

**PROPOSED TRAINING CALENDAR FOR 2015-16**

**TRAINING PROGRAMMES FOR BIS OFFICERS & STAFF**

Name of Programme	Course Duration	Date and Location of Programme											Remarks	
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb		March
Refresher Course on Product Certification	2 Days			8-9 Chandigarh						5-6 Chennai				
Refresher Course on Standardization	2 Days			11-12 Noida							7-8 Noida			
Refresher Course for Laboratory Officers	2 Days	20-21 Noida					7-8 Noida							
Training on Hallmarking	2 Days			4-5 Noida				12-13 Chennai						
Training on Preventive Vigilance	2 Days			18-19 Noida	23-24 Mumbai		17-18 Chennai			10-11 Chandigarh		11-12 Kolkata		
Training on General Management (including contract management & outsourcing labour contract) for Sc-E & above	3 Days		20-22 Noida						16-17 Noida					
Training on Specific Product Certification & Testing *	2 Days	27-28 Noida					2-3 Kolkata						17-18 Mumbai	*Product to be decided in consultation with the concerned RO
Training Programme on Managerial Leadership & Team Building	3 Days					17-19 Noida								
Training on RTI Act for CPIOs & FAAs	1Days	29 Noida	29 Noida		24 Chennai	14 Noida			27 Mumbai	7 Kolkata	15 Chandigarh			
Training on GFR & Contract Management for AD/DD(A&F) and SOs	2 Days									21-22 Noida				
Training on CCS (Conduct Rules) & Grievance Management for Group A (A&F)	2 Days												3-4 Noida	

Name of Programme	Course Duration	Date and Location of Programme											Remarks	
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb		March
Refresher Course on GFR for Group B & C Employees	2 Days				9-10 Noida		14-15 Kolkata					21-22 Chennai		
Training on Leave Rules, TA Rules and Medical Rule for B & C employees	2 Days		7-8 Mumbai			6-7 Kolkata	23-24 Noida		19-20 Chandigarh	3-4 Chennai				
Workshop on Pay fixation, MACP, Pension, LTC, TA, Leave Advance for Group B & C employees	2 Days											17-18 Noida		
Training on Noting, Drafting, Record management for Group B & C employees	2 Days		21-22 Kolkata	22-23 Chennai				26-27 Noida				4-5 Mumbai		