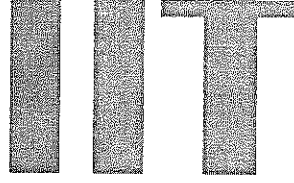


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (Jt.R.); 6702076, 2307005 (Office); FAX: 91-542-2368428; e-mail: [administration@itbhu.ac.in](mailto:administration@itbhu.ac.in)

कुलसचिव कार्यालय  
(प्रशासन)

Office of the Registrar  
(Administration)

Ref. No. IIT(BHU)/GAD/3(13)/Trg.Prog.(V)/Gen/

Dated: 10.04.2018

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor Incharges
5. The Chief Councilor, Gymkhana
6. The Chairman, Institute Works Committee
7. The Chairman, Senate Library Committee
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Class Monitoring Committee, Part-I
11. The Coordinator, GTAC
12. The Deputy Chief Proctor
13. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
14. The Joint Registrar
15. The Deputy Registrar (Accounts)
16. All the Assistant Registrars
17. All Section Officers, Administrative Block- with a request to circulate in the concerned section

**Indian Institute of Technology(BHU)**

Dear Sir/Madam,

Enclosed please find a list of selected training programmes from ISTM Annual Training Calendar 2018-19 regarding training in different courses.

In this connection, I am directed to request you to kindly arrange for wide publicity of the said calendar amongst the non faculty members of your Department/School/Section/Unit.

Further, the following policy has been adopted for nomination to the training programmes mentioned in the aforesaid list:

- i. Maximum number of training programmes to be allowed to each individuals out of his/her own intent may be limited to two (02) in a year. This number may be increased in individual case by the Director depending on merit.
- ii. Area of training programme will be restricted to his/her current work function.
- iii. **All the intended participants are advised to upload their applications at ISTM website only after getting prior explicit permission from the Institute Administration.**

Interested Non-faculty members may submit their intent for attending the programme according to aforesaid list at the earliest **but not later than 30<sup>th</sup> April, 2018** to the office of the undersigned.

Yours faithfully,

Assistant Registrar(Admin.)-II

Encl.: As above

Ref. No. IIT(BHU)/GAD/3(13)/Trg.Prog.(V)/Gen/ 513

Dated: 10.04.2018

**Copy forwarded to the following for information and necessary action:**

1. The Chairman, Web Management & E-mail Services Committee IIT(BHU) - *With a request to upload the same on the Institute website.*
2. P.S. to the Director, IIT(BHU)
3. P.A. to the Registrar, IIT(BHU)

Assistant Registrar(Admin.)-II

## Course Calender 2018-19

### MDP ( Management Development Programmes )

S.NO	Code	Course Title	Level of Participants	No. of Courses	Duration	From-To	Status	Course Director
1	ER	Establishments Rules	Section Officers/Assistant Section Officers or equivalent	2	1 Week	21 May, 18 To 25 May, 18	To be Started	RG
						11 Mar, 19 To 15 Mar, 19	To be Started	RG
2	RIS	Reservation in Services for SC/ST/OBC	Section Officers/Assistant Section Officers or equivalent	2	4 Days	01 May, 18 To 04 May, 18	To be Started	PPA
						17 Sep, 18 To 20 Sep, 18	To be Started	RG
3	AV1	Administrative Vigilance: Role of IO/PO	Under Secretaries / Section Officers / Assistant Section Officers or equivalent	1	1 Week	06 Aug, 18 To 10 Aug, 18	To be Started	VR
4	AV3	Administrative Vigilance- Disciplinary Procedures	Assistant Section Officers and above or equivalent	1	2 Weeks	18 Mar, 19 to 29 Mar, 19	To be Started	PPA
5	WND	Workshop on Noting & Drafting	Assistant Section Officers / Section Officers or equivalent	3	3 Days	01 Aug, 18 To 03 Aug, 18	To be Started	MS
						03 Oct, 18 To 05 Oct, 18	To be Started	YD
						25 Mar, 19 To 27 Mar, 19	To be Started	RG
6	WLO (SC/ST)	Workshop for Liaison Officers of SC/ST	Liaison Officers for SC/ST	2	2 Days	16 Aug, 18 To 17 Aug, 18	To be Started	PPA
						28 Jan, 19 To 29 Jan, 19	To be Started	RG
7	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group A & B Officers	2	1 Day	02 Nov, 18	To be Started	USC
						08 Mar, 19	To be Started	VR
8	OTP-DDM	Orientation Training Programme on Drafting in Disciplinary Matters	Group A & B Officers	2	2 Days	14 Jun, 18 To 15 Jun, 18	To be Started	USC
						17 Jan, 19 To 18 Jan, 19	To be Started	PPA

