

Summary of Tentative Calendar 2025-26

East Zone			
S. No.	Month	Quarter	No. of Training Days
1	April	1 st Quarter	8
2	May		8
3	June		4
4	July	2 nd Quarter	6
5	August		4
6	September		3
7	October	3 rd Quarter	4
8	November		5
9	December		4
10	January	4 th Quarter	4
11	February		4
12	March		3
Total			57

Tentative Training Calendar for the Year 2025-26 for Eastern Zone

Quarter	Month	Week	Tenure	Date	Training Matters	Participants	Remarks
1 st	APRIL 2025	III	1 day	15.04.2025	PLFS	SEs	
		III	1 day	17.04.2025	ASUSE	SSs & SEs	
		IV	6 days	21-26.04.2025	Module B (Batch :1)	JSOs	
	MAY 2025	III	2 days	13-14.05.2025	SE 80 th : Health	SSOs/JSOs	
		IV	6 days	19-24.05.2025	Module B (Batch :2)	JSOs	
	JUNE 2025	I	2 days	05-06.06.2025	UFS	JSOs	
		II	2 days	12-13.06.2025	NIC-NCO	ISS/SSOs/JSOs	
2 nd	JULY 2025	I	2 days	03-04.07.2025	PLFS	SSs & SEs	
		II	2 days	10-11.07.2025	ASUSE	SSs & SEs	
		III	2 days	17-18.07.2025	Agriculture Statistics	SSOs	
	AUGUST 2025	II	2 days	07-08.08.2025	ASI : Batch – 1	SSOs	
		IV	2 days	18-19.08.2025	SE 80 th : Tourism	SSOs/JSOs	
	SEPTEMBER 2025	II	2 days	11-12.09.2025	ASI : Batch – 2	SSOs	
		III	1 day	19.09.2025	Price	JSOs/SSs/SEs	
3 rd	OCTOBER 2025	II	2 days	07-08.10.2025	PLFS	SEs	
		III	2 days	13-14.10.2025	SE 80 th : Travel	SSOs/JSOs	
	NOVEMBER 2025	I	2 days	06-07.11.2025	ASUSE	SSs & SEs	
		II	2 days	13-14.11.2025	Procedure of writing inspection & scrutiny note	ISSs & SSOs	
		III	1 day	21.11.2025	WPI	SEs & SSs	
	DECEMBER 2025	II	2 days	11-12.12.2025	Discussion on Inspection & Scrutiny Notes	SSS	
		III	2 days	15-16.12.2025	NIC-NCO	ISS, SSOs, JSOs	
4 th	JANUARY 2026	II	2 days	08-09.01.2026	PLFS	SSs/SEs	
		IV	2 days	19-20.01.2026	UFS	JSOs	
	FEBRUARY 2026	III	2 days	16-17.02.2026	SE 80 th : AIDIS	SSOs/JSOs	
		IV	2 days	23-24.02.2026	Office Administration	SSOs & Administrative Staff	
	MARCH 2026	I	1 day	06.03.2026	Communication Skill	SSOs & JSOs	
		II	2 days	09-10.03.2026	ASUSE	SSs & SEs	

Note: (i) Training Schedules have been furnished tentatively.

(ii) Need-based & Focused-based Trainings may be arranged as & when required.

(iii) Also, Training Programmes may be organized at RO level for the improvement of the data quality.

Summary of Tentative Calendar 2025-26

West Zone			
S. No.	Month	Quarter	No. of Training Days
1	April	1 st Quarter	6
2	May		4
3	June		7
4	July	2 nd Quarter	5
5	August		8
6	September		7
7	October	3 rd Quarter	7
8	November		5
9	December		7
10	January	4 th Quarter	10
11	February		7
12	March		5
Total			78



National Statistics Office
(Coordination and Quality Control Division)
Zonal Training Centre, West Zone, Nagpur

