



**यशदामध्ये पायाभूत प्रशिक्षण: विययांची यादी**

<b>Sr. No.</b>	<b>Name of the Subjects</b>
	<b>MCSR Subjects</b>
1.	MCSR: Conduct Rules
2.	MCSR: General Conditions of Service and Maintenance of Service Book
3.	MCSR: Leave Rules
4.	MCSR: Joining Time Foreign Services Payment During Suspension Removal
5.	MCSR: Departmental Enquiry (with Role Play)
	<b>Finance related</b>
6.	Pay & Pay Fixation
7.	Bombay Financial Rules (BFR)
8.	Budget Process
9.	General Provident Fund (G.P.F.)
10.	Medical Reimbursement
11.	Role & Responsibilities of DDO
12.	Contingent Expenditure Rules & Write Off Rule
13.	Travelling Allowance (TA) & Transfer of TA, Leave Travel Concession (LTC)
14.	Maharashtra Treasury Rules & PLA Writing
15.	BDS portal
	<b>Purchase related</b>
16.	Purchase & E-Tender Procedure
17.	Government E- Market Place (GeM)
	<b>Office procedure</b>



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Sr. No.	Name of the Subjects
18.	Office Procedure & Record Management
19.	Noting & Drafting (with practice)
20.	Zero Pendency
21.	Other imp GRs such as 50/55 review, selection grade, transfers etc
22.	Write off
	<b>Acts and legal procedures</b>
23.	Right to Information Act, 2005 (RTI)
24.	Sexual Harassment at workplace, Act
25.	Right to Public Service Act
26.	How to handle legal matters
	<b>Other important subjects</b>
27.	Disaster Management
28.	Responding to LAQs and Star questions
29.	National Pension Scheme, 2015 (NPS)
30.	Personal & Finance Management
31.	Cyber security
32.	Good Governance
33.	Important Provisions of Income Tax Act Salary and Non-Salary Deduction Filling of 24 and 26 Q
34.	mahaPAR
35.	Gender equality
	<b>Soft Skills</b>
36.	7 Habits of Highly Effective People and Related issues
37.	Interpersonal Relationship



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Sr. No.	Name of the Subjects
38.	Team Building
39.	Health Management
40.	Stress Management & Emotional Intelligence
41.	Communication Skills
42.	Time Management
43.	Leadership
44.	Conflict Management
	<b>Other activities</b>
45.	2-3 field visits
46.	Group assignments and presentation
47.	Book review
48.	Pre and post test

**२. उजळणी प्रशिक्षण (०५ दिवस) आयुक्तालये व संचालनालये यामधील प्रशासन अधिका-यांसाठी प्रशिक्षण कार्यक्रमाध्ये घेण्यात आलेल्या विषयांची यादी —**

- अभिलेख व्यवस्थापन
- वर्तणूक नियम
- विधीमंडळ कामकाज
- न्यायालयीन कामकाज
- निवडसूची तयार करणे
- आरोग्य व्यवस्थापन
- सेवा पुस्तक
- मुंबई वित्तीय नियम, १९७९
- ५०/५५ वर्षाचा आढावा
- नेमणुका व बदली प्रक्रिया
- विभागीय चौकशी
- टिपणी व पत्रलेखन



**३. उजळणी प्रशिक्षण (०५ दिवस)- Refresher Training Programme in e-Governance  
(Online)**

- Types of Services and Services prioritization
- Government Process Re-engineering, understanding processes & Understanding GPR
- Process Analysis: As Is and To Be and a case discussion
- Use of Digi Locker
- Social Media and e-Governance
- Use of e-Office to create and manage electronic documents: Case Study of Managing Change
- Managing Change in Personal Healthcare during the COVID-19 pandemic: A Case Study
- Introduction to Government e-Market (GeM)
- Procurement Procedure through e-Tendering
- Procurement of Consumable Items
- Use of Google Drive for data Sharing
- Information Security issues in e-Governance
- security Audit for e-Governance Projects
- Accessibility Guidelines (WCAG)
- Guidelines for Indian Government Websites
- Use of Open-source technology and low-cost hardware solutions
- A tool for assessing level of change readiness & managing Change: ADKAR model

**४. उद्बोधन प्रशिक्षण (Orientation) (३ दिवस)- Orientation Training on e-Governance  
Life Cycle (Online) —**

- Use of Digi Locker
- Government Process Re-engineering for e-Governance
- Web Content Accessibility Guideline and e-Governance
- Website Rules GIGW, WCAG
- Social Media for e-governance
- Cyber Security for e-Governance
- Change management Capacity Building for e-Governance
- Use of Google Drive

