	1. Formulation of Public Policies- 1h 15m
	2. Stakeholders in Governance- 1h 43m
1m	3. Interpersonal Skills- 1h 37m

	1. Y-Break Yoga at workplace – 27 minutes		1. Leadership- 1h 35m	
	54 seconds.(M)	1. Motivation- 1h 5m	2. Stress Management- 1h 15m	
Under Secretary (2)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Team building- 1h 25m	3.Goal Setting - 40m	1. Effective Communication- 5h 34m
	 Code of Conduct for Government Employees – 35 minutes. (M) 	3. Time Management- 1h15m	4.Conflict resolution and Negotation- 1h 35m	
	4. Stay Safe in Cyber Space - 1Hrs 16			
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m	1. Goal Setting - 40m	1. Right to Information Act, Part 1- 55m
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2 Self Leadership- 1h 26m	2.Team building- 1h 25m	2. Right to Information Act, Part 2- 1h 22m
Officer (4)	3. Code of Conduct for Government Employees – 35 minutes. (M)	3. Time Management- 1h15m	3. Budgetary System in Government- 45m 17s	3. Procurement Process - 2h 6m
	4. Stay Safe in Cyber Space - 1Hrs 16		4. Introduction to E-office- 18m 24s	
		Floo	d Management	•
	1. Y-Break Yoga at workplace – 27 minutes			1. Goal Setting - 40m
	54 seconds.(M)	1. Stress Management- 1h 15m		2.Procurement Process- 3h 6m
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Team building- 1h 25m	1. Effective Communication- 5h 34m	3. Management Fundamentals in
	 Code of Conduct for Government Employees – 35 minutes. (M) 	 Conflict resolution and Negotation- 1h 35m 		Government Services- 1h 4. Public Administration- 1h 15m
	4. Stay Safe in Cyber Space - 1Hrs 16			
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Team building- 1h 25m	1. Self Leadership- 1h 26m	1. Microsoft Outlook- 2h 3m
	2. Orientation Module on Mission LiFE – 22	2. Stress Management- 1h 15m	2. Introduction to E-office- 18m 24s	2. Microsoft PPT (Advance)- 2h 28m
Director (1)	Minutes 59 Seconds. (M)	3. Motivation- 1h 5m	3. Microsoft Word Advance- 2h 49m	3. Microsoft Sharepoint- 1h 29m
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Goal Setting - 40m	4. MG Module 4 - Human Resource	4. Microsoft Teams-2h 24m
	4. Stay Safe in Cyber Space - 1Hrs 16		Management- 22m 12s	5. Formulation of Public Policies- 1h 15
	1. Y-Break Yoga at workplace – 27 minutes		1. Motivation- 1h 5m	
	54 seconds.(M)		2. Time Management- 1h15m	1. Parliamentary Procedures- 2h
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	1. Effective Communication- 5h 34m	3. Stress Management- 1h 15m	2. Preventive Vigilance- 1h 33m
	3. Code of Conduct for Government Employees – 35 minutes. (M)		4. Self Leadership- 1h 26m	3. Noting and Drafting- 2h
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Team building- 1h 25m		1. Introduction to E-office- 18m 24s
	2. Orientation Module on Mission LiFE – 22	2. Time Management- 1h15m	1 Effortivo Communication 5h 24m	2. Introduction: Basics of Project
· · · · ·	Minutes 59 Seconds. (M)	3. Stress Management- 1h 15m	1. Effective Communication- 5h 34m	Management- 1h 30m
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Leadership- 1h 35m"		3. Microsoft Word Advance- 2h 49m

	1. Govt. Accounting System - 54m 10s
	2. Public Procurement Framework of GOI- 1h 55m
m	3. Budgetary System in Government- 45m 17s
	4. Introduction to Leveraging AI and Chat GPT- 24m 36s
55m	1. Noting and Drafting- 2h
1h	2. Management Fundamentals in Government Services- 1h
	3.Public Administration- 1h 15m
	4.Govt. Accounting System - 54m 10s
	1. Self Leadership- 1h 26m
	2. Team building- 1h 25m
	3. Conflict resolution and Negotation- 1h 35m
	4. Introduction to Leveraging AI and Chat GPT- 24m 36s
m	
h 15m	
	1. Project Management- 1h 59m
	2. Government E Marketplace- 1h 9m
	3.Team building- 1h 25m
	1. Annual Performance Appraisal Report (APAR)- 38m
	2. Microsoft Outlook- 2h 3m
n	3. Microsoft PPT (Advance)- 2h 28m

