

THE PUNJAB INSTITUTE OF COOPERATIVE TRAINING LIMITED (PICT)					
49, INDUSTRIAL AREA, PHASE-1, CHANDIGARH					
COURSE CALENDAR FOR THE YEAR 2024-25					
April, 2024					
Sr. No.	Name of Topic	Institution	Target Group	Duration	Date
1	STC on 'Arbitration and Court cases, Election and Inspections of Societies, Women Empowerment, Prevention of embezzlement in Coop. Socs., E-Office RTI Act, behavioural skills for effective work relationships".	RCS.Pb.	Inspectors of Coop. deptt.	2 Days	3-4 Apr
2	Training programme on "Role of MIS in Management Decisions, Role & responsibilities".	MILKFED	Dy. Manager (MIS)	2 Days	4-5 Apr
3	Training programme on "KYC Norms- Compliance thereof and AML, customer protection and customer service , Digitilization in Banks and BR amendments".	PSCB/ DCCBs	All officials and staff of PSCB and DCCBs	2 Days	9-10 Apr
4	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	2 Days	9-10 Apr

5	Online training programme on "Instructions of RBI on unclaimed deposits (deaf 2015), Settlement of deceased claims as per RBI/NABARD/RCS guidelines and Preparation, Sanctioning, Advancement of MCL as per latest RCS guidelines".	PSCB/ DCCBs	Branch Managers / Senior Managers/ Managers/ Assistant Managers of PSCB/DCCBs	2 Days	15-16 Apr
6	Training Programme on " Online submission of E-Tendering, Telly, TDS, GST and Account Reconciliation."	Labourfed, Markfed, Milkfed, Puncofed and Housefed	Members of L&C. Societies and Staff of Labourfed/Labour Unions and Employees of Markfed, Milkfed, Puncofed and Housefed.(Ferozpur Divn. at Chandigarh).	2 Days	18-19 April
7	Programme on "Checking of Tender Documents for allotment of work to contractors as per PWD CSR, MB, Checking of running Bills, Tax Deduction etc., writing of Cash Book and Final/Provisional rate at the time of final completion of work".	Audit Department	Sr. Auditors and Inspector Audit.	2 Days	18-19 April

8	Online One Day Workshop on "Disciplinary Enquiry".	Coop Deptt.	Inspectors of Jalandhar, Ferozepur and Patiala Div.	1 Day	18-Apr
9	One Week "Computer Training Programme" on Ms office tools, AI, Chatgpt, Internet of things."	PACS	Employees of PACS	5-Days	22-26 Apr
10	Training programme on "Online Registration of Cooperative soceties."	Coop Deptt.	Inspectors	2 Days	22-23 April
11	Online Workshop on "Duties and Responsibilities of Board of Director's of SADB/PADB'S of Patiala Division".	SADB	Board of Director's of SADB/PADB'S of Patiala Division	1 Day	25-Apr
12	Online Workshop on "RTI Act 2005".	Cooperative Societies (Jalandhar Division)	Officers/Employees of Coop.Deptt. and Audit Deptt. of Jalandhar Division.	1 Day	25-Apr
13	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Amritsar) .	1 -Day	25-Apr

14	Corporate Governance programme on "CSR, Employees Conduct Rules, Appeal and Punishment Rules, Court Work, Elections, Prevention of embezzlement in Coop. Socs., E-Office Team Building and Interpersonal Relationships etc."	RCS,Pb.	DRCS/ARCS/Field Officers.	2 Days	25-26 Apr
15	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Barnala) .	1 -Day	29-Apr
16	STC on "Asset and Liability Management , Investment and Treasury Management, Trading in G-Sec. (live Demo) , Investment in Non-SLR as per RBI Circulars and BR amendments."	PSCB / DCCBs	DGMs/AGMs/Senior Managers (Investment Cell) of PSCB/DCCBs	2-Days	29-30 Apr
	May, 2024				
17	On location training programme on "SARFAESI Act" and BR Amendments."	DCCB Mohali	All officials of DCCB at Mohali	1-Day	2-May
18	Online Workshop on "Duties and Responsibilities of Board of Director's of SADB/PADB'S Directors of Jalandhar Division".	SADB/ PADB'S Directors of Jalandar Division	SADB/PADB'S Directors of Jalandhar Division	1 Day	7-May