यशदामधील प्रशिक्षणास उपस्थित अधिका-यांचा तपशील					
अ.क्र	प्रशिक्षणाचा प्रकार	संवर्ग	विभाग	पद	संख्या
१	पायाभुत प्रशिक्षण संवर्ग 'अ' (४२ दिवस)	अ	पशुसंवर्धन विभाग	जिल्हा पशुसंवर्धन अधिकारी	४५
२	पायाभुत प्रशिक्षण संवर्ग 'अ' (४२ दिवस)	अ	वैद्यकीय शिक्षण विभाग	सहयोगी प्राध्यापक	२०
३	उजळणी प्रशिक्षण संवर्ग 'अ' (५ दिवस) (आयुक्तालये व संचालनालये यामधील प्रशासन अधिका-यांसाठी)	अ	नोंदणी उपमहानिरीक्षक महाराष्ट्र राज्य पुणे	सह जिल्हा निबंधक	५
		अ	जमाबंदी आयुक्त कार्यालय पुणे	कार्यालय अधिक्षक	२
		अ	सहकार आयुक्त कार्यालय, पुणे	उपनिबंधक	१
				कार्यालय अधिक्षक	३
		अ	अपर राज्य आयुक्त, पुणे	आस्थापना अधिकारी	२
		अ	राज्य कुटुंब कल्याण कार्यालय, पुणे	प्रशासकीय अधिकारी	२
		अ	प्रधान मुख्य वनसंरक्षक, सामाजिक वनीकरण, महाराष्ट्र राज्य, पुणे	वन क्षेत्रपाल	१
		अ	क्रिडा व युवक सेवा, महाराष्ट्र राज्य, पुणे	उपसंचालक	२
		अ	औद्योगिक सुरक्षा व आरोग्य संचालनालय, पुणे	उपसंचालक	३
		अ	शिक्षण आयुक्त कार्यालय, पुणे	समन्वय, विशेषाधिकारी, अधीक्षक	४
		अ	समाज कल्याण आयुक्त कार्यालय, पुणे	कार्यालय अधिक्षक	१
		अ	कृषि आयुक्त कार्यालय	प्रशासकीय अधिकारी	१
		अ	सैनिक कल्याण विभाग, पुणे	कार्यालय अधिक्षक	१
<b>एकूण</b>					<b>२८</b>
४	उजळणी प्रशिक्षण संवर्ग 'अ' (५ दिवस)	अ	शालेय शिक्षण विभाग	वरिष्ठ अधिव्याख्याता, अधिव्याख्याता	३२
५	उद्बोधन प्रशिक्षण (Orientation) (३ दिवस)	अ	विविध विभाग	Block Development Officer Panchayat Samiti Bhokardan, Dist Jalna	१
		अ		Senior Drilling Engineer	१
		अ		Accounts Officer Joint Director, Local Fund Audit, CBD Belapur, Navi Mumbai	१
		अ		RFO Dy Conservator of Forests, Nashik	१
		अ		Statistical Officer Shivaji University Vidyanagar Kolhapur	१
		अ		Election Naib Tahsildar Collector Office Jalgaon	१
		अ		Child Development Project Officer	१
		अ		Assistant RTO Washim	१
		अ		Junior Geologist, GSDA, Wardha	१
		अ		Assistant Police Inspector Belapur, CP Office, Navi Mumbai	१
		अ		Deputy Registrar Shivaji University, Kolhapur	१
		अ		Lecturer District Education and Training Institute, Amravati	१
		अ		Niwasi Naib Tahasildar Tahasil Office Bodwad, Tal. Bodwad Dist. Jalgaon	१
		अ		Tahsildar Tahsil office Purna, District Parbhani	१
		अ		Naib Tahsildar Tahsil Office, Selu District Parbhani	१
		अ		Junior Geologist GSDA, Bhandara	१
		अ		Junior Geologist GSDA, Chandrapur,	१
		अ		Junior Geologist Senior Geologist Office, Bhandara	१
अ	Assistant Conservator of Forests Office of DCF, Nashik.	१			
अ	Sub Divisional Water Conservation Officer Tah. Chamorashi, Dist. Gadchiroli	१			
<b>एकूण</b>					<b>२०</b>
<b>एकूण</b>					<b>१४५</b>