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|  | **क्षेत्रीय क्षमता निर्माण एंव ज्ञान संस्थान, जयपुर**  **Regional Capacity Building and Knowledge Institute, Jaipur** |

**Training Course “General Administration”**

**28.05.2025 to 30.05.2025"**

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| **SESSION** | **SESSION TIMINGS** | **Tea Break/Lunch** | **NON-SESSION TIMINGS** |
| I | 10:00 AM to 11.15 AM | Tea Break | 11.15 AM to 11.45 AM |
| II | 11:45AM to 1:00 PM | Lunch | 1.00 PM to 2.00 PM |
| III | 02:00 PM to 03.15 PM | Tea Break | 03.15 PM to 03.45 PM |
| IV | 03:45 PM to 5.00 PM | Games, Library and other activities. | 5.00 PM onwards |

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| **Date** | **Session** | **Topic** | **Faculty** |
| **28.05.2025 Wednesday** | **9.50 AM** | **Inauguration of the Course** | **Pr. Director, RCBKI, Jaipur** |
| I | Introduction to General Administration & Establishment. | Sh. Harish Khurana, IA&AS  Dy. Director, iCED, Jaipur |
| II | Internal Audit in IA&AD | Sh. Rajeev Maheshwari, AAO  O/o The PAG (A&E), Rajasthan, Jaipur |
| III | Hindi-Rajbhasha-Implementation in Govt. Offices, Hindi Noting & Drafting, Hindi in Technology & Digital Platforms. | Sh. Rajesh Meena, Asst. Director Rajbhasha  O/o The Pr.AG (A&E), Rajasthan, Jaipur |
| IV | e-Procurement | Sh. Rajnish Sharma, Sr. AO  O/o The Pr.AG (Audit-I), Rajasthan, Jaipur |
| **29.05.2025 Thursday** | I | Disciplinary Proceedings | Sh. Arvind Agarwal, AAO/Conf. Cell  O/o The Pr.AG (Audit-I), Rajasthan, Jaipur |
| II | Legal matters handled in IA&AD & LIMBS | Sh. Arvind Agarwal, AAO/Conf. Cell  O/o The Pr.AG (Audit-I), Rajasthan, Jaipur |
| III | RTI Act Various Provisions including quiz on RTI provisions. | Sh. Anupam Agarwal, Advocate, Jaipur |
| IV | Performance evaluation & Management, APAR | Sh. Ramawatar Sharma, IA&AS  Accountant General (Audit-II), Rajasthan |
| **30.05.2025 Friday** | I | Seniority & Promotion | Sh. B.K. Sharma, Sr.AO/Administration  O/o The Pr.AG (Audit-I), Rajasthan, Jaipur |
| II | Human Resource Management | Sh. Rajesh Maheshwari, SAO  O/o The AG (Audit-II), Rajasthan, Jaipur |
| III | Holistic Wellbeing | Dr. Aanya Bora, Director Aanya Bora healthcare Pvt., Ltd. |
| IV | **End-course assessment, Feedback & Valediction** | Pr. Director, RCBKI, Jaipur |

**S. K. Jain, Course Director**