19	Training programme on "Store Inventory Management Relationship Management , Self Discipline and Motivation".	MILKFED	Directors of Patiala Division	2 Days	8-9 May
20	Online Training on "Banking practices, Instructions of RBI on unclaimed deposits (deaf 2015),Settlement of deceased claims as per RBI/NABARD/RCS guidelines and Preparation, Sanctioning, Advancement of MCL as per latest RCS guidelines."	PSCB/DCCBs	Branch Managers Senior Managers of PSCB/ DCCBs Senior Managers/ Managers/Assistant Managers	3 Days	13-15 May
21	STC on "Guidelines for PO's/PW's for performing their duties in a more efficient manner in handling Deptt enquiries, e-office, digitization of record and e-invoicing".	Markfed.	Clerks/Asstt. Accountants/ Accountants/Senior Assistants of H.O/ Districts of Markfed.	2 Days	13-14 May
22	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Faridkot)	1 -Day	14-May
23	Programme on "Necessisty of common Accounting system as per NABARD policy and implementation in PACS. Provisions of TDS and GST".	Audit Department and Puncofed	Sr. Auditors and Inspector Audit. Of Coop. Audit Deptt. And employees of Puncofed.	2 Days	15-16 May

24	STC on "Moral Ethics, Human resource management, cooperative societies act, Services rules, Cooperative recruitment rules, RTI act, labour laws, department disciplinary enquiry ACR, E-Governance, Stress Management, Basic Computer, email, internet surfing".	Sugarfed	General Managers, Department Heads and other officials of Sugarfed	2 Days	15-16 May
25	STC on "Business Development for Making Dairy as a Profitable Business through improvement in Breeding, Feeding and Management of Milch Animals".	PACS, Milk Producer Cooperative Socs./Milkfed (Jalandhar Division)	Presidents/Committee Members of Milk Cooperatives, Milk Procurement Assistants (MPA's) and Presidents and Secretaries of PACS (Jalandhar Division)	2 Days	16-17 May
26	Training Programme on "Online submission of E-Tendering, Telly, TDS, GST and Account Reconciliation."	Labourfed, Markfed, Milkfed, Puncofed and Housefed	Members of L&C. Societies and Staff of Labourfed/Lobour Unions and Employees of Markfed, Milkfed, Puncofed and Housefed. (Jalandhar Divn. at Chandigarh)	2 Days	20-21 May

27	Online Training programme on "Banking practices, BR Amendments, Mandate Management System (ECS), NACH-National Automated Clearing House Products".	PSCB/ DCCBs	Senior Managers/ Managers (Clearing & Service Branch) of PSCB/CCBs	3 Days	22-24 May
28	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Fatehgarh Sahib)	1 -Day	24-May
29	Training programme on "Moral ethics, labour laws/Appeal rules, department disciplinary procedure, EX india Leave, Retiral benefits, Gratuity Act and Leave encashment, RTI Act, ACR, Basic Computer, email, internet surfing".	Sugarfed	labour welfare officer, Superintendent, Head timekeeper, Senior/ Junior Assistants and Stenographers of Sugarfed	2 Days	29-30 May
	June, 2024				
30	STC on "Enquiry, Procedural aspects of simple enquiry and enquiry under section 50".	RCS.Pb.	Inspectors of Cooperative Deptt.	2 Days	3-4 Jun

