PROJECT PROPOSAL

Foundation Training Programme for Class - III

CONCEPT PAPER
PROGRAMME BUDGET
TRAINING OF TRAINERS
COURSE GUIDE
&
COURSE BUDGET

By

State Training Planning & Evaluation Agency, (STPEA)
Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune – 411007
CONCEPT PAPER

Foundation Training Programme for Class - III

**Introduction:** State Training Policy 2011 specifically lies down that the training will be imparted to all civil servants – At the time of entry into service. Civil servants at grass-root level play an important role in the social & economic development. The vision of Foundation Training Programme for cutting-edge employees is to empower them with the necessary knowledge, skill & attitude (Developing suitable competencies) that can easily boost-up the entire service delivery of government institution/ departments to the citizen.

**The Programme:**

**Part A:** 05 Days - Training on Generic Competencies

**Part B:** 02 Days - Field visit

**Part C:** 05 Days - Training on Building organization awareness and subject specific orientation

**Programme Planning:**

Number of District Identified: - 31 Districts

Number of Foundation Training Batches to be Organized per District: - 05 Batches

Total Number of Batches of Foundation Training to be Organized: - 155 Batches

Batch Size: - 40 Trainees

Target population of Foundation Training: - 6200 Trainees

Number of Trainers Identified per District: - 06 Trainers

Target population of Trainers: - 186 Trainers

Batch Size of ToT: - 31 Trainees

Number of ToT to be Organized: - 06 Batches

**Venue of the Training:** Regional Administrative Training Institute
## PROGRAMME BUDGET

<table>
<thead>
<tr>
<th>Sr. No. (A)</th>
<th>Name of Training (B)</th>
<th>Number of Courses (C)</th>
<th>Number of Trainees (D)</th>
<th>Duration (E)</th>
<th>Per Day Per Trainee Charge (F)</th>
<th>Total Training Amount D<em>E</em>F = (G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foundation Training (Generic)</td>
<td>155</td>
<td>6200</td>
<td>05</td>
<td>1500/-</td>
<td>4,65,00,000/-</td>
</tr>
<tr>
<td>2</td>
<td>Foundation Training (Field Visit)</td>
<td>155</td>
<td>6200</td>
<td>02</td>
<td>1500/-</td>
<td>1,86,00,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Foundation Training (Building organizational awareness and subject specific Orientation)</td>
<td>155</td>
<td>6200</td>
<td>05</td>
<td>1500/-</td>
<td>4,65,00,000/-</td>
</tr>
<tr>
<td>4</td>
<td>Training of Trainers</td>
<td>06</td>
<td>186</td>
<td>06</td>
<td>2000/-</td>
<td>2,23,20,000/-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>13,39,20,000/-</strong></td>
</tr>
</tbody>
</table>
TRAINING OF TRAINERS

Objectives Training of Trainers

1) To illustrate how perception & assumption can affect behavior & communication
2) To build communication skill
3) To inculcate respect for time
4) To develop sensitivity towards gender & identity
5) To develop an understanding of learning styles & behavioral preferences
6) To encourage sincerity, commitment & ethical decision making
## Time-table of Training of Trainers