54 seconds.(M)1. Team building- 1h 25m1. Team building- 1h 25m1. People, politics and change - 1h 30m1. Noting and Drafting- 2h2. Introduction Marketplace- 1Assistant Section Officer (4)2. Orientation Module on Mission LiFE - 22 Minutes 59 Seconds. (M)1. Team building- 1h 25m2. Goal Setting - 40m2. Govt. Accounting System - 54m 10s2. Introduction Marketplace- 13. Code of Conduct for Government Employees - 35 minutes. (M)3. Motivation- 1h 5m3. Motivation- 1h 5m3. Motivation- 1h 5m3. Motivation- 1h 5m3. Management- 1h15m4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)4. Time Management- 1h15m5. Public Procurement Framework of GOI- 1h 55m5. Public Procurement Framework of GOI- 1h 55m6. Public Procurement Framework of GOI- 1h 55m4. Basics of e- India- 1h 35m	4 - Human Resource
Section Officer (1) Minutes 59 Seconds. (M) 3. Conflict resolution and Negotation-1h 3. Right to Information Act, Part 1 - 55m 3. Basics of e-Governance and Digital India- 1h 35m 3. Conflict resolution and Negotation-1h 3. Conflict resolution and Negotation-1h 3. Right to Information Act, Part 1 - 55m 4. Formulation of Public Policies- 1h 15m 4. Right to Information Act, Part 2 - 1h 4. Formulation of Public Policies- 1h 15m 5. Effective Communication- 5h 34m 1. Y-Break Yoga at workplace – 27 minutes 5. seconds. (M) 1. Team building- 1h 25m 1. People, politics and change - 1h 30m 1. Noting and Drafting- 2h 1. Public Admin 2. Orientation Module on Mission LiFE – 22 1. Team building- 1h 25m 2. Goal Setting - 40m 2. Goal Setting - 40m 3. Goal Setting - 40m 3. Management - 54m 10s 3. MG Module Assistant Section Officer (4) 3. Code of Conduct for Government Employees – 35 minutes. (M) 3. Motivation- 1h 5m 4. Introduction to E-office- 18m 24s 3. Management Fundamentals in Government Services- 1h 4. Basics of e-India- 1h 35m 4. Stay Safe in Cyber Space - 1Hrs 16 4. Time Management- 1h15m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOVernment Services- 1h 4. Basics of e-India- 1h 35m 5. Pu	to Government e 10m 4 - Human Resource
3. Code of Conduct for Government Employees – 35 minutes. (M) 35m 4. Right to Information Act, Part 2- 1h 2m 4. Formulation of Public Policies- 1h 15m 1. Y-Break Yoga at workplace – 27 minutes 54 seconds. (M) 1. Y-Break Yoga at workplace – 27 minutes 54 seconds. (M) 1. Team building- 1h 25m 1. People, politics and change - 1h 30m 1. Noting and Drafting- 2h 2. Introduction Marketplace - 1 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Team building- 1h 25m 2. Goal Setting - 40m 2. Govt. Accounting System - 54m 10s 2. Introduction Marketplace - 1 3. Code of Conduct for Government Officer (4) 3. Code of Conduct for Government Employees – 35 minutes. (M) 3. Motivation- 1h 5m 4. Introduction to E-office- 18m 24s 3. Management Fundamentals in Government Services- 1h 3. Masics of e- India- 1h 35m 4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 4. Time Management- 1h15m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Parliamental	to Government e 10m 4 - Human Resource
Assistant Section Officer (4) 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 1. People, politics and change - 1h 30m 1. Noting and Drafting- 2h 1. Public Adminication- 5h 34m Assistant Section Officer (4) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Team building- 1h 25m 2. Goal Setting - 40m 2. Govt. Accounting System - 54m 10s 2. Introduction Marketplace- 1 Assistant Section Officer (4) 3. Code of Conduct for Government Employees – 35 minutes. (M) 3. Motivation- 1h 5m 4. Introduction to E-office- 18m 24s 3. Management Fundamentals in Government Services- 1h 3. Massist of e- India- 1h 35m 5. POSH (Prevention of Sexual Harassment 5. POSH (Prevention of Sexual Harassment 4. Time Management- 1h15m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of BOVERNMENT Services- 1h 5. Parliamental	to Government e 10m 4 - Human Resource
54 seconds.(M) 1. Team building- 1h 25m 1. People, politics and change - 1h 30m 1. Noting and Drafting- 2h 2. Introduction Assistant Section Officer (4) 3. Code of Conduct for Government Employees - 35 minutes. (M) 1. Team building- 1h 5m 3. Motivation- 1h 5m 4. Time Management- 1h15m 3. Motivation to E-office- 18m 24s 3. Management Fundamentals in Government Employees - 35 minutes. (M) 4. Time Management- 1h15m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of Second Procurement Framework of Second Procurement Framework of Second Procurement Framework of Second Procurement Framework of Procurement Framework	to Government e 10m 4 - Human Resource
Assistant Section Officer (4)2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)1. Team building- 1h 25m 2. Goal Setting - 40m2. Goal Setting - 40m2. Goal Setting - 40m2. Goal Setting - 40m3. Marketplace- 1h 33m3. MG Module Management-Assistant Section Officer (4)3. Code of Conduct for Government Employees – 35 minutes. (M)3. Motivation- 1h 5m3. Motivation- 1h 5m3. Motivation- 1h 5m3. Management Fundamentals in Gol- 1h 55m3. Preventive Vigilance- 1h 33m3. MG Module Management-	10m 4 - Human Resource
Assistant Section Officer (4)3. Code of Conduct for Government Employees – 35 minutes. (M)2. Stress Management- 1n 15m3. Leadership- 1h 35mPreventive Vigilance- 1h 33m3. MG Module Management-4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)4. Time Management- 1h15m5. Public Procurement Framework of GOI- 1h 55m5. Public Procurement Framework of GOI- 1h 55m9. Monagement- 1h 15m4. Basics of e- India- 1h 35m	
Officer (4)3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 5. POSH (Prevention of Sexual Harassment3. Motivation - 1h 5m 4. Time Management - 1h15m4. Introduction to E-office- 18m 24s 5. Public Procurement Framework of GOI- 1h 55m3. Management Fundamentals in GOI- 1h 55mManagement - Management - 1h15m4. Basics of e- India- 1h 35m 5. Parliamental	0.0
4. Stay Safe in Cyber Space - 1Hrs 16 4. Time Management- 1h15m 5. Public Procurement Framework of GOI- 1h 55m India- 1h 35m 5. POSH (Prevention of Sexual Harassment 4. Time Management- 1h15m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m 5. Public Procurement Framework of GOI- 1h 55m	
5. POSH (Prevention of Sexual Harassment	Governance and Digital
	ry Procedures- 2h
	agement- 1h 15m
54 seconds.(M) 1 Team building, 1b 25m	
Director (1) 2. Orientation Module on Mission LiFE – 22 2. Motivation- 1b 5m 1. Effective Communication- 5b 34m Government Services- 1h	
3. Time Management- 1h15m 3. Public Administration- 1h 15m	gement- 1h15m
3. Code of Conduct for Government 3. Three Managements in 1911 4. Budgetary S Employees – 35 minutes. (M) 4. Preventive Vigilance- 1h 33m 45m 17s	System in Government-
	Governance and Digital
2. Orientation Module on Mission LiFE – 22 1. Time Management. 1h15m 2. Management	nt Fundamentals in
2. Orientation Module of Mission LIFE - 22 1. Time Management- 1h15m 2. Management- Minutes 59 Seconds. (M) 2. Self Leadership- 1h 26m 2. Team building- 1h 25m	ervices- 1h
Under Secretary (2) 3. Code of Conduct for Government Employees – 35 minutes. (M) 2. Sen Leadership- 11 2011 1. Effective Communication- 5h 34m 3. Introduction to E-office- 18m 24s 3. Public Admin	inistration- 1h 15m
4. Stay Safe in Cyber Space - 1Hrs 16 Minutes (A)	ormation Act, Part 1- 55m
Minutes. (M) 5. Right to Info 22m	ormation Act, Part 2- 1h
5. POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes.	
1. Y-Break Yoga at workplace – 27 minutes	
1. Stress Management- 1h 15m 1. Government E Marketplace- 1h 9m 2. Leadership, 1h 35m	
2. Orientation module on mission LiFE – 22 2 Leadership, 1b 35m	ommunication- 5h 34m
3. Code of Conduct for Government Employees – 35 minutes. (M) 3. Public Procurement Framework of GOI- 1h 55m 3. Finance and Accounts- 1h 35m 4. Right to Information Act, Part 2- 1h 22m"	