### FMP ( Financial Management Programmes )

9	PRB1	Programme on Pensions & other Retirement Benefits	Under Secretaries / Section Officers & equivalent	1	1 Week	16 Apr, 18 To 20 Apr, 18	To be Started	KKP ('C)
10	PRB2	Programme on Pensions & other Retirement Benefits	Assistant Section Officers or equivalent	2	1 Week	09 Apr, 18 To 13 Apr, 18	To be Started	YD
						10 Dec, 18 To 14 Dec, 18	To be Started	KKP ('C)
11	WPF	Workshop on Pay Fixation	Section Officers/Assistant Section Officers or equivalent	2	3 Days	23 Apr, 18 To 25 Apr, 18	To be Started	YD
						28 Jan, 19 To 30 Jan, 19	To be Started	DB
12	PMG1	Purchase Mangement in Government	Section Officers/Assistant Section Officers or equivalent	1	3 Days	10 Dec, 18 To 12 Dec, 18	To be Started	NS(C.)
13	WITAX	Workshop on Income Tax	Assistant Section Officers and DDOs or equivalent	1	2 Days	26 Jul, 18 To 27 Jul, 18	To be Started	NS(C.)
14	WEP	Workshop on e-Procurement	Group A & B Officers	2	2 Days	27 Sep, 18 To 28 Sep, 18	To be Started	DB
						21 Mar, 19 To 22 Mar, 19	To be Started	MS
15	WPP-GFR	Workshop on Public Procurement under GFR-2017	Group A & B Officers	4	3 Days	16 May, 18 To 18 May, 18	To be Started	DBR
						17 Sep, 18 To 19 Sep, 18	To be Started	NS(C.)
						02 Jan, 19 To 04 Jan, 19	To be Started	DB
						20 Feb, 19 To 22 Feb, 19	To be Started	DB
16	WGST	Workshop on Goods and Services Tax	Group A & B Officers	5	2 Days	03 May, 18 To 04 May, 18	To be Started	DBR
						28 Jun, 18 To 29 Jun, 18	To be Started	DB
						23 Aug, 18 To 24 Aug, 18	To be Started	DBR
						08 Nov, 18 To 09 Nov, 18	To be Started	DBR
						28 Jan, 19 To 29 Jan, 19	To be Started	DBR

15

Web management

15	OTP-GFR	Orientation Training Programme on GFRs 2017	Group A & B Officers	4	2 Days	07 May, 18 To 08 May, 18	To be Started	RG
						04 Oct, 18 To 05 Oct, 18	To be Started	NS(C.)
						03 Dec, 18 To 04 Dec, 18	To be Started	KKP (C)
						14 Jan, 19 To 15 Jan, 19	To be Started	DB
<b>RTI ( Right To Information - Capacity Building Programmes )</b>								
16	RM-RTI	Record Management - Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent	1	3 Days	06 Aug, 18 To 08 Aug, 18	To be Started	USC
17	RTI PIO	Right to Information Public Information	Public Information Officers/Central Public Information Officers	3	3 Days	07 May, 18 To 09 May, 18	To be Started	HG
						11 Jun, 18 To 13 Jun, 18	To be Started	GM
						13 Mar, 19 To 15 Mar, 19	To be Started	KHS
18	RTI-AA	Right to Information Appellate Authority	Officers designated as Appellate Authority	2	1 Day	16 Nov, 18	To be Started	USC
						25 Mar, 19	To be Started	KGR
19	RTI TDP	Right to Information Trainers Development Programme	Potential Trainers for Right to Information	2	1 Week	04 Jun, 18 To 08 Jun, 18	To be Started	USC
						26 Nov, 18 To 30 Nov, 18	To be Started	VR
20	S-RTI	Seminar on Right to Information	Section Officers & above	2	1 Day	07 May, 18	To be Started	KGR
						25 Mar, 19	To be Started	VR
<b>BT( Behavioural Techniques)</b>								
21	GS	Gender Sensitization	Under Secretaries / Section Officers /Assistant Section Officers or equivalent	1	1 Week	24 Sep, 18 To 28 Sep, 18	To be Started	MS
22	WSHWP	Workshop on Sexual Harassment at Work Place	Group A & B Officers	3	2 Days	11 Jun, 18 To 12 Jun, 18	To be Started	MS
						17 Sep, 18 To 18 Sep, 18	To be Started	USC
						14 Nov, 18 To 15 Nov, 18	To be Started	PPA