<table>
<thead>
<tr>
<th>Day</th>
<th>Title of Topic</th>
<th>Duration</th>
<th>Resource person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day I</td>
<td>Introduction to Training</td>
<td>09.45 am to 11.15 am</td>
<td>PMTs</td>
</tr>
<tr>
<td></td>
<td>Introduction to Program</td>
<td>11.30 am to 01.00 pm</td>
<td>PMTs</td>
</tr>
<tr>
<td></td>
<td>Teaching Methods</td>
<td>02.00 pm to 03.30 pm</td>
<td>PMTs</td>
</tr>
<tr>
<td></td>
<td>Group discussion on Process Sheet preparation</td>
<td>03.45 pm to 05.15 pm</td>
<td>PMTs</td>
</tr>
<tr>
<td>Day II</td>
<td>Teaching by PRTs &amp; Draft Process Sheet preparation By PTs</td>
<td>09.45 am to 01.00 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>02.00 pm to 03.30 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>03.45 pm to 05.15 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td>Day III</td>
<td>Draft Process Sheet preparation By PTs</td>
<td>09.45 am to 01.00 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>02.00 pm to 03.30 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>03.45 pm to 05.15 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td>Day IV</td>
<td>Draft Process Sheet preparation By PTs</td>
<td>09.45 am to 01.00 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>02.00 pm to 03.30 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>03.45 pm to 05.15 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td>Day V</td>
<td>Draft Process Sheet preparation By PTs</td>
<td>09.45 am to 01.00 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>02.00 pm to 03.30 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td></td>
<td>Process Sheet Finalization By PTs</td>
<td>03.45 pm to 05.15 pm</td>
<td>PRTs</td>
</tr>
<tr>
<td>Day VI</td>
<td>Teaching by PTs</td>
<td>09.45 am to 11.15 am</td>
<td>PTs</td>
</tr>
<tr>
<td></td>
<td>Teaching by PTs</td>
<td>11.30 am to 01.00 pm</td>
<td>PTs</td>
</tr>
<tr>
<td></td>
<td>Teaching by PTs</td>
<td>02.00 pm to 03.30 pm</td>
<td>PTs</td>
</tr>
<tr>
<td></td>
<td>Future Plan of Action</td>
<td>03.45 pm to 05.15 pm</td>
<td>PMTs, PRTs &amp; PTs</td>
</tr>
</tbody>
</table>
COURSE GUIDE

Titel of the Programme: Foundation Training Programme for Class – III

Target Group:
- After 23rd September 2011 recruited frontline government Class-III functionaries of all departments.
- Those who have received no training since recruitment
- Belong to Group C
- have high interaction with citizen

Aim of the Programme:
- To build capacity of functionaries at the cutting-edge level.
- To promote good-governance and citizen-centricity.
- To improve Public Services Delivery.
- To target attitudinal orientation, motivation, upgrade skill and knowledge.
- To develop generic and domain specific competencies
- To bring about a significant positive change in values and culture of the organizations.

Objectives and Embedded Competencies: Part A: Generic Competencies

1. To build a citizen centric and inclusive attitude
   1.1 People First: Responds Sensitively to the needs of the Citizens

2. To develop empathy and sensitivity in public interface
   2.1 Integrity: Acts Ethically
   2.3 Empathy: Understand unspoken content

3. To increase accountability and increase ownership
   2.4 Takes accountability: Delivers Results consistently
   4.3 Initiative and drive: Takes actions on immediate priorities

4. To develop and hone the ability for decision making
   3.2 Decision making: Follows Guidelines effectively
5. To develop effective communication skills of listening, speaking and presentation
   4.11 Communication skills: Listens attentively and presents information clearly

6. To improve interpersonal skills
   4.9 Developing others: Expresses positive expectations of others
   4.11 Communication skills: Listens attentively and presents information clearly

7. To develop problem-solving, creative and critical thinking skills
   4.2 Conceptual thinking: Applies Basic Rules
   4.4 Seeking information: Conducts Basic Search
   4.8 Problem solving: Breaks Down Problems

8. To promote team cohesion in diverse attributes (Attitude, Skills, Behaviour, Beliefs)
   4.12 Team-work: Cooperates with Others

9. To equip with conflict resolution skills
   3.1 Consultation and consensus building: Open to Consultation and Presents Views in a Concise Manner with the help of Data
   3.2 Decision making: Follows Guidelines Effectively

10. To promote time management skills
    3.2 Decision making: Follows Guidelines Effectively
    4.5 Planning and coordination: Organizes and Schedules Own Work

11. To foster self-reflection/metacognition
    4.10 Self-awareness and self-control: Is Aware of Self and Restrains Emotional Impulses
    2.2 Self Confidence: Acts confidently within job role

12. To develop skills for Stress Management and build competencies

13. To encourage the importance of personal and workplace hygiene (Swachch Bharat Abhyan)
**Objective:** Part B: Field Visit