Training Calendar 2025-26

Sr.No.	SUBJECT OF TRAINING	PARTICIPANTS	DURATION (Days)	MONTH
(1)	(2)	(3)	(4)	(5)
1	Module B Training of Induction Training Programme.	Junior Statistical Officers	6	April 2025
2	CPI-Workshop (Virtual) to discuss Data Quality Issues/Observations	SSO, JSO, SE and SS	1	May 2025
3	Concepts, Definitions, Data Collection Techniques, Digital Tools – Socio-Economic Survey 80 th Round. Effective Communication and Time Management Skills.	Jr. Statistical Officers/ Survey Enumerators	3	
4	Concepts, Definitions, Data Quality, Scrutiny, Inspection, Regular Reports (MPR, QPR) etc. – Socio-Economic Survey 80 th Round. Team Building and Leadership.	Sr. Statistical Officers/ Survey Supervisors	3	June 2025
5	Concepts, Definitions, Data Collection Techniques, Digital Tools – ASUSE + Construction Effective Communication and Time Management Skills.	Jr. Statistical Officers/ Survey Enumerators	4	
6	Record Management, RTI 2005 and public Grievances	SSS Officers	2	July 2025
7	Concepts, definitions, Data Collection Techniques, Digital Tools – PLFS. Effective Communication and Time Management Skills.	Jr. Statistical Officers/ Survey Enumerators	3	
8	EIS & Bhavishya Portal & E-bill System, GeM and GFR. RTI/Grievances-Portal, APAR/Sparrow Portal, etc. Rajbhasha Hindi and related issues.	Administrative Staff	3	August 2025
9	Office Management including Office Procedures & Communication	SSS Officers	5	
10	ASI 2024-25: Analysis of Balance-sheet and P & L accounts training and Compilation of ASI Schedules, Hands on Training.	Sr. Statistical Officers	4	September 2025
11	Prevention of Sexual Harassment Act and Gender Issues. CGHS Rules, Leave Rules/TA/DA/HBA Rules/ LTC Rules/ Medical Bills etc. Income Tax Calculation, UPS/NPS/OPS. Service Book Weeding at Stock Register and other Admin issues.	HO/ DDO/ Admin Staff	3	

Sr.No.	SUBJECT OF TRAINING	PARTICIPANTS	DURATION (Days)	MONTH
(1)	(2)	(3)	(4)	(5)
12	Concepts, Definitions, Data Collection Techniques, Digital Tools – Socio-Economic Survey (Travel/Tourism) Effective Communication and Time Management Skills.	Jr. Statistical Officers/ Survey Enumerators	4	October 2025
13	Concepts, Definitions, Data Collection Techniques, Digital Tools – UFS. Effective Communication and Time Management Skills.	Jr. Statistical Officers/ Survey Enumerators	3	
14	Office Administration Procedures. Financial Matters, Pay Fixation & NPS/UPS, CCS Conduct Rules.	Administrative Staff	3	November 2025
15	Concepts, Definitions, Data Quality, Scrutiny, Inspection, Regular Reports (MPR, QPR) etc. – UFS Team Building and Leadership.	Sr. Statistical Officers/ Survey Supervisors	2	
16	Annual Survey of Industries (2024-25): Analysis of Balance-sheet and P & L accounts training and Compilation of ASI Schedules, Hands on Training.	Sr. Statistical Officers	4	December 2025
17	Refresher training programme on price data collection. Dos and Don'ts during field work.	Jr. Statistical Officers/ Survey Enumerators	3	
18	ITP Module-B: Office Procedures, Computer and its Applications	Newly recruited JSOs	3 Weeks/ 6 Days	January 2026
19	Vigilance CCS(Conduct) Rules EIS & Bhavishya, Court Cases, etc.	HO/DDO	4	
20	Survey Management, Official Language Act and Rules, Parliamentary Committee Inspection and Questionnaire, Digital Tools – eOffice, eHRMS etc. Team Building and Leadership	SRO/NSRO Incharge	4	February 2026
21	Concepts, Definitions, Data Quality, Scrutiny, Inspection, Regular Reports (MPR, QPR) etc. – PLFS Team Building and Leadership.	Sr. Statistical Officers/ Survey Supervisors	3	
22	Concepts, Definitions, Data Quality, Scrutiny, Inspection, Regular Reports (MPR, QPR) etc. – ASUSE Team Building and Leadership.	Sr. Statistical Officers/ Survey Supervisors	3	March 2026
23	E-Office with special emphasis on hands-on practice, e- hrms, Noting-Drafting, Forms of communication	SSS Officer	2	

Note:

- Apart from trainings mentioned above **Zonal Office Nagpur** regularly/periodically conducts sessions in Virtual Mode to discuss the Data Quality and Observations and other issues of ongoing surveys viz. SE, ASUSE, PLFS, UFS etc. in consultation with HSU and EnSU for field staff of West Zone.
- Besides above training, Zonal Office will also plan for training as per the SOP of MoSPI/CQCD/FOD during the period.

