

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
Administration and establishment						
Joint Secretary (1)	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)	1. Self Leadership- 1h 26m 2. Team building- 1h 25m 3. Conflict resolution and Negotiation- 1h 35m 4. Introduction to Leveraging AI and Chat GPT- 24m 36s	1. Stress Management- 1h 15m 2. Noting and Drafting- 2h 3. Preventive Vigilance- 1h 33m	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	1. Self Leadership- 1h 26m 2. Team building- 1h 25m 3. Motivation- 1h 5m 4. Stress Management- 1h 15m	1. Time Management- 1h15m 2. Goal Setting - 40m 3. Conflict resolution and Negotiation- 1h 35m 4. Noting and Drafting- 2 hours, 2 modules	1. Govt. Accounting System - 54m 10s 2. Public Procurement Framework of GOI- 1h 55m 3. Finance and Accounts- 1h 35m 4. Introduction to E-office- 18m 24s 5. Budgetary System in Government- 45m 17s	
Director (1)	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)	1. Effective Communication- 5h 34m	1. Stress Management- 1h 15m 2. Leadership- 1h 35m 3. Time Management- 1h15m 4. Budgetary System in Government- 45m 17s	1. Preparation of Cabinet Notes- 5h 10m 2. Noting and Drafting- 2h 3. Formulation of Public Policies- 1h 15m		
Deputy Director (1)	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)	1. Effective Communication- 5h 34m	1. Time Management- 1h15m 2. People, politics and change - 1h 30m 3. Stress Management- 1h 15m 4. Self Leadership- 1h 26m	1. Formulation of Public Policies- 1h 15m 2. Cyber Security and Strategy- 38m 22s 3. Cyber Security Basics- 2h 22m	1. Introduction to E-office- 18m 24s 2. Govt. Accounting System - 54m 10s 3. Introduction: Basics of Project Management- 1h 30m 4. Preventive Vigilance- 1h 33m	
Under Secretary (7)	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. Team building- 1h 25m 2. Leadership- 1h 35m" 3. Stress Management- 1h 15m 4. Time Management- 1h15m	1. People, politics and change - 1h 30m 2. Motivation- 1h 5m 3. Conflict resolution and Negotiation- 1h 35m 4. Management Fundamentals in Government Services- 1h	1. Introduction to E-office- 18m 24s 2. Public Administration- 1h 15m 3. Noting and Drafting- 2h 4. Parliamentary Procedures- 2h	1. Public Procurement Framework of GOI- 1h 55m 2. Basics of e-Governance and Digital India- 1h 35m 3. Introduction to Government e Marketplace- 10m 4. Budget- 1h 40m	

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

Commissioner - Suyash Kamal Sinha (1)	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)	1. Motivation- 1h 5m 2. Conflict resolution and Negotiation- 1h 35m 3. Stress Management- 1h 15m 4. Leadership- 1h 35m	1. Government E Marketplace- 1h 9m 2. Procurement Process - 2h 6m 3. Finance and Accounts- 1h 35m	1. Formulation of Public Policies- 1h 15m 2. Cyber Security Basics- 2h 22m 3. Introduction to Leveraging AI and Chat GPT- 24m 36s	1. Preparation of Cabinet Notes- 5h 10m
Senior Joint Commissioner - Vaseem Ashraf (1)	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)	1. Effective Communication- 5h 34m	1. Conflict resolution and Negotiation- 1h 35m 2. Team building- 1h 25m 3. Motivation- 1h 5m	1. Project Management- 1h 59m 2. Government E Marketplace- 1h 9m 3. Self Leadership- 1h 26m	1. Managing Personal Relationships- 41m 33s 2. Formulation of Public Policies- 1h 15m 3. Parliamentary Procedures- 2h
Deputy Commissioner- Dileep Singh Meena (1)	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. Time Management- 1h15m 2. Stress Management- 1h 15m 3. Formulation of Public Policies- 1h 15m	1. Project Management- 1h 59m 2. Finance and Accounts- 1h 35m 3. Introduction to E-office- 18m 24s 4. Effective Communication- 5h 34m		1. Self Leadership- 1h 26m 2. Basics of e-Governance and Digital India- 1h 35m 3. Right to Information Act, Part 1- 55m 4. Right to Information Act, Part 2- 1h 22m
Director (1)	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	1. Stress Management- 1h 15m 2. Self Leadership- 1h 26m 3. Time Management- 1h15m 4. Budgetary System in Government- 45m 17s	1. Preparation of Cabinet Notes- 5h 10m 2. Noting and Drafting- 2h 3. Formulation of Public Policies- 1h 15m	
Deputy Director (1)	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)	1. Effective Communication- 5h 34m	1. Leadership- 1h 35m 2. Stress Management- 1h 15m 3. Introduction: Basics of Project Management- 1h 30m 4. Introduction to E-office- 18m 24s	1. Project Management- 1h 59m 2. Preventive Vigilance- 1h 33m 3. Govt. Accounting System - 54m 10s 4. Introduction to E-office- 18m 24s	
Section Officer (1)	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	1. Team building- 1h 25m 2. Motivation- 1h 5m 3. Time Management- 1h15m 4. Introduction to E-office- 18m 24s	1. Effective Communication- 5h 34m	1. Basics of e-Governance and Digital India- 1h 35m 2. Right to Information Act, Part 1- 55m 3. Right to Information Act, Part 2- 1h 22m 4. Cyber Security Basics- 2h 22m	

