



**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL**

**Training Schedule (State Level) for State Category Training Programme (SCTP)
sponsored by Department of Personnel & Training (DoPT), Government of India**

2020-2021

S.No	Title	Duration	From Date	To Date
1.	Disaster Management for ICDS Workers (RTC Jhargram)	3-Days	04/08/2020	06/08/2020
2.	Multi Agency Coordination in Tackling Violence Against Women and Children	3-Days	05/08/2020	07/08/2020
3.	Effective Service Delivery through RTI Act	3-Days	12/08/2020	14/08/2020
4.	Disciplinary Proceeding	3-Days	12/08/2020	14/08/2020
5.	Dealing with Court Cases	3-Days	17/08/2020	19/08/2020
6.	Marketled extension practices for better income generation of farmers	3-Days	18/08/2020	20/08/2020
7.	Effective implementation of Municipal Building Byelaws	3-Days	31/08/2020	02/09/2020
8.	Emerging Technologies for effective management of revenue	3-Days	02/09/2020	04/09/2020
9.	Emerging Technologies for prevention of evasion of revenue	3-Days	09/09/2020	11/09/2020
10.	Disaster Management for ICDS Supervisors	3-Days	09/09/2020	11/09/2020
11.	Negotiation skill and conflict resolution	3-Days	14/09/2020	16/09/2020
12.	Ethics and Values for delivery of Public Services	3-Days	21/09/2020	23/09/2020
13.	Cyber Security and Prevention of evasion in Revenue	3-Days	05/10/2020	07/10/2020
14.	Exploring self and others towards creating effective working environment	3-Days	06/10/2020	08/10/2020

S.No	Title	Duration	From Date	To Date
15.	Dealing with Court Cases	3-Days	14/10/2020	16/10/2020
16.	Applications in management of GIS in ULBs	3-Days	09/11/2020	11/11/2020
17.	Personality Development	3-Days	11/11/2020	13/11/2020
18.	Ethics and Values for delivery of Public Services	3-Days	23/11/2020	25/11/2020
19.	Digital Application and IT Act	3-Days	23/11/2020	25/11/2020
20.	Disciplinary Proceeding	3-Days	02/12/2020	04/12/2020
21.	Training on eOffice	3-Days	07/12/2020	09/12/2020
22.	Preservation of Rare Documents	3-Days	09/12/2020	11/12/2020
23.	Effective Service Delivery through RTI Act	3-Days	14/12/2020	16/12/2020
24.	Dealing with Court Cases	3-Days	16/12/2020	18/12/2020
25.	Effective implementation of Municipal Building Byelaws	3-Days	28/12/2020	30/12/2020
26.	Prevention of evaluation of Fraud through Big Data	3-Days	28/12/2020	30/12/2020
27.	Revenue Mapping and Big Data Analysis	3-Days	04/01/2021	06/01/2021
28.	Infrastructure inventory mapping of civic infrastructure in ULBs	3-Days	18/01/2021	20/01/2021
29.	Improving Transparency and Accountability in Public Administration through RTI Act	3-Days	27/01/2021	29/01/2021
30.	Exploring self and others towards creating effective working environment	3-Days	08/02/2021	10/02/2021
31.	Disciplinary Proceeding	3-Days	17/02/2021	19/02/2021
32.	Administrative Vigilance	3-Days	24/02/2021	26/02/2021
33.	Combating Women Harassment at Work Place	3-Days	03/03/2021	05/03/2021
34.	Training on eOffice	3-Days	08/03/2021	10/03/2021
35.	Artificial Intelligence in augmentation of Revenue	3-Days	15/03/2021	17/03/2021
36.	Caring for Children Women and Senior Citizen for Police Personnel	3-Days	17/03/2021	19/03/2021
37.	Effective Women policy makers in ULBs	3-Days	22/03/2021	24/03/2021
38.	Dealing with Court Cases	3-Days	29/03/2021	31/03/2021

Maximum Number of Participants in each course: 30

Duration: 3 days

Certificate: After successful completion of the course.