	1. Y-Break Yoga at workplace – 27 minutes		1. Leadership- 1h 35m	1. Noting and Drafting- 2h	
	54 seconds.(M)2. Orientation Module on Mission LiFE – 22	1. Team building- 1h 25m	2. Right to Information Act, Part 1- 55m	2. Introduction to E-office- 18m 24s	1. Management Fundamentals in Government Services- 1h
Assistant Section	Minutes 59 Seconds. (M)	2. Motivation- 1h 5m	3. Right to Information Act, Part 2- 1h 22m	3. Basics of e-Governance and Digital India- 1h 35m	2. Public Administration- 1h 15m
Officer (3)	3. Code of Conduct for Government Employees – 35 minutes. (M)	3. Time Management- 1h15m	4. Introduction to Government e	4. Govt. Accounting System - 54m 10s	3. Preventive Vigilance- 1h 33m
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)	4. Stress Management- 1h 15m	Marketplace- 10m		4. Microsoft Word Advance- 2h 49m
		1	L Hindi wing	1	
	1. Y-Break Yoga at workplace – 27 minutes			1. Parliamentary Procedures- 2h	
	54 seconds.(M)	1. Team building- 1h 25m	1. People, politics and change - 1h 30m		
	2. Orientation Module on Mission LiFE – 22	2. Motivation- 1h 5m	2. Leadership- 1h 35m	2. Introduction to E-office- 18m 24s	
Section Officer (1)	Minutes 59 Seconds. (M)	3. Conflict resolution and Negotation- 1h	3. Right to Information Act, Part 1- 55m	3. Basics of e-Governance and Digital In	
	3. Code of Conduct for Government Employees – 35 minutes. (M)	35m	4. Right to Information Act, Part 2- 1h 22m	4. Formulation of Public Policies- 1h 15m	1
				5. Effective Communication- 5h 34m	
		I	ndus Wing		
	1. Y-Break Yoga at workplace – 27 minutes			1. Parliamentary Procedures- 2h	
	54 seconds.(M)1. Effective Communication- 5h 34m2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)2. Conflict resolution and Negotation- 1			2. Introduction to E-office- 18m 24s	1. Team building- 1h 25m
Director (1)			35m	3. Right to Information Act, Part 1- 55m	2. Motivation- 1h 5m
	3. Code of Conduct for Government Employees – 35 minutes. (M)			4. Right to Information Act, Part 2- 1h 22m	3. Time Management- 1h15m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m		1. Conflict resolution and Negotation- 1h 35m	1. Team building- 1h 25m
Assistant Director -	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Management Fundamentals in Government Services- 1h	1. Effective Communication- 5h 34m	2. Basics of e-Governance and Digital	2. Motivation- 1h 5m
Mahalingaraya (1)		3. Public Administration- 1h 15m		India- 1h 35m	3. Time Management- 1h 15m
	3. Code of Conduct for Government Employees – 35 minutes. (M)	4. Introduction to Leveraging AI and Chat GPT- 24m 36s		3. Public Administration- 1h 15m	
	1. Y-Break Yoga at workplace – 27 minutes		1. Self Leadership- 1h 26m	1. Finance and Accounts- 1h 35m	•
Deputy Commissioner	54 seconds.(M)	1. Effective Communication- 5h 34m	2. Project Management- 1h 59m	2. Basics of e-Governance and Digital In-	dia- 1h 35m
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)		3. Introduction to E-office- 18m 24s	3. Right to Information Act, Part 1- 55m	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		1. Time Management- 1h15m	1. Preventive Vigilance- 1h 33m	1. Team building- 1h 25m
Section Officer (1)	2. Orientation Module on Mission LiFE – 22	1. Effective Communication- 5h 34m	2. Stress Management- 1h 15m	2. Budget- 1h 40m	2. Motivation- 1h 5m
	Minutes 59 Seconds. (M)		3. Leadership- 1h 35m	3. Finance and Accounts- 1h 35m	3. Conflict resolution and Negotation- 1h 35m
	3. Code of Conduct for Government				