Assistant Section Officer (2)	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. Motivation- 1h 5m 2. Conflict resolution and Negotiation- 1h 35m 3. Time Management- 1h15m 4. Government E Marketplace- 1h 9m	1. Right to Information Act, Part 1- 55m 2. Right to Information Act, Part 2- 1h 22m 3. Parliamentary Procedures- 2h 4. Management Fundamentals in Government Services- 1h	1. Effective Communication- 5h 34m 2. Public Administration- 1h 15m 3. Formulation of Public Policies- 1h 15m
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Budget and Expenditures

Section Officer (1)	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) 5. POSH (Prevention of Sexual Harassment	1. Team building- 1h 25m 2. Goal Setting - 40m 3. Time Management- 1h15m 4. Leadership- 1h 35m	1. Effective Communication- 5h 34m	1. Introduction to E-office- 18m 24s 2. Public Procurement Framework of GOI- 1h 55m 3. Introduction to Government e Marketplace- 10m 4. Right to Information Act, Part 1- 55m 5. Right to Information Act, Part 2- 1h 22m	1. Formulation of Public Policies- 1h 15m 2. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m 3. Stakeholders in Governance- 1h 43m
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Common Area Development and Water Management (CADWM)

Joint Secretary (1)	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	1. Effective Communication- 5h 34m	1. Leadership- 1h 35m 2. Time Management- 1h15m 3. Conflict resolution and Negotiation- 1h 35m	1. Basics of e-Governance and Digital India- 1h 35m 2. Procurement Process- 3h 6m	1. Personal and Organisational values- 55m 2. Public Grievance Handling and CPGRAM 7.0 - 2h 3. Team building- 1h 25m
Director (1)	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. Effective Communication- 5h 34m	1. Conflict resolution and Negotiation- 1h 35m 2. Team building- 1h 25m 3. Self Leadership- 1h 26m	1. Stress Management- 1h 15m 2. Introduction: Basics of Project Management- 1h 30m 3. Finance and Accounts- 1h 35m 4. Formulation of Public Policies- 1h 15m	5. Introduction to E-office- 18m 24s 6. Public Administration- 1h 15m 7. Basics of e-Governance and Digital India- 1h 35m
Deputy Director (1)	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)	1. Effective Communication- 5h 34m	1. Team building- 1h 25m 2. Preparation of Cabinet Notes- 5h 10m		1. Microsoft Word Advance- 2h 49m 2. Cyber Security Basics- 2h 22m

