

Schedule of activity-one week STTP on

Capacity Enhancement Training for Technical Supporting Staff

DATE	9.00 - 9.30	9.30 - 11.00	11.00 - 11.15	11.15 - 12.45	12.45 - 1.45	1.45 - 3.15	3.15 - 3.30	3.30 - 5.00
17 DEC	NO	* INAUGURATI COMMUNICATION SKILLS ,LETTER WRITING,CIRCULAR	TEA BREAK	M.C.S. (GENERAL CONDITONS OF SERVICE & LEAVE)RULES 1981	LUNCH	M.C.S. (DISCIPLINE & APPEAL , DCPS)RULES 1979,DEPARTMENTAL ENQUIARY MANUAL 1991,M.C.S. (CONDUCT) RULES 1981	TEA BREAK	PURCHASE PROCEDURE,PROCUREMENT OF MATERIAL,INVITATION,ENQUIARY, COMPARATIVE PURCHASE, DSR/CONSUMABLE
18 DEC	BREAKFAST	PURCHASE PROCEDURE,PROCUREMENT OF MATERIAL,INVITATION,ENQUIARY, COMPARATIVE PURCHASE, DSR/CONSUMABLE		e-TENDER ,ONLINE TENDER PROCESS		GeM PORTAL & DETAILS		STRESS MANAGEMENT, LIFE STYLE DISORDER
19 DEC		GST GENERAL PRINCIPALS,LEGAL ASPECTS,INCOME TAX,TDS		STORE MANAGEMENT,AUDIT, COMPLIANCE ,STOCK ETC.		STORE MANAGEMENT, AUDIT, COMPLIANCE , STOCK WRITE OFF & DISPOSAL.		INTERPERSONAL RELATIONS
20 DEC		INDUSTRIAL VISIT AT VARIOUS INDUSTRIES AT MIDC AMRAVATI		INDUSTRIAL VISIT AT VARIOUS INDUSTRIES AT MIDC AMRAVATI		INDUSTRIAL VISIT AT VARIOUS INDUSTRIES AT MIDC AMRAVATI		INDUSTRIAL VISIT AT VARIOUS INDUSTRIES AT MIDC AMRAVATI
21 DEC		COMPUTER MAINTAENANCE		COMPUTER MAINTAENANCE		ELECTRICAL MAINTAENANCE		ELECTRICAL MAINTAENANCE & VALEDICTORY

*** 8.30-9.00 AM BREAKFAST AND REGISTRATION AT TRAINING**