1) To familiarize the trainees with local socio-economic & cultural environment  
2) To observe issues, challenges & problem faced by local population  
3) To explore best practices & Solutions to improve public service delivery

**Objectives:** Part C- 5 Days: Training on Build organization awareness and subject specific orientation

1. To develop an understanding of the organisation’s mandate, structure, policies, processes, norms and its interface with other organisations.  
   1.3 Organizational awareness: Understands Formal Structure  
2. To align attitude & interest with the needs & goals of the organizations  
   1.4 Commitment to the organization: Aligns Self with the Organization  
3. To give an overview of domain and service specific functions of the officers/staffs  
   1.3 Organizational awareness: Understands Formal Structure  
4. To develop domain and service specific competency sets for efficiency and improve Public Service Delivery in consultation with stakeholder.  
   4.1 Result Orientation: Focuses on doing what is Expected  
   4.2 To encourage application of general competencies in their Job-functions.

**Programme Duration and Design:**

1. Duration: Two week  
2. Three distinct 5-2-5 Day modules where:  
3. Part A: 5-days Generic Competencies Module  
4. Developed on the basis of Generic Modules prepared by a group of resource persons (master trainers and experts on generic domain areas) and to be delivered in association with ATIs  
5. Part B: 2-day of NGO and field/site visits

**Course Style:**
- Trainee-centered
- Learning by doing
- Emphasis on application
- Peer-learning
- Individual/Team activities
- Supported/Supplemented by Visuals, Exercises and Reading Material

Since the Course is intensive, it is residential. Accordingly, to obtain full benefit from the Course, it is expected that the participants pay full attention and time to Course activities.

**Facilitators:**
- Experienced Master Trainers
- Experts on generic and domain areas of YASHDA

**Facilitation Guideline:**
- Complete understanding and knowledge about the vision, modalities, design and the content of the programme
- Thoroughness with the resources and tools
- Ability to follow the session plan
- Ability to adopt an effective style with reference to the audience
  - Multi-sensory training for lasting impact which includes content, activities, discussions, displays, creative tasks etc.
► Clear directions and expectations for each activity
► Handling questions, disagreements, varying energy levels
► Planning time for maximum effectiveness

• Capability to adopt a mix of participatory and authoritative style of delivery
  ► Clear understanding of one’s strengths and limitations so that methodologies can be built to use both efficiently-voice and body language

• Capacity to create a congenial atmosphere

  A successful session/workshop is contingent on the level of preparedness and collectedness the facilitator maintains. Requisite knowledge, skills and attitude in each session ensures effectiveness. Each workshop is learning for the facilitator to deliver effective training sessions

COURSE OBJECTIVES:

A: 1. Motivation

At the end of the session, participants will be able to –
  • Explain the importance of ‘motivation’

A: 2. ‘The System’ and employee’s role

At the end of the session, participants will be able to –
  • Describe ‘The System’
  • Explain employee’s role in the ‘big picture to individual’

A: 3. Self-Reflection

At the end of the session, participants will be able to –
  • Describe ‘self-reflection’
  • Relate himself with ‘self-reflection’

A: 4. Personal and organizational values

At the end of the session, participants will be able to –
  • Explain ‘personal’ and ‘organizational’ values
A: 5. Qualities of an excellent employee

At the end of the session, participants will be able to –

- Explain the qualities of an excellent employee
- Clarify the relationship between ‘dos’ and don’ts of an excellent employee

A: 6. Swachh Bharat Abhiyan

At the end of the session, participants will be able to –

- Explain the concept of ‘Swachh Bharat Abhiyan’
- Apply the larger vision of the mission in their personal and work life

A: 7. Feedback

At the end of the session, participants will be able to –

- State the importance of giving and receiving feedback

A: 8. Behaviour

At the end of the session, participants will be able to –

- Identify the implications of verbal/non-verbal behaviour in fostering relationships
- Differentiate between ‘hearing’ and ‘listening’
- Display ‘listening’ and ‘active listening’ skills

