

TRAINING ACTIVITIES CONDUCTED FROM APRIL TO JUNE 2024

CLASS ROOM TRAININGS

Sl. No	Date	Programme & Subject	Total Duration (Hrs.)	No of Participants
1	20.06.2024	Digital Document filing system(DDFS) Admin training for KWA.	6	10
2	20.06.2024	E –Office training for the staff of Finance Wing KWA	6	27
3	21.06.2024	E –Office training for the staff of Finance Wing KWA	6	28
4	28.06.2024	Online Training RTI 2005	3	120
		TOTAL	21	185

OUTSIDE TRAININGS

1	3.04.2024 to 5.04.2024	Training programme on O&M of RWSS at SPM Niwas, Kolkatta from Apr 3 - 5, 2024	18	2
2	11.05.2024	CONFEST 2024 at Hotel Hycinth.	6	5
3	20.05.2024 TO 30.05.2024	MANAGEMENT DEVELOPMENT PROGRAMME - Second batch	60	35
4	3.6.24 to 5.6.24	"Training on Enhancing Faecal Sludge Management through convergence with Urban Sewage Treatment Plant at SPM NIWAS Kolkatta from	18	1
5	10-06-2024 to 14-06-2024	"Training on GIS organised by the Indian Institute of Infrastructure and Construction, Illrd batch	30	30
6	17.06.2024 to 27.06.2024	Management Development Programme - Third batch	60	38
7	22.06.2024 & 23.06.2024	Training course on overview of Planning consideration and Design norms 24*7 for urban and rural water supply as per CPHEEO manual - Dec2023- Vision 2047	12	2
		TOTAL	204	113

ABSTRACT OF TRAINING CONDUCTED FROM APRIL TO JUNE 2024

Sl. No.	Type of Programme	Number of Programmes	Duration (Hrs)	Participants
1	IHT (In House Programmes)	4	21	185
2	OP (Outside Programmes)	7	204	113
	TOTAL	11	225	298