CGWB

Chairman - CGWB (1)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 1. Formulation of Public Policies- 1h 15m 2. Leadership- 1h 35m 3. Motivation- 1h 5m 4. People, politics and change - 1h 30m 	<ul style="list-style-type: none"> 1. Time Management- 1h15m 2. Public Grievance Handling and CPGRAM 7.0 - 2h 3. Project Management- 1h 59m 4. Basics of e-Governance and Digital India- 1h 35m 	<ul style="list-style-type: none"> 1. Preventive Vigilance- 1h 33m 2. Effective Communication- 5h 34m 	
Director (3)	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 1. Team building- 1h 25m 2. Stress Management- 1h 15m 3. Understanding Motivation- 1h 35m 4. Self Leadership- 1h 26m 	<ul style="list-style-type: none"> 1. Time Management- 1h15m 2. Introduction to E-office- 18m 24s 3. Introduction: Basics of Project Management- 1h 30m 4. Management Fundamentals in Government Services- 1h 5. Govt. Accounting System - 54m 10s 	<ul style="list-style-type: none"> 1. Public Administration- 1h 15m 2. Basics of e-Governance and Digital India- 1h 35m 3. Right to Information Act, Part 1- 55m 4. Right to Information Act, Part 2- 1h 22m 	<ul style="list-style-type: none"> 1. Finance and Accounts- 1h 35m 2. Preventive Vigilance- 1h 33m 3. MG Module 4 - Human Resource Management- 22m 12s
Deputy Director (1)	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 1. Goal Setting - 40m 2. Time Management- 1h15m 3. Leadership- 1h 35m" 4. Motivation- 1h 5m 	<ul style="list-style-type: none"> 1. Project Management- 1h 59m 2. Right to Information Act, Part 1- 55m 3. Right to Information Act, Part 2- 1h 22m 4. Management Fundamentals in Government Services- 1h 	<ul style="list-style-type: none"> 1. Public Administration- 1h 15m 2. Budget- 1h 40m 3. Cyber Security Basics- 2h 22m 4. Introduction to Leveraging AI and Chat GPT- 24m 36s 5. People, politics and change - 1h 30m 6. Introduction to E-office- 18m 24s 	
Deputy Secretary (2)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 1. Motivation- 1h 5m 2. Conflict resolution and Negotiation- 1h 35m 3. People, politics and change - 1h 30m 4. Goal Setting - 40m 	<ul style="list-style-type: none"> 1. Time Management- 1h15m 2. Self Leadership- 1h 26m 	<ul style="list-style-type: none"> 1. Right to Information Act, Part 1- 55m 2. Right to Information Act, Part 2- 1h 22m 3. Introduction to E-office- 18m 24s 4. Project Management- 1h 59m 	<ul style="list-style-type: none"> 1. Introduction to Government e Marketplace- 10m 2. MG Module 4 - Human Resource Management- 22m 12s 3. Finance and Accounts- 1h 35m 4. Introduction to Leveraging AI and Chat GPT- 24m 36s
CWC					
Chairman - CWC (1)	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 1. Leadership- 1h 35m 2. Motivation- 1h 5m 3. People, politics and change - 1h 30m 4. Time Management- 1h15m 	<ul style="list-style-type: none"> 1. Public Grievance Handling and CPGRAM 7.0 - 2h 2. Project Management- 1h 59m 3. Preventive Vigilance- 1h 33m 	<ul style="list-style-type: none"> 1. Basics of e-Governance and Digital India- 1h 35m 2. Formulation of Public Policies- 1h 15m 3. Preventive Vigilance- 1h 33m 	<ul style="list-style-type: none"> Effective Communication- 5h 34m

Joint Secretary (2)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)</p>	<p>1. Team building- 1h 25m</p> <p>2. Leadership- 1h 35m</p> <p>3. Conflict resolution and Negotiation- 1h 35m</p>	<p>1. People, politics and change - 1h 30m</p> <p>2. Stress Management- 1h 15m</p> <p>3. Time Management- 1h15m</p>	<p>1. Introduction: Basics of Project Management- 1h 30m</p> <p>2. Public Procurement Framework of GOI- 1h 55m</p> <p>3. Finance and Accounts- 1h 35m</p>	<p>1. Formulation of Public Policies- 1h 15m</p> <p>2. Stakeholders in Governance- 1h 43m</p> <p>3. Namami Gange : A Sustainable Model for River Rejuvenation'- 1h 1m</p> <p>4. Managing Personal Relationships- 41m 33s</p>
HAG, through Secretary - Navin Kumar (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16</p>	<p>1. Leadership- 1h 35m"</p> <p>2. People, politics and change - 1h 30m</p> <p>3. Motivation- 1h 5m</p>	<p>1. Public Grievance Handling and CPGRAM 7.0 - 2h</p> <p>2. Project Management- 1h 59m</p> <p>3. Basics of e-Governance and Digital India- 1h 35m</p>	<p>1. Formulation of Public Policies- 1h 15m</p> <p>2. Introduction to Leveraging AI and Chat GPT- 24m 36s</p> <p>3. Formulation of Public Policies- 1h 15m</p> <p>4. Preventive Vigilance- 1h 33m</p>	<p>Effective Communication- 5h 34m</p>
Director (27)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)</p> <p>5. POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes. (M)</p>	<p>1. Leadership- 1h 35m</p> <p>2. Team building- 1h 25m</p> <p>3. Time Management- 1h15m</p> <p>4. Stress Management- 1h 15m</p>	<p>1. Motivation- 1h 5m</p> <p>2. Conflict resolution and Negotiation- 1h 35m</p> <p>3. Goal Setting - 40m</p> <p>4. People, politics and change - 1h 30m</p>	<p>1. Introduction: Basics of Project Management- 1h 30m</p> <p>2. Public Procurement Framework of GOI- 1h 55m</p> <p>3. Finance and Accounts- 1h 35m</p> <p>4. Introduction to E-office- 18m 24s</p>	<p>1. Noting and Drafting- 2h</p> <p>2. Management Fundamentals in Government Services- 1h</p> <p>3. Public Grievance Handling and CPGRAM 7.0 - 2h</p> <p>4. Govt. Accounting System - 54m 10s</p> <p>5. Introduction to Government e Marketplace- 10m</p> <p>6. MG Module 4 - Human Resource Management- 22m 12s</p>
Director - Virendra Sharma (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p>	<p>1. Self Leadership- 1h 26m</p> <p>2. Goal Setting - 40m</p> <p>3. Motivation- 1h 5m</p> <p>4. Conflict resolution and Negotiation- 1h 35m</p>	<p>1. Effective Communication- 5h 34m</p> <p>2. Formulation of Public Policies- 1h 15m</p> <p>3. Stakeholders in Governance- 1h 43m</p>		<p>1. Time Management- 1h15m</p> <p>2. Introduction to E-office- 18m 24s</p> <p>3. Right to Information Act, Part 1- 55m</p> <p>4. Right to Information Act, Part 2- 1h 22m</p>
Deputy Director (7)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16</p>	<p>1. Motivation- 1h 5m</p> <p>2. Conflict resolution and Negotiation- 1h 35m</p> <p>3. Stress Management- 1h 15m</p> <p>4. Time Management- 1h15m</p>	<p>1. Team building- 1h 25m</p> <p>2. Goal Setting - 40m</p> <p>2. Leadership- 1h 35m</p> <p>4. People, politics and change - 1h 30m</p>	<p>1. Introduction to E-office- 18m 24s</p> <p>2. Procurement Process - 2h 6m</p> <p>3. Management Fundamentals in Government Services- 1h</p> <p>4. Public Administration- 1h 15m</p>	<p>1. Introduction: Basics of Project Management- 1h 30m</p> <p>2. Basics of e-Governance and Digital India- 1h 35m</p> <p>3. Introduction to Government e Marketplace- 10m</p> <p>4. Finance and Accounts- 1h 35m</p>