31	STC on "Moral ethics,Cane Management, Cane marketing,Cane Management related Techniques and management issues , Prevention techniques of Pest/ insects/diseases,New schemes,Bio Control and Tissue culture,Machine assisted sowing of sugarcane and disease control".	Sugarfed	Chief Cane development officer, Deputy/Assistant Cane Development Officer of Sugarfed	2 Days	5-6 June
32	Training Programme on "legal aspects, arbitration with special emphasis on amendment of Arbitration act, court cases, followup etc."	MARKFED	Legal assistants in HEAD Office as well as district offices	2 Days	5-6 June
33	Online Workshop on "Duties and Responsibilities of Board of Director's of SADB/PADBS of Ferozepur Division".	SADB/ PADBS	Board of Director's of SADB/PADBS of Ferozepur Division	1-Day	11-Jun
34	Training programme on "Improving workplace relationships, conflict management and work life balance".	MARKFED	Senior/Middle Level officers	2 Days	11-12 Jun

35	STC on "Banking practices , Payments and Settlements, RTGS and NEFT and latest guidelines of RBI IMPS/UPI/Internet Banking/Mobile banking-RBI Instructions on it ,Prevention of Frauds and Cyber Crimes, Audit in computerised i.e. CBS Finacle System".	PSCB/ DCCBs	Sr.ITOs/ITOs (ITO Section) Programmers/ Senior Managers/ Managers/ Assistant Managers (Bankers Section)Accountants (Inspection Cell) of PSCB/DCCBs	3 Days	12-14 Jun
36	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Fazilka)	1 -Day	13-Jun
37	Online Workshop on "To inculcate sense of belonging and faith amongst members for their Cooperatives by systematic preparation, writing and maintenance of records/accounts of Milk Producers Cooperative Societies".	Milk Producers Cooperative Societies and Milk Cooperative Unions- Jalandhar Division	Secretaries of Milk Cooperative Societies, Milk Procurement Assistants (MPAs) of Distt. Milk Cooperative Unions. Jalandhar Division	1-Day	14-Jun
38	Technical Training programme on "working and procedural aspects in PACS functioning and relief in Income Tax Laws for various Co operative Societies".	PACS	Secretaries and PACS employees	3-Days	18-20 Jun

39	Online Workshop on "Arbitration and Court Cases".	Cooperative Societies (Jalandhar Division)	Officers/Employees of Coop.Deptt. and Audit Deptt. of Jalandhar Division .	1-Day	20-Jun
40	Online training programme on "Business Development ,Profit planning and various types of loans-CMA Norms of NABARD, Loan Appraisal, CIBIL Guidelines and CERSAI (Central Registry of Securitisation Asset Reconstruction and Security Interest)".	PSCB & DCCBs	Senior Managers/Managers (Loans) of PSCB/DCCBs	3-Days	19-21 Jun
41	Training programme on "Online Registration of various Cooperative sociteies".	Coop Deptt	Inspectors	2-Days	20-21 Jun
42	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3-Days	24-26 Jun
43	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Ferozepur)	1-Day	25-Jun
44	Online One day workshop on "Breeding, feeding & allied activities to promote Dairy".	Milkfed	DM/AM (Procurement)	1-Day	27-Jun

	July, 2024				
45	Business development in PACS by Agroprocessing activities, Organic Farming, Post harvest practices and dealing stubble burning issues.	PACS	Secretaries and PACS employees	3-Days	2-4 July
46	Storage Maintenance of food grains/ fertilizers, daily information system, Business of Markfed activities.	Markfed.	Officials of field cadre.	2-Days	2-3 July
47	STC on "Moral ethics,Sugar losses,Calculation of Sugar recovery". "Latest know how on machinery & Sugar Processing Manganement, Total Quality Management (TQM), Recovery % age improvement".	Sugarfed	General Managers, Department Heads of Sugarfed.Chief Chemist,Chief Engineer,Deputy Chief Chemist /Deputy Chief Engineer,Manufacturing Chemist and Assistant Engineer of Sugarfed	2-Days	4-5 July
48	Technical Training Programme on "Printer Installation , Computer Networking and Troubleshooting " .	Cooperative Department	Ministerial Staff (H.O. and Ferozepur Division)	2-Days	8-9 July