A: 9. Communicate Better

At the end of the session, participants will be able to –

- Demonstrate the use of ‘verbal’ and ‘non-verbal’ communication

A: 10. Personality of a State Government employee

At the end of the session, participants will be able to –

- Identify the factors contributing to developing personality

A: 11. E-Governance and ICT

At the end of the session, participants will be able to –

- Explain ‘E-Governance’
• Explain the role of ICT
• Explain ways and means of finding innovative solutions to citizen-related issues through e-governance

A: 12. Time Management
At the end of the session, participants will be able to –
• Explain ‘Time Management’ techniques

A: 13. Team Work
At the end of the session, participants will be able to –
• Demonstrate the team-building skills

A: 14. Problem Solving
At the end of the session participants will be able to
• Demonstrate problem solving skills

A: 15. Creativity
At the end of the session, participants will be able to
• Explain the concept of ‘creativity’ as propounded by Edward De Bono

A: 16. Route to Resolve
At the end of the session, participants will be able to
• Demonstrate Negotiation Skills

A: 17. Right to Information (RTI)
At the end of the session, participants will be able to
• Explain the salient features of RTI
• Explain ‘transparency’ in administration
• Explain ‘Accountability’ in administration

A: 18. Resilience
At the end of the session, participants will be able to
• Describe Stress Management techniques
• Explain the concept of ‘Resilience’

A: 19. Emotional Quotient
At the end of the session, participants will be able to
• explain the factors helpful in working with emotional intelligence

A: 20. Power of Subconscious Mind
At the end of the session, participants will be able to explain the steps required to invoke the power of Subconscious Mind’

A: 21. Goal Setting
At the end of the session, participants will be able
• Define Goals
• Describe SMART Goals
• Explain steps for setting SMART Goals
• Explain benefits of goal setting

B: 1. Citizen Centeredness
At the end of the session, participants will be able to
• To familiarize the trainees with local socio-economic & cultural environment
• To observe issues, challenges & problem faced by local population
• To explore best practices & Solutions to improve public service delivery

C: 1. Organizational Awareness
At the end of the session, participants will be able to
• Describe Organisation’s mandate, structure and its interface with other organisations
• Explain how to align own attitude and interest with the needs and goals of the organizations.
• Explain the domain and service specific Task/functions

C: 2. Office Procedure
At the end of the session, participants will be able to
• Prepare Standardized Note & Draft
• Explain how to classify the documents in Six bundles
• State importance of personal record keeping
• State importance of office record keeping
• Describe the important clause of Record act & Record rule
• Describe the important clause of Prevention of delay in discharge of official duty Act-2005 & Service delivery Act – 2015

C: 3. Maharashtra Civil Service Rule (MCSR)
At the end of the session, participants will be able to
• Describe the important clause of MCSR- Joining time
• Describe the important clause of MCSR- Leave rule
• Describe the important clause of MCSR- Pension rule
• Describe the important clause of MCSR- New Contributory pension scheme

C: 4. Personal Finance Management
At the end of the session, participants will be able to
• State the importance of financial management
• Describe the various financial statements

C: 5. Service delivery
At the end of the session, participants will be able to
• Explain how to apply the general competencies in their job- Function.

Assessment
Assessment will be carried out at 3 levels in the programme

7. A complete module on giving and taking Peer Feedback which will be introduced on day 1 .The participants will reflect and note feedback on each day and on day 5 will engage in a positive feedback sharing session

8. Informal feedback through the course of the programme will be taken from participants

9. An experience sharing workshop will be held with all stakeholders, core team members to share the learnings from the programme on content, facilitation and implementation
**Time-table:**

Given below is an indication of how the various learning activities are scheduled into 12 days of the Course. Participants can expect some ‘own-time work’ in the evening.