Deputy Secretary (2)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)</p> <p>5. POSH (Prevention of Sexual Harassment</p>	<p>1. Stress Management- 1h 15m</p> <p>2. Team building- 1h 25m</p> <p>3. Motivation- 1h 5m</p> <p>4. Leadership- 1h 35m</p>	<p>1. Govt. Accounting System - 54m 10s</p> <p>2. Management Fundamentals in Government Services- 1h</p> <p>3. Introduction to Government e Marketplace- 10m</p> <p>4. Right to Information Act, Part 1- 55m</p> <p>5. Right to Information Act, Part 2- 1h 22m</p>	<p>1. Introduction to E-office- 18m 24s</p> <p>2. Effective Communication - 5h 34m</p> <p>3. Budgetary System in Government- 45m 17s</p> <p>Public Grievance Handling and CPGRAM 7.0 - 2h</p> <p>4. Overview of Water Resources of India- 1h 39m</p>	
Chief Engineer (2)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p>	<p>Effective Communication- 5h 34m</p>	<p>1. Conflict resolution and Negotiation- 1h 35m</p> <p>2. Time Management- 1h15m</p> <p>3. Microsoft Word Advance- 2h 49m</p> <p>4. Introduction to E-office- 18m 24s</p>	<p>1. Introduction to Leveraging AI and Chat GPT- 24m 36s</p> <p>2. Stakeholders in Governance- 1h 43m</p> <p>3. Formulation of Public Policies- 1h 15m</p> <p>4. Right to Information Act, Part 1- 55m</p>	
Chief Engineer, KGBO-D Ranga Reddy (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16 Minutes. (M)</p> <p>5. POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes. (M)</p>	<p>1. Team building- 1h 25m</p> <p>2. Motivation- 1h 5m</p> <p>3. Effective Communication- 5h 34m</p> <p>4. Time Management- 1h15m</p>		<p>1. Basics of e-Governance and Digital India- 1h 35m</p> <p>2. Project Management- 1h 59m"1. Formulation of Public Policies- 1h 15m</p> <p>2. Annual Performance Appraisal Report (APAR)- 38m</p> <p>3. Right to Information Act, Part 1- 55m</p> <p>4. Right to Information Act, Part 2- 1h 22m</p> <p>5. Management Fundamentals in Government Services- 1h</p>	<p>1. Basics of e-Governance and Digital India- 1h 35m</p> <p>2. Project Management- 1h 59m</p>
Chief Engineer-Ajaya Kumar Pradhan (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p>	<p>1. Stress Management- 1h 15m</p> <p>2. Leadership- 1h 35m</p> <p>3. Team building- 1h 25m</p>	<p>1. Effective Communication- 5h 34m</p>	<p>1. Project Management- 1h 59m</p> <p>2. Right to Information Act, Part 1- 55m</p> <p>3. Right to Information Act, Part 2- 1h 22m</p>	
Section Officer (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p>	<p>1. Stress Management- 1h 15m</p> <p>2. Time Management- 1h15m</p> <p>3. Conflict resolution and Negotiation- 1h 35m</p>	<p>1. People, politics and change - 1h 30m</p> <p>2. Budget- 1h 40m</p> <p>3. Parliamentary Procedures- 2h</p>	<p>1. Effective Communication- 5h 34m</p> <p>2. Introduction to E-office- 18m 24s</p> <p>3. Right to Information Act, Part 1- 55m</p> <p>4. Right to Information Act, Part 2- 1h 22m</p>	
Manoj Tiwari (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p>	<p>1. Self Leadership- 1h 26m</p> <p>2. Team building- 1h 25m</p> <p>3.Understanding Motivation- 1h 35m</p>	<p>1. Effective Communication- 5h 34m</p>	<p>1. Project Management- 1h 59m</p> <p>2. Basics of e-Governance and Digital India- 1h 35m</p> <p>3. Management Fundamentals in Government Services- 1h</p>	