49	STC on "HRD including Computer training, knowledge about Markfed CC Rules, 1990, CSR etc., drafting of Charge Sheets, Processing of Departmental Enquiries etc., RTI Act, CC Rules".	Markfed	Dealing Hands/ Steno cadre officials.	2-Days	8-9 July
50	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Jalandhar)	1-Day	9-Jul
51	Training programme on Fuel Saving	Milkfed	Foreman (Boiler)/Boiler Attendant	2 Days	10-11 July
52	Two days Workshop on 'Important Issues of Cooperative Department'.	RCS,Pb.	Sr. Officers of Cooperative Department.	2-Days	10-11 July
53	STC on "Moral Ethics,Income tax,,Service tax,GST,TDS,File Accounting,recoverable Management,Motivation and Stress Management".	Sugarfed	Chief accounts officer,Deputy chief accounts officer,assistant accounts officer,and Accountants of Sugarfed	2-Days	11-12 July

54	One Week "Computer Training Programme" on Ms office tools, AI, Chatgpt, Internet of things".	PACS	Employees of PACS	5-Days	15-19 July
55	STC on "CSR, Financial Rules, Pension Rules, Noting/Drafting, Filing, Maintenance of office Record, E-Office P & A Rules & Society work, Human Values and good Interpersonal Relationships".	RCS, Pb., Housefed and Puncofed	Ministerial Staff.	2-Days.	15-16 July
56	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Gurdaspur)	1 -Day	17-Jul
57	Programme on "Framing of Charge Sheet and its disposal, CSR Vol. 1,2,3 and PFR Vol. 1 and 2, GPF, GIS, Income Tax etc.".	Audit Department	Supdts., Sr. Asstts., Jr.Asstts. and Clerks	2-Days	17-18 July
58	STC on "Boilers & Turbines Operational Improvement, Boiler Water Treatment management" and Carbon Credit, Energy Audit, Boiler & Turbine Repair".	Sugarfed	Chief Chemist, Chief Engineer, Deputy Chief Chemist /Deputy Chief Engineer, Manufacturing Chemist and Assistant Engineer of Sugarfed	2-Days	23-24 July

59	Technical Training programme on "working and procedural aspects in PACS functioning and relief in Income Tax Laws for various Co operative Societies".	Coop Deptt	Secretaries and PACS employees	3-Days	23-25 July
60	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Hoshairpur)	1-Day	25-Jul
61	STC on "study of land records,its terminology and legal aspects in cooperatives".	RCS.Pb.	Inspectors of Coop. deptt.	2-Days	25-26 July
62	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	Coop.Deptt.	Secretaries and PACS employees	2 -Days	29-30 July
63	One day workshop on "Women Empowerment".	Coop.Deptt.	PACS employees and SHG members at Fatehgarh	1-Day	31-Jul
	August, 2024				
64	Training programme on "Technical knowhow for officials employed in Plants of Markfed".	Markfed	Officials employed in Markfed plants	2-Days	1-2 Aug

65	Programme on "Importance of Land Record Register, Khasra, Godawari and Jamabandi. Fard in preparation of MCL".	Audit Department	Sr. Auditors and Inspector Audit.	2-Days	1-2 August
66	STC on "Preparation, Sanctioning, Advancement of MCL as per latest RCS guidelines" and Procedure to handle frauds, embezzlements in bank as per RCS guidelines".	PSCB/ DCCBs	Officials and dealing staff of Bank	3-Days	6-8 Aug
67	Training programme on "Duties and responsibilities of Peons/Daftris of SADB,O/o of RO,O/o AGM and PADBs".	SADB/PADBs	Peons/Daftris of SADB, O/o of RO,O/o AGM and PADBs.	3-Days	6-8 Aug
68	Training programme on "Food Safety Management System and Programme on Total Quality Management".	MILKFED	Dy. Manager (Prod)/ Dy.Manager (Q.C)Dy. Manager Prod./ DM (QC)/DM (Engg.)	2-Days	7-8 Aug
69	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3-Days	12-14 Aug
70	STC on "KYC Norms-Compliance thereof and AML and customer protection" and Procedure of handling frauds and embezzlement as per RCS guidelines".	PSCB / DCCBs	All officials of PSCB and DCCBs	3-Days	12-14 Aug

