



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute,
Jaipur

"General Administration"
(17.09.2024 to 19.09.2024)

Training Schedule			
SESSION TIMINGS		NON-SESSION TIMINGS	
I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM		11.30 AM to 11.45 AM; 01.00 PM to 02.00 PM; 03.15 PM to 03.30 PM	
Date	Session	Topic	Faculty Sh./Ms.
17.09.2024 Tuesday	1	Introduction to General Administration	Ms Meena Kumari Meena, Sr. DAG
	2	Internal Audit in IA&AD	Sh. R. N. Tailor, Sr. AO (Retd.)
	3	Performance evaluation and management, APAR	Sh. Rajeev Maheshwari, AAO, AG(A&E), Rajasthan
	4	Seniority & Promotion	Sh. Rajkumar Sharma, Sr.AO (Retd.)
18.09.2024 Wednesday	1	Disciplinary Proceedings	Sh. R. N. Tailor, Sr. AO (Retd.)
	2	Legal matters handled in IA&AD & LIMBS	Ms. Anisha Grover, Sr.AO (Hqrs)
	3 & 4	RTI Act Various Provisions including quiz on RTI provisions	Ms. Soni Kulshreshtha, Asst. Professor, Manipal University
19.09.2024 Thursday	1	Human Resource Management	Sh. Ankit Mundra, Asst. Professor, Manipal University
	2	Hindi-Rajbhasha- Implementation in Government Offices, Hindi Noting and Drafting, Hindi in Technology and Digital Platforms,	Sh. Rajesh Meena, Asst. Director, Jaipur
	3	General Establishment including group discussion on various issues related to establishment.	Sh. Sanjeev Kumar Surana, Sr. DAG
	4	Holistic Wellbeing	Dr. Aanya Bora, Director, Aanya Bora healthcare Pvt. Ltd
	Overall Assessment (End-course assessment) and Valediction		