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

Under Secretary (2)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16</p>	<p>1. Motivation- 1h 5m</p> <p>2. Team building- 1h 25m</p> <p>3. Time Management- 1h15m</p>	<p>1. Leadership- 1h 35m</p> <p>2. Stress Management- 1h 15m</p> <p>3.Goal Setting - 40m</p> <p>4.Conflict resolution and Negotiation- 1h 35m</p>	<p>1. Effective Communication- 5h 34m</p>	<p>1. Govt. Accounting System - 54m 10s</p> <p>2. Public Procurement Framework of GOI- 1h 55m</p> <p>3. Budgetary System in Government- 45m 17s</p> <p>4. Introduction to Leveraging AI and Chat GPT- 24m 36s</p>
Assistant Section Officer (4)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16</p>	<p>1. Stress Management- 1h 15m</p> <p>2.. Self Leadership- 1h 26m</p> <p>3. Time Management- 1h15m</p>	<p>1. Goal Setting - 40m</p> <p>2.Team building- 1h 25m</p> <p>3. Budgetary System in Government- 45m 17s</p> <p>4. Introduction to E-office- 18m 24s</p>	<p>1. Right to Information Act, Part 1- 55m</p> <p>2. Right to Information Act, Part 2- 1h 22m</p> <p>3. Procurement Process - 2h 6m</p>	<p>1. Noting and Drafting- 2h</p> <p>2. Management Fundamentals in Government Services- 1h</p> <p>3.Public Administration- 1h 15m</p> <p>4.Govt. Accounting System - 54m 10s</p>
Flood Management					
Joint Secretary (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16</p>	<p>1. Stress Management- 1h 15m</p> <p>2. Team building- 1h 25m</p> <p>3. Conflict resolution and Negotiation- 1h 35m</p>	<p>1. Effective Communication- 5h 34m</p>	<p>1. Goal Setting - 40m</p> <p>2.Procurement Process- 3h 6m</p> <p>3. Management Fundamentals in Government Services- 1h</p> <p>4. Public Administration- 1h 15m</p>	<p>1. Self Leadership- 1h 26m</p> <p>2. Team building- 1h 25m</p> <p>3. Conflict resolution and Negotiation- 1h 35m</p> <p>4. Introduction to Leveraging AI and Chat GPT- 24m 36s</p>
Director (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p> <p>4. Stay Safe in Cyber Space - 1Hrs 16</p>	<p>1. Team building- 1h 25m</p> <p>2. Stress Management- 1h 15m</p> <p>3. Motivation- 1h 5m</p> <p>4. Goal Setting - 40m</p>	<p>1. Self Leadership- 1h 26m</p> <p>2. Introduction to E-office- 18m 24s</p> <p>3. Microsoft Word Advance- 2h 49m</p> <p>4. MG Module 4 - Human Resource Management- 22m 12s</p>	<p>1. Microsoft Outlook- 2h 3m</p> <p>2. Microsoft PPT (Advance)- 2h 28m</p> <p>3. Microsoft Sharepoint- 1h 29m</p> <p>4. Microsoft Teams-2h 24m</p> <p>5. Formulation of Public Policies- 1h 15m</p>	
Senior Joint Commissioner (2)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p>	<p>1. Effective Communication- 5h 34m</p>	<p>1. Motivation- 1h 5m</p> <p>2. Time Management- 1h15m</p> <p>3. Stress Management- 1h 15m</p> <p>4. Self Leadership- 1h 26m</p>	<p>1. Parliamentary Procedures- 2h</p> <p>2. Preventive Vigilance- 1h 33m</p> <p>3. Noting and Drafting- 2h</p>	<p>1. Project Management- 1h 59m</p> <p>2. Government E Marketplace- 1h 9m</p> <p>3.Team building- 1h 25m</p>
EAD (FM)- P.K. Ridhin (1)	<p>1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M)</p> <p>2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)</p> <p>3. Code of Conduct for Government Employees – 35 minutes. (M)</p>	<p>1. Team building- 1h 25m</p> <p>2. Time Management- 1h15m</p> <p>3. Stress Management- 1h 15m</p> <p>4. Leadership- 1h 35m"</p>	<p>1. Effective Communication- 5h 34m</p>	<p>1. Introduction to E-office- 18m 24s</p> <p>2. Introduction: Basics of Project Management- 1h 30m</p> <p>3. Microsoft Word Advance- 2h 49m</p>	<p>1. Annual Performance Appraisal Report (APAR)- 38m</p> <p>2. Microsoft Outlook- 2h 3m</p> <p>3. Microsoft PPT (Advance)- 2h 28m</p>