Summary of Tentative Calendar 2025-26

North Zone			
S. No.	Month	Quarter	No. of Training Days
1	April	1 st Quarter	14
2	May		1
3	June		6
4	July	2 nd Quarter	9
5	August		7
6	September		8
7	October	3 rd Quarter	9
8	November		9
9	December		9
10	January	4 th Quarter	4
11	February		2
12	March		1
Total			79

Tentative Training Calendar during 2025-2026 North Zone

S.No	Training	Durati on (in days)	Month	Date	Batc h Size
1.	Module B- Induction Training (JSO-Non-FOD)	14	April - 2025	21.04.2025 to 03.05.2025	23
2.	Webinar on ASI	1/2	May - 2025	16.05.2025	100
3.	Webinar on PLFS	1/2	June - 2025	04.06.2025	189
4.	Administrative Regular Staff Training	5	June - 2025	16.06.2025 to 20.06.2025	27
5.	Administrative Training/ Survey Management Office Administration Procedures and Financial Matters, 2 days for HO/DDO	2	July - 2025	03.07.2025 to 04.07.2025	25
6.	Webinar on Price (Interaction with PSD).	1/2	July - 2025	08.07.2025	
7.	Annual Survey of Industries (ASI)	3	July - 2025	21.07.2025 to 23.07.2025	25
8.	Core IT (Outsourced)	3	July - 2025	-	30
9.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	August - 2025	-	
10.	Communication & Presentation Skills (Outsourced)	3	August - 2025	-	30
11.	ASUSE (Training on Scrutiny & Super Scrutiny) 3 Days for SSs	3	August - 2025	-	30
12.	ASUSE Data (Concepts, Definition Collection Techniques) 3 Days for SEs	2	September- 2025	-	25
13.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	September- 2025	-	
14.	Basics of Artificial Intelligence and Big Data (Outsourced)	5	September- 2025	-	30
15.	Socio-Economic Survey (Concepts, Definition Collection Techniques) 3 days for JSOs	3	October- 2025	-	28
16.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	October- 2025	-	
17.	Socio-Economic Survey Training on Scrutiny & Super Scrutiny 3 days for SSOs	3	October- 2025	-	28

18.	Record Management, RTI 2005 and public Grievances	2	October- 2025	-	25
19.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD))	1/2	November -2025	-	
20.	Office Management including Office Procedures & Communication	5	November -2025	-	25
21.	UFS (Mobile Application & QGIS including Web Portal) 3 Days for JSOs/SEs	3	November -2025	-	25
22.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	December- 2025	-	
23.	Fundamentals of Computer and EDP (including Data Management & Analysis)	5	December- 2025	-	25
24.	Periodic Labour Force Survey (PLFS) Data Collection Techniques 3 Days for SEs	3	December- 2025	-	25
25.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	January- 2026	-	
26.	Periodic Labour Force Survey (PLFS) Training on Scrutiny & Super Scrutiny 3 days for SSOs	3	January- 2026	-	25
27.	CPI	1	February- 2026	-	25
28.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	February- 2026	-	
29.	Webinar on Ongoing Survey/Schemes (Including Interaction with EnSD / HSD)	1/2	March- 2026	-	

*** Webinars will to be organized on topic as per requirements /Need to improve quality.**

Summary of Tentative Calendar 2025-26

South Zone			
S. No.	Month	Quarter	No. of Training Days
1	April	1 st Quarter	6
2	May		7
3	June		5
4	July	2 nd Quarter	5
5	August		3
6	September		7
7	October	3 rd Quarter	7
8	November		5
9	December		7
10	January	4 th Quarter	7
11	February		8
12	March		2
Total			69