	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Motivation- 1h 5m	1. Conflict resolution and Negotation- 1h 35m	1. Microsoft Word Advance- 2h 49m	
		2. Leadership- 1h 35m		2. Right to Information Act, Part 1- 55m	
Assistant Section Officer (2)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	3. Goal Setting - 40m	2. Basics of e-Governance and Digital India- 1h 35m	3. Right to Information Act, Part 2- 1h 22	m"
	3. Code of Conduct for Government Employees – 35 minutes. (M)	4. Time Management- 1h15m	3. Public Administration- 1h 15m	4. Management Fundamentals in Govern	ment Services- 1h
		Minor Irrig	ation Statistics Wing	·	
	1. Y-Break Yoga at workplace – 27 minutes	1. Motivation- 1h 5m		1. Finance and Accounts- 1h 35m	
Additional Director		2. Time Management- 1h15m		2. Basics of e-Governance and Digital In-	dia- 1h 35m
General and Chief Census Commissioner (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	3. Goal Setting - 40m	1. Effective Communication- 5h 34m	3. Management Fundamentals in Govern	ment Services- 1h
	3. Code of Conduct for Government Employees – 35 minutes. (M)	4. Self Leadership- 1h 26m		4. Stress Management- 1h 15m	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m		1. Public Grievance Handling and CPGR	AM 7.0 - 2h
Joint Secretary (1)	2. Orientation Module on Mission LiFE – 22	2. Time Management- 1h15m	1. Effective Communication- 5h 34m	2. Finance and Accounts- 1h 35m	
	Minutes 59 Seconds. (M)	3. Motivation- 1h 5m		3.Parliamentary Procedures- 2h	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m	1. Introduction to E-office- 18m 24s		1. Introduction to E-office- 18m 24s
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Time Management- 1h15m	2. Govt. Accounting System - 54m 10s	1. Effective Communication- 5h 34m	2. Govt. Accounting System - 54m 10s
Director (1)		6. Parliamentary Procedures- 2h	3. Introduction: Basics of Project Management- 1h 30m		3. Introduction: Basics of Project Management- 1h 30m
	3. Code of Conduct for Government Employees – 35 minutes. (M)		4. Preventive Vigilance- 1h 33m		4. Preventive Vigilance- 1h 33m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		1. Conflict resolution and Negotation- 1h	 Introduction to E-office- 18m 24s Government E Marketplace- 1h 9m 	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	1. Stress Management- 1h 15m	35m 2. Right to Information Act, Part 1- 55m	3. Budget- 1h 40m	
Deputy Director (2)	 Code of Conduct for Government Employees – 35 minutes. (M) 	2. Time Management- 1h15m	3. Right to Information Act, Part 2- 1h 22m	4. Formulation of Public Policies- 1h 15m	1. Effective Communication- 5h 34m
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)	3.Stress Management- 1h 15m	4.Govt. Accounting System - 54m 10s	5. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m	
	5. POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes. (M)			6.Overview of Water Resources of India- 1h 39m	
	1. Y-Break Yoga at workplace – 27 minutes	1. Time Management- 1h15m		1. Microsoft Word Advance- 2h 49m	
Junior Statistical Officer (1)	54 seconds.(M) 2. Orientation Module on Mission LiFE – 22	2. Stress Management- 1h 15m	1. Effective Communication- 5h 34m	2. Introduction to Government e Marketp	lace- 10m
		3. Leadership- 1h 35m		3. Right to Information Act, Part 1- 55m	
		Nation	al Water Mission		