<table>
<thead>
<tr>
<th>DAY &amp; TIME</th>
<th>CONTENT</th>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 09.00 to 17.30</td>
<td>Registration / Inauguration/ Introduction Motivation ‘The System’ and Employee’s role Self-Reflection Qualities of an excellent employee Personal and Organizational Values Swachch Bharat Abhiyan Feedback</td>
<td>A: 1 A: 2 A: 3 A: 4 A: 5 A: 6</td>
</tr>
<tr>
<td>Day 2 09.30 to 17.30</td>
<td>Recap of the day -1 Behaviour Communicate Better Personality of a State Government Employee E-Governance and ICT</td>
<td>A: 8 A: 9 A: 10 A: 11</td>
</tr>
<tr>
<td>Day 3 09.30 to 17.30</td>
<td>Recap of the day -2 Time Management Team Building Problem Solving Creativity</td>
<td>A: 12 A: 13 A: 14 A: 15</td>
</tr>
<tr>
<td>Day 4 09.30 to 17.30</td>
<td>Recap of the day -3 Route to resolve Right to Information (RIT) Resilience</td>
<td>A: 16 A: 17 A: 18</td>
</tr>
<tr>
<td>Day 5</td>
<td>Recap of the day -4 Emotional Quotient Power of Subconscious mind Goal Setting Briefing for NGO/Village Visit Feedback Sharing Session Review of Course Part - A Immediate Reaction Questionnaire Briefing for NGO/Village Visit Departure for village/Field Visit</td>
<td>B: 1</td>
</tr>
</tbody>
</table>
| Day 6 & 7 | Field /Village Visit  
(Night stay at village on day 6\textsuperscript{th} & Return 
Journey on evening of day 07) | B: 1 |
| Day 8 | Debriefing of the visit (Day 6 & 7)  
Review of Visit Programme Part - B  
Orientation to Administrative division /Districts / Development Block (Tahsil)  
Developing an understanding of the organization’s mandate, structure, policies, processes, norms and its interface with other organizations.  
Align attitude and interest with the needs and goals of the organizations.  
Give an overview of domain and service specific Task/functions | B: 1 |
| Day 9 | Recap of the day -8  
Office Procedure – Noting & Drafting  
Office Procedure – Six Bundle System  
Personal Record Management  
Record Act 2005 & Rules 2007  
| Day 10 | Recap of the day -9  
MCSR- Joining Time  
MCSR - Leave  
MCSR - Pension  
DCPS  
Conduct Rule | C: 3 |
| Day 11 | Recap of the day -10  
Financial management – Bombay financial Rule (BFR)  
Financial management- Financial | C: 4 |
| Statements |
|-----------------|------------------|
| **Day 12** Recap of the day -11 |
| Application of general competencies in their Job-functions & Developing domain and service specific competency sets for efficiency and improve Public Service Delivery in consultation with stakeholder |
| Feedback & Review of Course – Part C |
| Immediate Reaction Questionnaire |
| Network and Continuous Learning |
| Valedictory Function |
| C:5 |
## COURSE BUDGET

<table>
<thead>
<tr>
<th>Sr. No. (A)</th>
<th>Name of Training (B)</th>
<th>Number of Trainees (D)</th>
<th>Duration (E)</th>
<th>Per Day Per Trainee Charge (F)</th>
<th>Total Training Amount D<em>E</em>F = (G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foundation Training (Generic)</td>
<td>40</td>
<td>05</td>
<td>1500/-</td>
<td>3,00,000/-</td>
</tr>
<tr>
<td>2</td>
<td>Foundation (Field Visit)</td>
<td>40</td>
<td>02</td>
<td>1500/-</td>
<td>1,20,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Foundation Training (Building organizational awareness and subject specific Orientation)</td>
<td>40</td>
<td>05</td>
<td>1500/-</td>
<td>3,00,000/-</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>7,20,000/-</td>
</tr>
</tbody>
</table>
प्रकल्प प्रस्ताव

वर्ग - ३ च्या कर्मचा-यांसाठी पायाभूत प्रशिक्षण कार्यक्रम

कन्सेप्ट पेपर
कार्यक्रम अंदाजपत्रक
प्रशिक्षकांचे प्रशिक्षण
cोर्स गाईड
व
प्रशिक्षण अंदाजपत्रक