Annexure-I**TENTATIVE TRAINING CALENDAR FOR THE YEAR 2025-26****ZONAL OFFICE BANGALORE**

Sl. No.	Month	Duration	Training	Remarks
1.	April 2025	1 Day	Virtual training on the data quality issues of SE 80 th Round - Health 25.0, in association with HSU, Bangalore.	
2.		5 Days	Office Management including Office Procedures & Communication	
3.	May 2025	2 Days	Training on ASUSE- Concepts, definitions, Data Collection Techniques for SSO/JSOs/SS/SEs	
4.		5 Days	CCS (CCA) Rules, 1965	
5.	June 2025	2 Days	Overview of IT application - mail, e-office, e-forms, Sparrow, e HRMS	
6.		3 Days	Fundamentals of LIMBS Portal & Vigilance, handling of court cases	
7.	July 2025	3 Days	Training on ASI- Analysis of Balance Sheet and Profit and Loss account for SSS Officers	
8.		2 Days	Programme on Pensions & Other Retirement Benefits	
9.	August 2025	2 Days	Training on UFS –Mobile Application and QGIS including Web Portal for SSS Officers	
10.		1 Day	Reservation in Services for SC/ST/OBC/ExSM/PWDs	
11.	September 2025	2 Days	Training on PLFS- Data Collection Techniques, Scrutiny & Super Scrutiny observations for SSO/JSOs/SS/SEs	
12.		5 Days	Large-scale sample surveys in India	
13.	October 2025	2 Days	Training on Survey Management Course for SSO/JSOs	
14.		5 Days	Fundamentals of Computer and EDP (including Data Management & Analysis)	

15.	November 2025	2 Days	Training on Official Language-Hindi for admin staff	
16.		3 Days	Population & Demography Statistics	
17.	December 2025	2 Day	Training on ASI for ISS Officers	
18.		5 Days	Basic Computer knowledge including overview of Chat GPT	
19.	January 2026	2 Days	Training on Price Statistics	
20.		5 Days	Official Statistics/National Account Statistics/Index Number & Price Statistics/Social Statistics with Implementation and Monitoring of Sustainable Development Goals	
21.	February 2026	3 Days	Training on Administrative Matters for HO's, DDO's and Admin Staff	
22.		5 Days	Communication Skill Development	
23.	March 2026	2 Days	Need based	

The training programme suggested above is tentative in nature. The programmes will be subject to change depending on the situations/exigencies)

Training Coordination (SZ)
NSO South Zone,
Bangalore

Summary of Tentative Calendar 2025-26

North East Zone			
S. No.	Month	Quarter	No. of Training Days
1	April	1 st Quarter	12
2	May		3
3	June		3
4	July	2 nd Quarter	4
5	August		5
6	September		3
7	October	3 rd Quarter	4
8	November		3
9	December		4
10	January	4 th Quarter	3
11	February		3
12	March		3
Total			50



No. 251/ZO/NEZ/Trg.Calendar/2023-24
Government of India
Ministry of Statistics & Programme Implementation
National Statistics Office
Zonal Office
(North Eastern Zone)

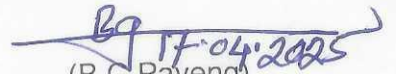
West End Block, 6th Floor, Housefed Complex
Basistha Road, Dispur, Guwahati - 781006
Date: 17.04.2025

Subject: Trainings to be conducted during, 2025-2026 at Zonal Office, NEZ, Guwahati-reg

Please find attached the approved training calendar for NEZ Guwahati for the FY 2025-26 for your kind information.

2. This is issued with the approval of ADG, NEZ.

Yours faithfully


(B.C. Payeng)
Deputy Director (NEZ)

Distribution:

Regional Heads, NSO (FOD)

RO Guwahati/Dibrugarh/Shillong/Imphal/Gangtok/Agartala/Itanagar/Kohima/Aizwal.

Copy to:

1. PS to ADG, Zonal office, NEZ.
2. PS to ADG, NSO, FOD Hqrs New Delhi.
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4. DDG (Trg.) NSO, FOD, Hqrs, New Delhi
5. Director, Zonal office, NEZ Guwahati.

Trainings to be conducted by ZTC, NEZ, Guwahati during the FY 2025-26.