1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)			"1. Introduction to E-office- 18m 24s
2. Orientation Module on Mission LiFE – 22	1. Conflict resolution and Negotation- 1h	1. Formulation of Public Policies- 1h	2. Noting and Drafting- 2h
Minutes 59 Seconds. (M)	35m	150	3.Introduction: Basics of Project Management- 1h 30m
 Code of Conduct for Government Employees – 35 minutes. (M) 	2. People, politics and change - 1h 30m	1h 39m	4. Introduction to Government e Marketplace- 10m
4. Stay Safe in Cyber Space - 1Hrs 16			
1. Y-Break Yoga at workplace – 27 minutes		1. Time Management- 1h15m	1. Introduction to E-office- 18m 24s
54 seconds.(M)	1. Stress Management- 1h 15m		2. Noting and Drafting- 2h
2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds (M)	2. Motivation- 1h 5m	2. Conflict resolution and Negotation- 1h 35m	3.Introduction: Basics of Project
	3. People, politics and change - 1h 30m	3. Leadership- 1h 35m	Management- 1h 30m
Employees – 35 minutes. (M)		4. Formulation of Public Policies- 1h	4. Introduction to Government e Marketplace- 10m
4. Stay Safe in Cyber Space - 1Hrs 16			
1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m		1. Time Management- 1h15m
2. Orientation Module on Mission LiFE – 22	2.Conflict resolution and Negotation- 1h	1.Effective Communication- 5h 34m	2. Stress Management- 1h 15m
Minutes 59 Seconds. (M)	35m		3. Leadership- 1h 35m
		NHP	•
1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1.Self Leadership- 1h 26m		1. Budget- 1h 40m
			2. Noting and Drafting- 2h
2. Orientation Module on Mission LiFE – 22	2. People, politics and change - 1h 30m	1. Effective Communication- 5h 34m	
2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	3. Introduction: Basics of Project	1. Effective Communication- 5h 34m	3. Finance and Accounts- 1h 35m
Minutes 59 Seconds. (M) 3. Code of Conduct for Government			 Finance and Accounts- 1h 35m Basics of e-Governance and Digita
Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes	3. Introduction: Basics of Project	 Effective Communication- 5h 34m Stress Management- 1h 15m 	3. Finance and Accounts- 1h 35m
Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	3. Introduction: Basics of Project		 Finance and Accounts- 1h 35m Basics of e-Governance and Digita
Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes	3. Introduction: Basics of Project Management- 1h 30m	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M
 Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government 	 3. Introduction: Basics of Project Management- 1h 30m 1. Self Leadership- 1h 26m 	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in Government Services- 1h 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M Introduction to E-office- 18m 24s
 Minutes 59 Seconds. (M) 3. Code of Conduct for Government 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 	 3. Introduction: Basics of Project Management- 1h 30m 1. Self Leadership- 1h 26m 2. Time Management- 1h15m 3. Motivation- 1h 5m 4. Annual Performance Appraisal Report 	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in Government Services- 1h Public Administration- 1h 15m 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M Introduction to E-office- 18m 24s Public Procurement Framework of
 Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government 	 3. Introduction: Basics of Project Management- 1h 30m 1. Self Leadership- 1h 26m 2. Time Management- 1h15m 3. Motivation- 1h 5m 	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in Government Services- 1h Public Administration- 1h 15m 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M Introduction to E-office- 18m 24s Public Procurement Framework of Introduction: Basics of Project Mar
 Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 1. Y-Break Yoga at workplace – 27 minutes 	 3. Introduction: Basics of Project Management- 1h 30m 1. Self Leadership- 1h 26m 2. Time Management- 1h15m 3. Motivation- 1h 5m 4. Annual Performance Appraisal Report (APAR)- 38m 1. Conflict resolution and Negotation- 1h 	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in Government Services- 1h Public Administration- 1h 15m Govt. Accounting System - 54m 10s 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M Introduction to E-office- 18m 24s Public Procurement Framework of Introduction: Basics of Project Mar Finance and Accounts- 1h 35m
 Minutes 59 Seconds. (M) 3. Code of Conduct for Government 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 	 3. Introduction: Basics of Project Management- 1h 30m 1. Self Leadership- 1h 26m 2. Time Management- 1h15m 3. Motivation- 1h 5m 4. Annual Performance Appraisal Report (APAR)- 38m 	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in Government Services- 1h Public Administration- 1h 15m Govt. Accounting System - 54m 10s 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M Introduction to E-office- 18m 24s Public Procurement Framework of Introduction: Basics of Project Mar Finance and Accounts- 1h 35m Overview of Water Resources of In
 Minutes 59 Seconds. (M) <u>3. Code of Conduct for Government</u> 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M) 1. Y-Break Yoga at workplace – 27 minutes 	 3. Introduction: Basics of Project Management- 1h 30m 1. Self Leadership- 1h 26m 2. Time Management- 1h15m 3. Motivation- 1h 5m 4. Annual Performance Appraisal Report (APAR)- 38m 1. Conflict resolution and Negotation- 1h 	 Stress Management- 1h 15m Goal Setting - 40m Management Fundamentals in Government Services- 1h Public Administration- 1h 15m Govt. Accounting System - 54m 10s 	 Finance and Accounts- 1h 35m Basics of e-Governance and Digita MG Module 4 - Human Resource M Introduction to E-office- 18m 24s Public Procurement Framework of Introduction: Basics of Project Mar Finance and Accounts- 1h 35m Overview of Water Resources of In Management Fundamentals in Gov
	 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 3. Code of Conduct for Government Employees – 35 minutes. (M) 4. Stay Safe in Cyber Space - 1Hrs 16 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 	54 seconds.(M) 1. Conflict resolution and Negotation- 1h 35m 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Conflict resolution and Negotation- 1h 35m 3. Code of Conduct for Government Employees – 35 minutes. (M) 2. People, politics and change - 1h 30m 4. Stay Safe in Cyber Space - 1Hrs 16 1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Stress Management- 1h 15m 3. Code of Conduct for Government Employees – 35 minutes. (M) 1. Stress Management- 1h 5m 3. Code of Conduct for Government Employees – 35 minutes. (M) 1. Stress Management- 1h 5m 3. Code of Conduct for Government Employees – 35 minutes. (M) 1. Stress Management- 1h 15m 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Stress Management- 1h 15m 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Stress Management- 1h 15m 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M) 1. Stress Management- 1h 15m 2. Conflict resolution and Negotation- 1h 35m 1. Stress Management- 1h 15m 3. People, politics and change - 1h 30m 1. Stress Management- 1h 15m 3. People, politics and change - 1h 30m 1. Stress Management- 1h 15m 4. Stay Safe in Cyber Space - 27 minutes 54 seconds. (M) 1. Stress Manageme	54 seconds.(M) 1. Conflict resolution and Negotation- 1h 1. Formulation of Public Policies- 1h 2. Orientation Module on Mission LiFE - 22 1. Conflict resolution and Negotation- 1h 1. Formulation of Public Policies- 1h 3. Code of Conduct for Government Employees - 35 minutes. (M) 2. People, politics and change - 1h 30m 2. Overview of Water Resources of India 1h 39m 1. Y-Break Yoga at workplace - 27 minutes 54 seconds. (M) 1. Stress Management- 1h 15m 2. Conflict resolution and Negotation- 1h 35m 2. Orientation Module on Mission LiFE - 22 Minutes 59 Seconds. (M) 1. Stress Management- 1h 15m 3. Code of Conduct for Government Employees - 35 minutes. (M) 1. Stress Management- 1h 15m 2. Conflict resolution and Negotation- 1h 35m 3. Code of Conduct for Government Employees - 35 minutes. (M) 1. Stress Management- 1h 15m 3. Leadership- 1h 35m 4. Stay Safe in Cyber Space - 1Hrs 16 1. Stress Management- 1h 15m 3. Leadership- 1h 35m 1. Y-Break Yoga at workplace - 27 minutes 54 seconds. (M) 1. Stress Management- 1h 15m 1. Effective Communication- 5h 34m 2. Orientation Module on Mission LiFE - 22 Notifict resolution and Negotation- 1h 35m 1. Effective Communication- 5h 34m 2. Orientation Module on Mission LiFE - 22 Networkplace - 27 minutes 59 Seconds. (M) 1. Steff Leadership- 1h 26m