Section Officer (1)	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)	1. Team building- 1h 25m 2. Motivation- 1h 5m 3. Conflict resolution and Negotiation- 1h 35m	1. People, politics and change - 1h 30m 2. Leadership- 1h 35m 3. Right to Information Act, Part 1- 55m 4. Right to Information Act, Part 2- 1h 22m	1. Parliamentary Procedures- 2h 2. Introduction to E-office- 18m 24s 3. Basics of e-Governance and Digital India- 1h 35m 4. Formulation of Public Policies- 1h 15m 5. Effective Communication- 5h 34m	
Assistant Section Officer (4)	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) 5. POSH (Prevention of Sexual Harassment	1. Team building- 1h 25m 2. Stress Management- 1h 15m 3. Motivation- 1h 5m 4. Time Management- 1h15m	1. People, politics and change - 1h 30m 2. Goal Setting - 40m 3. Leadership- 1h 35m 4. Introduction to E-office- 18m 24s 5. Public Procurement Framework of GOI- 1h 55m	1. Noting and Drafting- 2h 2. Govt. Accounting System - 54m 10s Preventive Vigilance- 1h 33m 3. Management Fundamentals in Government Services- 1h	1. Public Administration- 1h 15m 2. Introduction to Government e Marketplace- 10m 3. MG Module 4 - Human Resource Management- 22m 12s 4. Basics of e-Governance and Digital India- 1h 35m 5.Parliamentary Procedures- 2h
Ground Water					
Director (1)	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)	1. Team building- 1h 25m 2. Motivation- 1h 5m 3. Time Management- 1h15m	1. Effective Communication- 5h 34m	1. Project Management- 1h 59m 2. Management Fundamentals in Government Services- 1h 3. Public Administration- 1h 15m 4. Preventive Vigilance- 1h 33m	1. Stress Management- 1h 15m 2. Leadership- 1h 35m 3. Time Management- 1h15m 4. Budgetary System in Government- 45m 17s
Under Secretary (2)	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) 5. POSH (Prevention of Sexual Harassment of Women at Workplace) – 1 Hrs 51 Minutes.	1. Time Management- 1h15m 2. Self Leadership- 1h 26m 3. Motivation- 1h 5m	1. Effective Communication- 5h 34m	1. Stress Management- 1h 15m 2. Team building- 1h 25m 3. Introduction to E-office- 18m 24s 4. Introduction: Basics of Project Management- 1h 30m	1. Basics of e-Governance and Digital India- 1h 35m 2. Management Fundamentals in Government Services- 1h 3. Public Administration- 1h 15m 4. Right to Information Act, Part 1- 55m 5. Right to Information Act, Part 2- 1h 22m
Section Officer (1)	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)	1. Stress Management- 1h 15m 2. Leadership- 1h 35m 3. Public Procurement Framework of GOI- 1h 55m	1. Government E Marketplace- 1h 9m 2. Preventive Vigilance- 1h 33m 3. Finance and Accounts- 1h 35m	1. People, politics and change - 1h 30m 2. Leadership- 1h 35m 3. Right to Information Act, Part 1- 55m 4. Right to Information Act, Part 2- 1h 22m"	1. Effective Communication- 5h 34m