71	Online Workshop on "RTI Act 2005".	Cooperative Societies (Patiala Division)	Officers/Employees of Coop.Deptt. and Audit Deptt. of Patiala Division	1-Day	16-Aug
72	One Week "Computer Training Programme"on Ms office tools, AI , Chatgpt, Internet of things	PACS	Employees of PACS	5-Days	19-23 Aug
73	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Kapurthala)	1 -Day	20-Aug
74	Training programme on "Guildelines for PO's / PW's for performing their duties in a more efficient manner in handling Deptt enquiries".	Markfed	Ministerial and Accounts Cadre of Head Office as well as District Offices.	2-Days	21-22 Aug
75	Training programme on "Action against defaulters such as Arbitration under section's 55,56,65 and excecution under sections 63(a),63(b),63(c) of the Pb. Coop Soc.Act 1961".	SADB	SADB/PADB	2-Days	22-23 Aug

76	MDP on "Problem Solving and Decision making, Motivational Practices, Team Management, Leadership, Stress Management and Health Awareness and BR amendments,	PSCB/ DCCBs.	Senior Managers/ Managers/ Assistant Managers /Accountants/ CDEOs of PSCB/DCCBs and SADB	3-Days	27-29 Aug
77	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3-Days	28-30 Aug
78	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Ludhiana)	1 -Day	29-Aug
79	Online Workshop on "To inculcate sense of belonging and faith amongst members for their Cooperatives by systematic preparation, writing and maintenance of records/accounts of Milk Producers Cooperative Societies".	Milk Producers Cooperative Societies and Milk Cooperative Unions- Patiala Division	Secretaries of Milk Cooperative Societies, Milk Procurement Assistants (MPAs) of Distt. Milk Cooperative Unions. Patiala Division	1-Day	29-Aug
	September, 2024				

80	STC on "legal matters writeup, warrant, suit, termination procedures".	RCS,Pb.,	Newly recruited Ministerial Staff of Coop. department.	2-Days.	3-4 Sep
81	Online workshop on "NPA Recovery and Sarfaesi Act and BR amendments".	PSCB/ DCCBs	All officials of PSCB/DCCBs	3-Days	3-5 Sep
82	Training programme on "Target Costing for Cooperatives and TDS/Service Tax, GST etc.". .	MILKFED	Dy. Mgr (Accounts/ Accountant and Jr. Acctt /Accountant /Jr.Asstt/ Assistant	2-Days	5-6 Sep
83	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Malerkotla)	1-Day	9-Sep
84	One Week "Computer Training Programme"on Ms office tools, AI , Chatgpt, Internet of things".	PACS	Employees of PACS	5-Days	9-13 Sep
85	One day workshop on "Women Empowerment".	Coop.Deptt. At Ropar	PACS employees and SHG members at Ropar	1-Day	12-Sep