6	1. Effective Communication- 5h 34m
	1. Public Grievance Handling and CPGRAM 7.0 - 2h
	2. Right to Information Act, Part 1- 55m
	3. Right to Information Act, Part 2- 1h 22m
	4. Parliamentary Procedures- 2h
	1. Preventive Vigilance- 1h 33m
	2. Budget- 1h 40m
	3. Finance and Accounts- 1h 35m

gital India- 1h 35m e Management- 22m 12s

of GOI- 1h 55m

Anagement- 1h 30m

India- 1h 39m

Government Services- 1h

9m

	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Self Leadership- 1h 26m		1. Introduction: Basics of Project Man
	2. Orientation Module on Mission LiFE – 22	2. Goal Setting - 40m	4 Effective Oceanization Sh 24m	2. Finance and Accounts- 1h 35m
Hydrogeologist (1)	Minutes 59 Seconds. (M)	3. People, politics and change - 1h 30m	1.Effective Communication- 5h 34m	3. Noting and Drafting- 2h
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Stress Management- 1h 15m		4. Formulation of Public Policies- 1h 1
		National Mission	n for Clean Ganga (NMCG)	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m		1. Introduction: Basics of Project Mana
	2. Orientation Module on Mission LiFE – 22	2. People, politics and change - 1h 30m		2. Finance and Accounts- 1h 35m
DG- NMCG (1)	Minutes 59 Seconds. (M)	3. Conflict resolution and Negotation- 1h	1. Effective Communication- 5h 34m	3. Public Procurement Framework of
	 Code of Conduct for Government Employees – 35 minutes. (M) 	35m		4. Formulation of Public Policies- 1h 1
		Penins	sular Rivers Wing	•
	1. Y-Break Yoga at workplace – 27 minutes	1. Conflict resolution and Negotation- 1h		
Director (1)	54 seconds.(M)	35m	1. Managing Personal Relationships - 41m 33s	
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Stress Management- 1h 15m	2. Preparation of Cabinet Notes- 5h 10m	ı
	3. Code of Conduct for Government Employees – 35 minutes. (M)	3. Leadership- 1h 35m	3. Noting and Drafting- 2h	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Conflict resolution and Negotation- 1h 35m	1. Goal Setting - 40m	1. Managing Personal Relationships- 41m 33s
Under Secretory (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)		2. Leadership- 1h 35m	2. Procurement Process - 2h 6m
Under Secretary (1)	3. Code of Conduct for Government Employees – 35 minutes. (M)	 2. Time Management- 1h15m 3. People, politics and change - 1h 30m 	3. Project Management- 1h 59m"	3. Budgetary System in Government- 45m 17s
	4. Stay Safe in Cyber Space - 1Hrs 16			4. Formulation of Public Policies- 1h 15m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m		1. Time Management- 1h15m
Section Officer (1)	2. Orientation Module on Mission LiFE – 22	2.Conflict resolution and Negotation- 1h	1.Effective Communication- 5h 34m	2. Stress Management- 1h 15m
	Minutes 59 Seconds. (M)	35m		3. Leadership- 1h 35m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Stress Management- 1h 15m	1. Introduction to Government e Marketplace- 10m	1. Motivation- 1h 5m
Assistant Section	2. Orientation Module on Mission LiFE – 22	2. Self Leadership- 1h 26m	2. Basics of e-Governance and Digital	2. People, politics and change - 1h 30
Officer (2)	Minutes 59 Seconds. (M) 3. Code of Conduct for Government	3. Conflict resolution and Negotation- 1h 35m	India- 1h 35m 3. Budgetary System in Government-	3. Managing Personal Relationships- 41m 33s
	Employees – 35 minutes. (M)		45m 17s	4. Decision Making- 35m
		River Development &	& Public Policy (RD & PP) Wing	