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

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

MD-NWM (1)	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. Conflict resolution and Negotiation- 1h 35m 2. People, politics and change - 1h 30m	1. Formulation of Public Policies- 1h 15m 2. Overview of Water Resources of India- 1h 39m	"1. Introduction to E-office- 18m 24s 2. Noting and Drafting- 2h 3.Introduction: Basics of Project Management- 1h 30m 4. Introduction to Government e Marketplace- 10m	1. Effective Communication- 5h 34m
Director (3)	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. Stress Management- 1h 15m 2. Motivation- 1h 5m 3. People, politics and change - 1h 30m	1. Time Management- 1h15m 2. Conflict resolution and Negotiation- 1h 35m 3. Leadership- 1h 35m 4. Formulation of Public Policies- 1h 15m	1. Introduction to E-office- 18m 24s 2. Noting and Drafting- 2h 3.Introduction: Basics of Project Management- 1h 30m 4. Introduction to Government e Marketplace- 10m	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
Section Officer (1)	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 2.Conflict resolution and Negotiation- 1h 35m	1.Effective Communication- 5h 34m	1. Time Management- 1h15m 2. Stress Management- 1h 15m 3. Leadership- 1h 35m	1. Preventive Vigilance- 1h 33m 2. Budget- 1h 40m 3. Finance and Accounts- 1h 35m
NHP					
Director (1)	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	1.Self Leadership- 1h 26m 2. People, politics and change - 1h 30m 3. Introduction: Basics of Project Management- 1h 30m	1. Effective Communication- 5h 34m	1. Budget- 1h 40m 2. Noting and Drafting- 2h 3. Finance and Accounts- 1h 35m 4. Basics of e-Governance and Digital India- 1h 35m	
Deputy Director (2)	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. Self Leadership- 1h 26m 2. Time Management- 1h15m 3. Motivation- 1h 5m 4. Annual Performance Appraisal Report (APAR)- 38m	1. Stress Management- 1h 15m 2. Goal Setting - 40m 3.Management Fundamentals in Government Services- 1h 4. Public Administration- 1h 15m 5.Govt. Accounting System - 54m 10s	1. MG Module 4 - Human Resource Management- 22m 12s 2. Introduction to E-office- 18m 24s 3. Public Procurement Framework of GOI- 1h 55m 4. Introduction: Basics of Project Management- 1h 30m 5. Finance and Accounts- 1h 35m 6. Overview of Water Resources of India- 1h 39m	
Deputy Commissioner (1)	1. Y-Break Yoga at workplace – 27 minutes 54 seconds.(M) 2. Orientation Module on Mission LiFE – 22 Minutes 59 Seconds. (M)	1. Conflict resolution and Negotiation- 1h 35m 2. Self Leadership- 1h 26m 3. Time Management- 1h15m	1. Effective Communication- 5h 34m	1. Management Fundamentals in Government Services- 1h 2. Public Administration- 1h 15m 3. Government E Marketplace- 1h 9m	

Hydrogeologist (1)	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)	1. Self Leadership- 1h 26m 2. Goal Setting - 40m 3. People, politics and change - 1h 30m 4. Stress Management- 1h 15m	1.Effective Communication- 5h 34m	1. Introduction: Basics of Project Management- 1h 30m 2. Finance and Accounts- 1h 35m 3. Noting and Drafting- 2h 4. Formulation of Public Policies- 1h 15m
National Mission for Clean Ganga (NMCG)				
DG- NMCG (1)	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)	1. Stress Management- 1h 15m 2. People, politics and change - 1h 30m 3. Conflict resolution and Negotiation- 1h 35m	1. Effective Communication- 5h 34m	1. Introduction: Basics of Project Management- 1h 30m 2. Finance and Accounts- 1h 35m 3. Public Procurement Framework of GOI- 1h 55m 4. Formulation of Public Policies- 1h 15m
Peninsular Rivers Wing				
Director (1)	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)	1. Conflict resolution and Negotiation- 1h 35m 2. Stress Management- 1h 15m 3. Leadership- 1h 35m	1. Managing Personal Relationships - 41m 33s 2. Preparation of Cabinet Notes- 5h 10m 3. Noting and Drafting- 2h	1. Budget- 1h 40m 2.Procurement Process - 2h 6m 3. Introduction to Leveraging AI and Chat GPT- 24m 36s
Under Secretary (1)	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. Conflict resolution and Negotiation- 1h 35m 2. Time Management- 1h15m 3. People, politics and change - 1h 30m	1. Goal Setting - 40m 2. Leadership- 1h 35m 3. Project Management- 1h 59m"	1. Managing Personal Relationships- 41m 33s 2. Procurement Process - 2h 6m 3. Budgetary System in Government- 45m 17s 4. Formulation of Public Policies- 1h 15m 1. Effective Communication - 5h 34m
Section Officer (1)	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 2.Conflict resolution and Negotiation- 1h 35m	1.Effective Communication- 5h 34m	1. Time Management- 1h15m 2. Stress Management- 1h 15m 3. Leadership- 1h 35m 1. Preventive Vigilance- 1h 33m 2. Budget- 1h 40m 3. Finance and Accounts- 1h 35m
Assistant Section Officer (2)	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)	1. Stress Management- 1h 15m 2. Self Leadership- 1h 26m 3. Conflict resolution and Negotiation- 1h 35m	1. Introduction to Government e Marketplace- 10m 2. Basics of e-Governance and Digital India- 1h 35m 3. Budgetary System in Government- 45m 17s	1. Motivation- 1h 5m 2. People, politics and change - 1h 30m 3. Managing Personal Relationships- 41m 33s 4. Decision Making- 35m 1. Management Fundamentals in Government Services- 1h 2. Public Administration- 1h 15m 3. Finance and Accounts- 1h 35m
River Development & Public Policy (RD & PP) Wing				