व्दारा
राज्य प्रशिक्षण नियोजन व मूल्यमापन यंत्रणा, (राजप्राप्तवय)
वर्षांतराव चक्खाविकास प्रशासन प्रबोधिनी (यशादा)

पुणे - ४१०००७
कन्सेप्ट पेपर

वर्ग –३ च्या कर्मचा-यांसाठी पायाभूत प्रशिक्षण कार्यक्रम

प्रस्तावना: सर्व कर्मचा-यांना त्याचा संबंध प्रथम प्रवेश होताना पायाभूत प्रशिक्षण देऊवाल याचे असे राज्य प्रशिक्षण धोरण २०११ मध्ये सपटपणे नमूद करावाल आलेले आहे. सामाजिक व आर्थिक विकासाच्या हृदयात कर्मचारी अत्यंत महत्वाच्या भूमिका निभावू शकतात. पायाभूत प्रशिक्षण देऊवागिल दुरंती अशी आहे की, जनतेशी ज्या कर्मचा-यांचा प्रत्यक्ष संबंध एकत्र त्या कर्मचा-यांना आवश्यक ज्ञान, कौशल्य व हस्तिकोण देऊन त्यांना सक्षम करणे. जेणेकरून शासनाच्या विभागांमध्ये संबंधित सुधारणा होण्यासाठी चालना शमळेल.

कार्यक्रमाचे स्वरूप:

भाग-ऐ: ०५ दिवस – सर्वसाधारण ज्ञान, कौशल्य व हस्तिकोण संबंधित प्रशिक्षण

भाग-बी: ०२ दिवस – क्षेत्रीय भेट

भाग-बी: ०५ दिवस – विभाग / संस्था, पद व जीवनाशी संबंधित ज्ञान, कौशल्य व हस्तिकोण संबंधित प्रशिक्षण

कार्यक्रमाचे नियोजन:

निवडलेल्या जिल्हयांची संख्या- ३१ जिल्हे

प्रति जिल्हा आयोजित करावयाच्या पायाभूत प्रशिक्षण कार्यक्रमांची संख्या- ०५ प्रशिक्षण कार्यक्रम

एकूण आयोजित करावयाच्या पायाभूत प्रशिक्षण कार्यक्रमांची संख्या- १५५ प्रशिक्षण कार्यक्रम

प्रत्येक प्रशिक्षण कार्यक्रमात सहभागी प्रशिक्षणार्थ्यांची संख्या – ४० प्रशिक्षणार्थ्यां

कार्यक्रमात एकूण सहभागी प्रशिक्षणार्थ्यांची संख्या – ६,२०० प्रशिक्षणार्थ्यां

जिल्हानिहाय निवडलेल्या प्रशिक्षणकांची संख्या – ०६ प्रशिक्षक

कार्यक्रमात एकूण सहभागी प्रशिक्षणकांची संख्या – १८६ प्रशिक्षक

प्रत्येक प्रशिक्षणकांच्या प्रशिक्षण कार्यक्रमात समाविष्ट प्रशिक्षणकांची संख्या – ३१ प्रशिक्षक

आयोजित करावयाच्या एकूण प्रशिक्षणकांच्या प्रशिक्षण कार्यक्रमांची संख्या – ०६ प्रशिक्षकांचे प्रशिक्षण कार्यक्रम