Anagement- 1h 30m

1h 15m

Anagement- 1h 30m

of GOI- 1h 55m

1h 15m

	 Budget- 1h 40m Procurement Process - 2h 6m Introduction to Leveraging AI and Chat GPT- 24m 36s
ships- m nment- es- 1h	1. Effective Communication - 5h 34m
ו	 Preventive Vigilance- 1h 33m Budget- 1h 40m Finance and Accounts- 1h 35m
- 1h 30m ships-	 Management Fundamentals in Government Services- 1h Public Administration- 1h 15m Finance and Accounts- 1h 35m

	1. Y-Break Yoga at workplace – 27 minutes	1. Time Management- 1h15m	1. Preparation of Cabinet Notes- 5h 10m		
	54 seconds.(M) 2. Motivation- 1h 5m				
	2. Orientation Module on Mission LiFE – 22	2. Motivation- in 5m	2. Noting and Drafting- 2h		
Joint Secretary (2)	Minutes 59 Seconds. (M) 3. Stress Management- 1h 15m		3.Introduction: Basics of Project Management- 1h 30m		Effective Communication- 5h 34m
	3. Code of Conduct for Government Employees – 35 minutes. (M)		4. Public Procurement Framework of GOI- 1h 55m		
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		1. Leadership- 1h 35m	1. Budget- 1h 40m	1. Right to Information Act, Part 1- 55m
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	1. Self Leadership- 1h 26m	2. Conflict resolution and Negotation- 1h	2. Introduction to E-office- 18m 24s	2. Right to Information Act, Part 2- 1h 22m
Director (3)		2.Stress Management- 1h 15m	35m	3. Finance and Accounts- 1h 35m	3. Public Procurement Framework of
	 Code of Conduct for Government Employees – 35 minutes. (M) 	3. Time Management- 1h 15m	3. Goal Setting - 40m	4. Management Fundamentals in Government Services- 1h	GOI- 1h 55m
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)		4. Motivation- 1h 5m	5. Public Administration- 1h 15m"	4. Introduction: Basics of Project Management- 1h 30m
2	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)			1. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m	1. MG Module 4 - Human Resource Management- 22m 12s
	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)		Effective Communication- 5h 34m	2. Introduction to Leveraging AI and Chat GPT- 24m 36s	2. Introduction to E-office- 18m 24s
	3. Code of Conduct for Government	1. Time Management- 1h 15m			3. Public Procurement Framework of GOI- 1h 55m
Deputy Director (1)	Employees – 35 minutes. (M)	inutes. (M) 2. Stress Management- 1h 15m		3. Goal Setting - 40m	
	4. Stay Safe in Cyber Space - 1Hrs 16			3.Management Fundamentals in Government Services- 1h	4. Introduction: Basics of Project Management- 1h 30m
	Minutes. (M)				5. Finance and Accounts- 1h 35m
	5. POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes. (M)			4. Public Administration- 1h 15m	6. Overview of Water Resources of India- 1h 39m
	1. Y-Break Yoga at workplace – 27 minutes	1. Understanding Motivation- 1h 35m	1. Basics of e-Governance and Digital Ind	I dia- 1h 35m	
	54 seconds.(M)	2. Time Management- 1h15m	2. Introduction to E-office- 18m 24s	roduction to E-office- 18m 24s	
Under Secretary (4)	2. Orientation Module on Mission LiFE – 22	3. Conflict resolution and Negotation- 1h			1. Effective Communication - 5h 34m
	Minutes 59 Seconds. (M)	35m	5.Govt. Accounting System - 54m Tos	-	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)				1.Govt. Accounting System - 54m 10s
	2. Orientation Module on Mission LiFE – 22	1. Stress Management- 1h 15m	1. Project Management- 1h 59m		2. Public Procurement Framework of GOI- 1h 55m
	Minutes 59 Seconds. (M)	2. Goal Setting - 40m	2. Government E Marketplace- 1h 9m	1. Effective Communication- 5h 34m	3. Finance and Accounts- 1h 35m
Deputy Secretary (1)	3. Code of Conduct for Government Employees – 35 minutes. (M)	3. Leadership- 1h 35m	3. Formulation of Public Policies- 1h		4. Introduction to E-office- 18m 24s
	4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)	4. Team building- 1h 25m	15m		5. Budgetary System in Government- 45m 17s

