

# TRAINING PLAN FOR THE YEAR 2017-18

## Training of Senior Level Officers:-

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a year	Duration of Training	Name of Training institute
Dy. Directors	Office Procedure & financial administration	3	3-5 days	HIPA
Assistant Directors	Office Procedure & financial Administration, RTI Act,2005,E-Governance etc.	6 Nos	-do-	HIPA

## Training of Middle Level Officers:-

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a year	Duration of Training	Name of Training institute
S.V.Os	Office Procedure & financial administration, RTI Act,2005, E-Governance, Advance Computer etc.	10 Nos	3-5 days	HIPA
V.Os	Induction training	Depending upon the Number of newly recruited Vety. Officers (41 No Approx.)	3 days	HIPA
V.Os	Service Delivery Citizen Charter/ Sevottam	15 Nos	3 days	HIPA
SVOs/ V.Os	Management Development Programmes (SIRD)	9 Nos	3-5 days	HIPA
VOs	Participatory Planning (SIRD)	9 Nos	3-5 days	HIPA
VOs	Planning & Management of Rural Development Projects/ Programmes & Schemes (SIRD)	9 Nos	3-5 days	HIPA

**Training of Class-III Officials:-**

<b>Category of Employee to be trained</b>	<b>Title of Training programme</b>	<b>Approximate Nos. to be trained in a year</b>	<b>Duration of Training</b>	<b>Name of Training institute</b>
Vety Pharmacists	Induction Training	Depending upon the Number of newly recruited Vety. Pharmacists (131 No Approx.)	3 days	HIPA
A.H. Assistant/ Vety. Pharmacists	Planning & Management of Rural Development Projects/ Programmes & Schemes (SIRD)	9 Nos	3-5 days	HIPA
A.H. Assistant/ Vety. Pharmacists	Participatory Planning (SIRD)	9 Nos	3-5 days	HIPA
--do---	Management Development Programmes (SIRD)	9 Nos	3-5 days	HIPA

**Training of Senior Level Officers:-**

<b>Category of Employee to be trained</b>	<b>Title of Training programme</b>	<b>Approximate Nos to be trained in a year</b>	<b>Duration of Training</b>	<b>Name of Training institute</b>
Suprintendents Gr-I	Office Procedure & financial administration	2	3-5 days	HIPA
Supdts Gr-II, Private Secretary, S.O	Office Procedure & Financial administration, RTI Act,2005 ,E-Governance etc., Conducts Rules and Disciplinary Proceedings	7 Nos	-do-	HIPA
Stat Assistant	Information & Communication Technology	5 Nos	3-5 days	HIPA

### Training of Middle Level Employees:-

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a year	Duration of Training	Name of Training institute
Sr. Assistants Stat Assistants and Steno Typist	Office Procedure & Financial Administration, RTI Act,2005, E-Governance, Basic Computer Advance Computer etc. Noting and Drafting	20 Nos	3-5 days	HIPA

### Training of Junior Level Officials:-

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a year	Duration of Training	Name of Training institute
Junior Assistants/ Clerks other non- technical employees	Basic Computer Advance Computer etc. Noting and Drafting	20 Nos	3-5 Days	HIPA

### Training of the officers/ officials outside the State:-

Category of Employee	Purpose of Training cum Exposure visit	No. Of Employees to be trained in a year	Duration of training	Training institutes and places to be visited
S.V.Os/V.Os	Orientation training courses for Poultry Production	6	6 days	Central Poultry Development Organization Hessarghatta Bangalore
-do-	Workshop on Extension Methodology for Livestock for Livestock Production	3	5-8 Days	Extension Education Institute Nilokheri
Vety. Officers	Recent advances in Animal Disease Diagnosis and their Treatment	15	8 days	IVRI IZATNAGAR, (U.P)
S.V.Os/ Vety. Officer	Training of vets in Diagnosis, Control & Containment of Avian Influenza	8	2 days	REGIONAL DISEASE DIAGNOSTIC LABORATORY JALANDHAR

-do-	Training of Vets in Collection, Preservation & dispatch of clinical Material	2	2 Days	-do-
-do-	Training of Vets in disease outbreak investigation	2	2 days	-do-
-do-	Training of vets in STD diagnosis	2	2 days	-do-
Vety. Officer	Training of vets in sample collection & diagnosis of parasitic diseases	2	2 days	-do-
-do-	Training of vets in BSE	2	2 days	-do-
-do-	Training of vets in PCR Techniques	2	2 days	-do-
-do-	Training of vets in ELISA techniques	2		
-do-	Training of vets in diagnosis of Common Toxicological Conditions	2	2 days	-do-
Vety. Pharmacists	Animal Disease Control and Management	15	8 days	IVRI IZATNAGAR, (U.P)
Vety. Officer	Laboratory Diagnosis of Animal Diseases and Zoonoses.	5	8 days	ERS, Kolkata

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