86	Online training programme on "Use of ENSURE Portal (provided by NABARD) Working in CBS Finacle Environment (Basic Command of Finacle), ATM Reconciliation and Use of NACH Application (DEBT/ACH/Aadhar Seeding/Mandate Management System)" and Basic Troubleshooting of Computer and network".	PSCB/ DCCBs	CDEOs Accountants/ CDEOs Assistant Manager/ Accountants/ CDEOs of PSCB/DCCBs	3-Days	16-18 Sep
87	Business development programme on "New schemes for PACS, LPG Distributorship, Diesel pump, Jan Aushadhi Kendra and others schemes".	Coop Deptt	Secretaries and PACS employees	3-Days	18-20 Sep
88	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Distt. Mansa)	1 -Day	19-Sep
89	Online One day workshop on "Farmer Producers Organisation".	Cooperative Department	Inspectors/(FPOs) and PACS of Patiala, Ferozepur and Jalandhar division.	1 -Day	19-Sep
90	Training programme on "Duties and responsibilities of Peons/Daftris of SADB, O/o of RO, O/o AGM and PADBs".	SADB/ PADBs	Peons/Daftris of SADB, O/o of RO, O/o AGM and PADBs.	3-Days	23-25 Sep

91	Corporate Governance programme on "CSR, Employees Conduct Rules, Appeal and Punishment Rules, Court Work, Elections, Prevention of embezzlement in Coop. Socs., E-Office Team Building and Interpersonal Relationships etc."	RCS,Pb.	DRCS/ARCS/Field Officers	2-Days	24-25 Sep
92	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	2-Days	26-27 Sep
	October, 2024				
93	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Moga)	1-Day	1-Oct
94	Training programme on "Consumer Behaviour in emerging market scenario / rate of advertisement / distribution chain in FMCG".	MILKFED	Dy. Managers	2-Days	7-8 Oct
95	Technical Training programme on "working and procedural aspects in PACS functioning and relief in Income Tax Laws for various Co operative Societies".	Coop Deptt	Secretaries and PACS employees	3-Days	7-9 Oct
96	Training programme on "Online Registration of various Cooperative societies".	Coop Deptt	Inspectors	2-Days	9-10 Oct.

97	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	Coop Deptt	PACS secys and employees	3-Days	9-11 Oct.
98	Online Workshop on "Arbitration and Court Cases".	Cooperative Societies (Patiala Division)	Officers/Employees of Coop.Deptt. and Audit Deptt. of Patiala Division .	1-Day	11-Oct
99	Online training programme on "Asset and liability management and legal Aspects of Recovery and NPA Management as per IRAC latest norms,Recovery under SARFAESI Act".	PSCB/ DCCBs	Managers of (Recovery and Loans) and Branch Sr. Managers of PSCB/DCCBs.	3-Days	14-16 Oct
100	STC on "Legal and procedural aspects of amalgamation and bifurcation of Cooperative societies".	RCS.Pb. and Housefed	Inspectors of Coop. deptt. And Housefed	2-Days	14-15 Oct.
101	Training programme on "Business Development by collaborating with Multi State Societies at the National Level for Exports,Certified Seeds and Organic farming".	PACS	Secretaries and PACS employees	3-Days	21-23 Oct.
102	Training programme on "Water Management Techniques".	MILKFED	PO/ JPO	2-Days	22-23 Oct.

103	STC on "Banking practices on , Income Tax-Filing of Returns, Penalties, Form 16, 15G& 15H, Rebates and Deductions and Tax provisions for Retiree benefits,GST-Rules and Provisions as applicable to banks and Refund of GST".	PSCB/ DCCBs	Staff of TDS Cell/GST Cell of PSCB and dealing staff DCCBs	3- Days	23-25 Oct.
104	STC on "Behavioural and Organisational aspects".	RCS,Pb., Sugarfed, Housfed, Puncofed and SADB	Class-IV Employees of Cooperative Department, Sugarfed, Housfed, Puncofed and SADB	2-Days.	24-25 Oct.
105	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Pathankot)	1 -Day	28-Oct
106	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3-Days	28-30 Oct.
	November, 2024				
107	Training programme on "Clean Milk Production".	MILKFED	Concerned employees	2-Days	5-6 Nov