Sl. No	Training Programmes Scheme	Duration (in days)	Tentative Month for conducting the training	Subjects	Participants
1	Module B training for JSOs (Non-FODians)	12 days	April 2025	-	JSOs
2	Periodic Labour Force Survey.	2	May, 2025	Data Collection Techniques.	JSOs, SEs
		1		Training on Scrutiny & Super Scrutiny.	SSOs, SSs
3	Socio-Economic Survey for NSO(FOD) and DESs	2	June, 2025	Core Concepts of NSS Surveys: Salient aspects of on-going round.	JSOs, SEs
		1		Training on Scrutiny & Super Scrutiny.	SSOs, SSs
4	Price Statistics	2	July, 2025	CPI (U/R/AL/RL/Market Survey)	SSOs, JSOs, SSs & SEs
5	<ul style="list-style-type: none"> Interaction with concerned EnSDs and HSD with ROs on the data qualities for on-going surveys. Operation of e-sigma and CAPI software with data storage management. 	2	July, 2025	-	DDs/ADs, SSOs, JSOs, SEs
6	Annual Survey of Unorganised Sector Enterprises (ASUSE)	2	August, 2025	Data Collection Techniques.	SSOs, SSs
		1		Training on Scrutiny & Super Scrutiny.	JSOs, SEs
7	Urban Frame Survey	2	August, 2025	Mobile Application and QGIS including Web Portal.	SSOs, JSOs, SSs & SEs
8	Establishment & Office Procedures	3	September, 2025	Noting & Drafting, leave rules	DDs/Ads/HO/DDO/ SSOs /JSOs & Ministerial Staff
				Role of DDO/HO	
				Handling of Court Case and functionality of LIMBS	
				TA Bills, Medical Bills, LTC Bills, Maintenance Bills,	
				Roaster Management	
				Prevention of Sexual	

				harassment act.	
9	E-Office, Cyber Security Sparrow Portal, Condemnation and Disposal of IT/furniture items/e-waste, CPP portal e-HRMS,	2	October 2025	-	DDs/Ads/HO/DDO/SSOs /JSOs & Ministerial Staff
10	<ul style="list-style-type: none"> Overview of MoSPI, Activities of different Divisions & Statistical indicators released by MoSPI and Use of NSS data 	2	October 2025	-	SSO,JSOs ,SSs & SEs
11	Vigilance and CCS (Conduct) Rules	2	November 2025	Provisions relating to disciplinary Proceedings. Provisions relating to disciplinary Proceedings. Conduct Rues	DDs/Ads/HO/DDO/SSOs /JSOs & Ministerial Staff
12	Interaction with Regional Heads / ISS officers of NEZ on various issues.	1	November,2025	-	AD & above
13	E-bill, PFMS	2	December 2025		DDs/Ads/HO/DDO/SSOs /JSOs & Ministerial Staff
14	Annual Survey of Industries.	2	December'25	Concepts, Analysis of Balance Sheet and Profit and Loss account.	SSOs
15	<ul style="list-style-type: none"> Training on 'Communication and Behaviour Skill, Personality Development, Stress Management', Time management 	2	January,2026		DDs/Ads/HO/DDO/SSOs /JSOs & Ministerial Staff
16	Survey Management	1	January, 2026	-	DDs/ADs/SSOs /JSOs
17	Training on pay Fixation, GeM Portal, Procurement Policy, GFR, DFPR, NPS.	3	February'26	Pay Fixation, GeM Portal, procurement process, , NPS, GFR, DFPR etc	DDs/Ads/HO/DDO/SSOs /JSOs & Ministerial Staff

18	Training on Official Language	1	March'26		DDs/Ads/HO/DDO/ SSOs /JSOs & Ministerial Staff
19	EIS & Bhavishya ,RTI, Grievance Portal & CPGRAMS,MPLAD	2	March,26		DDs/Ads/HO/DDO/ SSOs /JSOs & Ministerial Staff

Summary of Tentative Calendar 2025-26

Central Zone			
S. No.	Month	Quarter	No. of Training Days
1	April	1 st Quarter	15
2	May		5
3	June		3
4	July	2 nd Quarter	8
5	August		4
6	September		7
7	October	3 rd Quarter	6
8	November		5
9	December		6
10	January	4 th Quarter	6
11	February		4
12	March		6
Total			75

TENTATIVE TRAINING CALENDER (April 2025-March 2026)

(Central Zone)