	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Self Leadership- 1h 26m		1. Introduction to E-office- 18m 24s	
	2. Orientation Module on Mission LiFE – 22	2.Time Management- 1h15m		2. Basics of e-Governance and Digital Ind	dia- 1h 35m
Section Officer (5)	Minutes 59 Seconds. (M)	3. Motivation- 1h 5m	1. Effective Communication- 5h 34m	3. Right to Information Act, Part 1- 55m	
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Stress Management- 1h 15m		4. Right to Information Act, Part 2- 1h 22	m
				5.Parliamentary Procedures- 2h	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)			1. Introduction to E-office- 18m 24s	
	2. Orientation Module on Mission LiFE – 22	1. Motivation- 1h 5m	1. Stress Management- 1h 15m	2. Management Fundamentals in Government Services- 1h	1. Parliamentary Procedures- 2h
	Minutes 59 Seconds. (M)	2. Self Leadership- 1h 26m	2. People, politics and change - 1h 30m	3. Public Administration- 1h 15m	2. Noting and Drafting- 2h
Assistant Section Officer (6)	 Code of Conduct for Government Employees – 35 minutes. (M) 	3. Goal Setting - 40m	3. Right to Information Act, Part 1- 55m	4. Basics of e-Governance and Digital	3.Finance and Accounts- 1h 35m
	4. Stay Safe in Cyber Space - 1Hrs 16	4. Time Management- 1h15m	4. Right to Information Act, Part 2- 1h	India- 1h 35m	4. Budget- 1h 40m
	Minutes. (M)		22m	5. Introduction to Government e Marketplace- 10m	
	5. POSH (Prevention of Sexual Harassment				
		State	Projects Wing		
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		1. Motivation- 1h 5m 2. Time Management- 1h15m	1. Introduction: Basics of Project Management- 1h 30m	
Commissioner (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	1. Effective Communication - 5h 34m	3. Stress Management- 1h 15m	2. Budget- 1h 40m	1. Preparation of Cabinet Notes- 5h 10n
	 Code of Conduct for Government Employees – 35 minutes. (M) 		4. Leadership- 1h 35m	3. Noting and Drafting- 2h	
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Motivation- 1h 5m	1. Leadership- 1h 35m	1. Management Fundamentals in Govern	ment Services- 1h
Senior Joint	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Conflict resolution and Negotation- 1h 35m	2. Introduction: Basics of Project Management- 1h 30m	2. Public Administration- 1h 15m	
Commissioner (2)			3. Noting and Drafting- 2h	3. Formulation of Public Policies- 1h 15m	
	 Code of Conduct for Government Employees – 35 minutes. (M) 	3. Stress Management- 1h 15m	4. Public Procurement Framework of GOI- 1h 55m	4. Co-treatment of Faecal Sludge and Septage with Sewage at STP- 2h 44m	
	4. Stay Safe in Cyber Space - 1Hrs 16				
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Self Leadership- 1h 26m		1. Preparation of Cabinet Notes- 5h 10m	
Director (2)	2. Orientation Module on Mission LiFE – 22	2. People, politics and change - 1h 30m	1. Effective Communication- 5h 34m	2. Noting and Drafting- 2h	
	Minutes 59 Seconds. (M)	3. Stress Management- 1h 15m		3. Public Procurement Framework of GO	l- 1h 55m
	 Code of Conduct for Government Employees – 35 minutes. (M) 	4.Goal Setting - 40m		4. Introduction: Basics of Project Manage	ement- 1h 30m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Motivation- 1h 5m	1. Project Management- 1h 59m	1. Preparation of Cabinet Notes- 5h 10m	
			2. Budget- 1h 40m	2. 1. Introduction to E-office- 18m 24s	
Deputy Director (1)	2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	2. Stress Management- 1h 15m	3. Noting and Drafting- 2h	3. Govt. Accounting System - 54m 10s	
	3. Code of Conduct for Government	3. Leadership- 1h 35m		4. Preventive Vigilance- 1h 33m	

	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)		1. Time Management- 1h15m	1. Basics of e-Governance and Digital India- 1h 35m
	2. Orientation Module on Mission LiFE – 22	1. Effective Communication- 5n 34m	2. People, politics and change - 1h 30m	2. Right to Information Act, Part 1- 55m
Section Officer (1)	Minutes 59 Seconds. (M)		3. Introduction to E-office- 18m 24s	3. Right to Information Act, Part 2- 1h 22m
	 Code of Conduct for Government Employees – 35 minutes. (M) 			4. Overview of Water Resources of India- 1h 39m
	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1.Motivation- 1h 5m	1. Introduction to E-office- 18m 24s	1. Right to Information Act, Part 1- 55m
	2. Orientation Module on Mission LiFE – 22	2.Time Management- 1h15m	2. Basics of e-Governance and Digital	2. Right to Information Act, Part 2- 1h 22m
Assistant Section	Minutes 59 Seconds. (M)	3. Stress Management- 1h 15m	India- 1h 35m	3. Preventive Vigilance- 1h 33m
Officer (4)	 Code of Conduct for Government Employees – 35 minutes. (M) 	4. Leadership- 1h 35m	3. Public Grievance Handling and CPGRAM 7.0 - 2h	4. Budget- 1h 40m
	4. Stay Safe in Cyber Space - 1Hrs 16		4. Parliamentary Procedures- 2h	5. Formulation of Public Policies- 1h 15m
	Minutes. (M)			6. Stakeholders in Governance- 1h 43m