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

Section Officer (5)	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)	1. Self Leadership- 1h 26m 2.Time Management- 1h15m 3. Motivation- 1h 5m 4. Stress Management- 1h 15m	1. Effective Communication- 5h 34m	1. Introduction to E-office- 18m 24s 2. Basics of e-Governance and Digital India- 1h 35m 3. Right to Information Act, Part 1- 55m 4. Right to Information Act, Part 2- 1h 22m 5.Parliamentary Procedures- 2h	
Assistant Section Officer (6)	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) 5. POSH (Prevention of Sexual Harassment	1. Motivation- 1h 5m 2. Self Leadership- 1h 26m 3. Goal Setting - 40m 4. Time Management- 1h15m	1. Stress Management- 1h 15m 2. People, politics and change - 1h 30m 3. Right to Information Act, Part 1- 55m 4. Right to Information Act, Part 2- 1h 22m	1. Introduction to E-office- 18m 24s 2. Management Fundamentals in Government Services- 1h 3. Public Administration- 1h 15m 4. Basics of e-Governance and Digital India- 1h 35m 5. Introduction to Government e Marketplace- 10m	1. Parliamentary Procedures- 2h 2. Noting and Drafting- 2h 3.Finance and Accounts- 1h 35m 4. Budget- 1h 40m
State Projects Wing					
Commissioner (1)	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)	1. Effective Communication - 5h 34m	1. Motivation- 1h 5m 2. Time Management- 1h15m 3. Stress Management- 1h 15m 4. Leadership- 1h 35m	1. Introduction: Basics of Project Management- 1h 30m 2. Budget- 1h 40m 3. Noting and Drafting- 2h	1. Preparation of Cabinet Notes- 5h 10m
Senior Joint Commissioner (2)	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. Motivation- 1h 5m 2. Conflict resolution and Negotiation- 1h 35m 3. Stress Management- 1h 15m	1. Leadership- 1h 35m 2. Introduction: Basics of Project Management- 1h 30m 3. Noting and Drafting- 2h 4. Public Procurement Framework of GOI- 1h 55m	1. Management Fundamentals in Government Services- 1h 2. Public Administration- 1h 15m 3. Formulation of Public Policies- 1h 15m 4. Co-treatment of Faecal Sludge and Septage with Sewage at STP- 2h 44m	
Director (2)	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)	1. Self Leadership- 1h 26m 2. People, politics and change - 1h 30m 3. Stress Management- 1h 15m 4.Goal Setting - 40m	1. Effective Communication- 5h 34m	1. Preparation of Cabinet Notes- 5h 10m 2. Noting and Drafting- 2h 3. Public Procurement Framework of GOI- 1h 55m 4. Introduction: Basics of Project Management- 1h 30m	
Deputy Director (1)	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	1. Motivation- 1h 5m 2. Stress Management- 1h 15m 3. Leadership- 1h 35m	1. Project Management- 1h 59m 2. Budget- 1h 40m 3. Noting and Drafting- 2h	1. Preparation of Cabinet Notes- 5h 10m 2. 1. Introduction to E-office- 18m 24s 3. Govt. Accounting System - 54m 10s 4. Preventive Vigilance- 1h 33m	

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