Sl. No.	Title of the Training	Subtitle	Suggested participants/duration	Proposed Month	Remarks
1	Annual Survey of Unorganized Sector Enterprises (ASUSE)	Concept, Definition data collection techniques	3 days for SSO/SE/SS	April 2025	31 Participants
2	Module B Training	Training on Administrative matters & MS-office and Different surveys conducted by FOD	12 days for JSO (NON FOD)	April 2025	15 Participants
3	Periodic Labour Force Survey	Data Collection Techniques	3 days for SSO/SE/SS	May 2025	25-26 Participants
4	Survey Management Course (SMC)	-	2 days for SSO	May 2025	25-26 Participants
5	Price Statistics	CPI (U/R/AL/RL/ICP)	1 day for SSO/JSO/SS/SE	June 2025	25-26 Participants
6	Communication Skill Development	Goal for Specific Communications, most effective methods of delivery, Communication Process, Foundation Tools, one on one and with groups, Barriers to Effective Communications, Communications Skills, skills to communicate with impact, Influencing Techniques, using techniques and strategies to influence other behaviors and develop more collaborative working relationships, Planning a communication Strategy, Face to Face and Virtual Facilitation/ Meeting Communication Skills. (including activity and presentation)	2 days for SSO/JSO/SS/SE	June 2025	25-26 Participants
7	Socio Economic Survey 80 th round (Health & CMS)	Core concept of NSS Survey Salient aspects of ongoing round.	3 days for SSOs/JSOs	July 2025	30-35 Participants
8	Fundamentals of Computer and EDP (including Data Management And Analysis)	MS-Excel, Access, Word and Power Points, Understanding Electronics Data Processing, Operating Systems Fundamentals, Data Management Concepts, Database Concepts, Using Excel for Data Analysis, Importance of Data Quality, My SQL etc	5 days for SSO/JSO/SE/SS	July 2025	30-35 Participants

9	Urban Frame Survey	Mobile application and QGIS Including web portal	2 days for SSO/JSO/SE/SS	August 2025	30-35 Participants
10	E-office /MS-Office	-	2 days for Ministerial & Other Staff	August 2025	30-35 Participants
11	Annual Survey of Industries	Analysis of balance sheet and Profit and Loss account training	4 days for SSO	September 2025	30-35 Participants
12	HO, DDO and GeM portal	Office procedures and TA Bills, Medical Bills, LTC Bills, Maintenance Bills, PFMS & GeM portal	3 days for HO/DDO/Ministerial Staff	September 2025	30-35 Participants
13	Annual Survey of Unorganized Sector Enterprises (ASUSE)	Concept, Definition Training on Scrutiny & Super Scrutiny	4 days for SSO/JSO/SE/SS	October 2025	30-35 Participants
14	Record Management, RTI 2005 and Public Grievance	RTI 2005 and Public Grievance, Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	2 days for SSO/JSO/ Admin Staff	October 2025	30-35 Participants
15	Establishment:	Training on noting and Drafting Training on time management skill Training on Prevention of Sexual Harassment ACT. Roaster Management	2 days for Ministerial Staff	November 2025	30-35 Participants
16	Periodic Labour Force Survey	Data Collection Techniques	3 days for SSO/JSO/SE/SS	November 2025	30-35 Participants
17	Office Management including Office Procedures and Communication	Overview of the Office Administration, Office Management, e-office, PFMS, e-bill, travel Rules, LTC, Medical Rules and leave rules, Basics of Noting and Drafting, exposure to Right to Information Act, Rajbhasha Policy, Conduct Rules, Vigilance Rules, CCS Rules, Management of Files and Diarisation including PUC, Familiarisation of APAR	2 days for ISS/HO/DDO/ SSO	December 2025	30-35 Participants
18	Annual Survey of Industries	Analysis of balance sheet and Profit and Loss account training	4 days for SSO	December 2025	30-35 Participants
19	CCS (CCA) Rules, 1965	Classification, Suspension, Penalties, Disciplinary proceedings, procedure for imposing penalties, appointment/Administrative Vigilance –Role of IO/PO, Preventive vigilance.	2 days for HO	January 2026	30-35 Participants
20	Annual Survey of Industries	Analysis of balance sheet and Profit and Loss account training	4 days for SSO	January 2026	30-35 Participants

21	E-office, Noting and Drafting	-	1 day for Ministerial Staff & Other Staff	February 2026	30-35 Participants
22	Urban Frame Survey	Mobile application and QGIS Including web portal	3 days for SSO/JSO/SE/SS	February 2026	30-35 Participants
23	Vigilance	Provisions relating to Disciplinary Proceedings	2 days for HO	March 2026	30-35 Participants
		Role and function of Inquiry officer, Presenting officer and Defence Asstt.			
24	Annual Survey of Service Sector Enterprises (ASSSE)	Training on scrutiny & Super Scrutiny	3 days for SSO/JSO/SE/SS	March 2026	30-35 Participants
25	Training on official Language	-	1 day for Ministerial Staff	March 2026	30-35 Participants