प्रशिक्षणाचे ठिकान: विभागीय प्रशासनकोष प्रशिक्षण संस्था (सर्व)
<table>
<thead>
<tr>
<th>अ. क्र. (१)</th>
<th>प्रशिक्षणाचे नाव (२)</th>
<th>कार्यक्रमांची संख्या (३)</th>
<th>प्रशिक्षणाची संख्या (४)</th>
<th>प्रशिक्षणाचा कालावधी (५)</th>
<th>प्रति दिवस प्रति प्रशिक्षणार्थी खर्च (६)</th>
<th>एकूण खर्च (७)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ऐ</td>
<td>पायाभूत प्रशिक्षण (भाग-१)</td>
<td>१५५</td>
<td>६२००</td>
<td>०५</td>
<td>१५००/-</td>
<td>व६५,००,०००/-</td>
</tr>
<tr>
<td>बी</td>
<td>पायाभूत प्रशिक्षण (भाग-२)</td>
<td>१५५</td>
<td>६२००</td>
<td>०२</td>
<td>१५००/-</td>
<td>व८५,००,०००/-</td>
</tr>
<tr>
<td>सी</td>
<td>पायाभूत प्रशिक्षण (भाग-३)</td>
<td>१५५</td>
<td>६२००</td>
<td>०५</td>
<td>१५००/-</td>
<td>व६५,००,०००/-</td>
</tr>
<tr>
<td>डी</td>
<td>प्रशिक्षकांचे प्रशिक्षण</td>
<td>०६</td>
<td>१८६</td>
<td>०६</td>
<td>२०००/-</td>
<td>द२३,२०,०००/-</td>
</tr>
<tr>
<td></td>
<td>एकूण</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>द३३,३९,२०,०००/-</td>
</tr>
</tbody>
</table>
### प्रशिक्षणाचे वेळापत्रक

<table>
<thead>
<tr>
<th>प्रशिक्षणाचा दिवस व वेळ</th>
<th>विषयाचे विवरण</th>
<th>उद्देशे</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>दिवस पहिला</strong>&lt;br&gt;09.00 ते 17.30</td>
<td>नाव नॉडणी / उदघाटन/ परिचय</td>
<td>ए: 1</td>
</tr>
<tr>
<td>कार्य प्रवेश — सिध्दी</td>
<td>मौ, माझे विचार, माझे आचार, माझ्या भावना, माझी कृती, माझे कुंटुब, माझे कार्यालय, माझा भारतीय समाज, माझी भूमिका व कर्त्त्ये.</td>
<td>ए: 2</td>
</tr>
<tr>
<td>स्वतःचे प्रतिबंध</td>
<td>उत्कृष्ट करंचय-याचे गुणविशेष</td>
<td>ए: 3</td>
</tr>
<tr>
<td>वेवसत्ता व संकल्पनक मूल्य</td>
<td>स्वच्छ भारत अभियान- माझी वेवसत्ता स्वच्छता, अभिवासाची व सामुदायीक स्वच्छता, माझ्या कार्यालयाची स्वच्छता व देशाच्या हस्तीने स्वच्छतेचे महत्त्व</td>
<td>ए: 4</td>
</tr>
<tr>
<td>प्रथाभरण (फिडबॅक)</td>
<td>प्रत्याभरण</td>
<td>ए: 5</td>
</tr>
<tr>
<td><strong>दिवस दुसरा</strong>&lt;br&gt;09.30 ते 17.30</td>
<td>पूर्वांच्या दिवसाची उजळणी</td>
<td>ए: 6</td>
</tr>
<tr>
<td>पत्रणक</td>
<td>मो, माझ्या जीवनाचे तत्त्वज्ञान व गुणवंत करंचय-याची संकल्पना</td>
<td>ए: 7</td>
</tr>
<tr>
<td>सुसंवत</td>
<td>इ-प्रशासन तयार माहिती व संवेद्य तत्त्वज्ञानाचा ऑटिक</td>
<td>ए: 8</td>
</tr>
<tr>
<td><strong>दिवस तिसरा</strong>&lt;br&gt;09.30 ते 17.30</td>
<td>पूर्वांच्या दिवसाची उजळणी</td>
<td>ए: 9</td>
</tr>
<tr>
<td>वेढळचे व्यवस्थापन</td>
<td>माझ्या सांस्थिक महत्त्वचा उजळणी</td>
<td>ए: 10</td>
</tr>
<tr>
<td>गट बीठणी</td>
<td>ई-प्रशासन तयार माहिती व संवेद्य तत्त्वज्ञानाचा ऑटिक</td>
<td>ए: 11</td>
</tr>
<tr>
<td>समस्त्या किर्माण</td>
<td>सांकल्पना</td>
<td>ए: 12</td>
</tr>
<tr>
<td>लेजनेश्यला</td>
<td>प्रशासन तयार माहिती व संवेद्य तत्त्वज्ञानाचा ऑटिक</td>
<td>ए: 13</td>
</tr>
<tr>
<td><strong>दिवस चौथा</strong>&lt;br&gt;09.30 ते 17.30</td>
<td>पूर्वांच्या दिवसाची उजळणी</td>
<td>ए: 14</td>
</tr>
<tr>
<td>तडळेड</td>
<td>माझी अधिकार</td>
<td>ए: 15</td>
</tr>
<tr>
<td>सांस्थिक अधिकार</td>
<td>ताण-तणार्यचे व्यवस्थापन</td>
<td>ए: 16</td>
</tr>
<tr>
<td><strong>दिवस पाचवा</strong></td>
<td>पूर्वांच्या दिवसाची उजळणी</td>
<td>ए: 17</td>
</tr>
<tr>
<td>सांगनांक</td>
<td>अंतरमनांची शक्ती</td>
<td>ए: 18</td>
</tr>
<tr>
<td>व्यव निधाण</td>
<td>ध्येय निधाण</td>
<td>ए: 19</td>
</tr>
<tr>
<td>दिवस आठवा</td>
<td>पूर्वायोगिक विकास सरकाया आढ़ता भाग दोस्रा (दिवस 6 व 7)</td>
<td>बो: १</td>
</tr>
<tr>
<td>दिवस नववा</td>
<td>पूर्वायोगिक विकास सरकाया उजलण</td>
<td>सो: २</td>
</tr>
<tr>
<td>दिवस अकरा</td>
<td>पूर्वायोगिक विकास सरकाया (पाजी)</td>
<td>सो: ३</td>
</tr>
<tr>
<td>आर्थिक व्यवस्थापन — विविध आर्थिक विवरणपत्रे</td>
<td>सौ:४</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>आर्थिक व्यवस्थापन — मुंबई आर्थिक नियम (बी.एफ.आर)</td>
<td>सौ:४</td>
<td></td>
</tr>
<tr>
<td>दिवस बारावा</td>
<td>पूर्वीच्या दिवसाची उजळणी</td>
<td></td>
</tr>
<tr>
<td>प्रशिक्षण भाग एक व दोन मध्ये प्राप्त सर्वसाधारण ज्ञान, कौशल्य व दृष्टीकोन यांची सांग लोकांची सहभागीतेने खात्याच्या लोकसेवा सुधारणेसाठी भाग तीन वरोब घालणे</td>
<td>सौ:५</td>
<td></td>
</tr>
<tr>
<td>प्रत्याभरण (फिडबॉक) व प्रशिक्षण कार्यक्रमाचा आधार — भाग तिसरा</td>
<td></td>
<td></td>
</tr>
<tr>
<td>तात्काळ प्रतिक्रिया प्रश्नावली (आय.आर.क्यु.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>प्रत्याभरण (फिडबॉक) चित्रण व मनन</td>
<td></td>
<td></td>
</tr>
<tr>
<td>सहसंबंधांची गुण (नेटवर्क) व निरंतर अध्ययन</td>
<td></td>
<td></td>
</tr>
<tr>
<td>अ. क्र. (१)</td>
<td>प्रशिक्षणाचे नाव (२)</td>
<td>प्रशिक्षणाची संख्या (३)</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>ए</td>
<td>पायाभूत प्रशिक्षण (भाग-१)</td>
<td>४०</td>
</tr>
<tr>
<td>बी</td>
<td>पायाभूत प्रशिक्षण (भाग- २)</td>
<td>४०</td>
</tr>
<tr>
<td>सी</td>
<td>पायाभूत प्रशिक्षण (भाग- ३)</td>
<td>४०</td>
</tr>
<tr>
<td><strong>एकूण</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>