108	STC on "Preliminary Enquiry -Suspension-Revocation-Under what circumstances disciplinary action is necessary-framing and serving charge sheet-appointment of P.O. and I.O.-Procedure for conducting enquiry-writing of enquiry report-follow up action and natural justice".	PSCB/ DCCBs	Senior Managers/ Managers and staff of Establishment andVigilance Cell of PSCB and dealing staff of DCCBs	3-Days	5-7 Nov
109	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Mem	1 -Day	6-Nov
110	Programme on "Computer Training for MS Office ,Audit in computerized Finacle system - E-Office, IHRMS".	Audit Department	Supdts., Sr. Asstts., Jr.Asstts. and Clerks	2-Days	6-7 Nov
111	Training Programme on "Business Development by collaborating with Multi State Societies at the National Level for Exports,Certified Seeds and Organic farming".	PACS	Secretaries and PACS employees	3-Days	12-14 Nov
112	On location training programme on "Non Fund business and Cross selling ,Deposit Mobilization-Strategies for collection of CASA, Customer Service and Marketing of Bank Products and BR Amendments".	DCCB Shri Fatehgarh Sahib	All officials of of DCCBs at Shri Fatehgarh Sahib	1-Day	13-Nov

113	Training Programme on "Online submission of E-Tendering, Telly, TDS, GST and Account Reconciliation".	Labourfed, Markfed, Milkfed, Puncofed and Housefed	Members of L&C. Societies and Staff of Labourfed/Lobour Unions and Employees of Markfed, Milkfed , Puncofed and Housefed.(Patiala Divn. at Chandigarh)	2-Days	18-19 Nov
114	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Sangrur)	1-Day	19-Nov
115	On location programme on "Problem Solving and Decision making ,Motivational Practices-Time Management, Team Management, Relationship Management, Leadership, Stress Management and Health Awareness"BR Amendments".	PSCB	Senior Managers/ Managers/Assistant Managers/Accountant s/CDEOs of PSCBs.	2-Days	20-21 Nov
116	Corporate Governance programme on "CSR, Employees Conduct Rules, Appeal and Punishment Rules, Court Work, Elections, Prevention of embezzlement in Coop. Socs.,E-Office Team Building and Interpersonal Relationships etc.".	RCS,Pb.	DRCS/ARCS/Field Officers	2-Days	25-26 Nov

117	STC on "Maintaining of records of employees as per roaster points, allotment of roaster points and promotion process of employees,Preparation of Noting and Drafting, Dealing of delay in ACR, Calculation and mattes related to Casual Leaves, Earned Leaves and Medical Leaves as per guidelines og Govt. of Punjab and Implementation of new pay scales, Calculation of pay fixation and AGI, Seniority Fixation and settling of anomaly cases"	PSCB/DCCBs	Officers/Officials of Establishment Section of PSCB/DCCBs	3-Days	26-28 Nov
	December, 2024				
118	STC on Total Quality Management, concept, philosophy techniques & its implementation. Strategic planning using tools/techniques of TQM (Hoshin Kanri)	Markfed.	Senior Level officials.	2-Days	3-4 Dec
119	Business development in PACS by Agroprocessing activities, Organic Farming, Post harvest practices and dealing stubble burning issues	PACS	Secretaries and PACS employees	3-Days	3-5 Dec

120	Online Training programme on "Business Development, Profit planning and various types of loans-CMA Norms of NABARD, Loan Appraisal, CIBIL Guidelines and CERSAI (Central Registry of Securitisation Asset Reconstruction and Security Interest)".	PSCB/ DCCBs	Senior Managers/ Managers (Loans) of PSCB/DCCBs	3-Days	3-5 Dec
121	One Week Programme on "Computer Training, Ms office tools, AI ,Chatgpt, Internet of things".	PACS	Employees of PACS	5-Days	9-13 Dec
122	Online One Day Workshop on "Disciplinary Enquiry ".	Coop Deptt.	Inspectors of Jalandhar, Ferozepur and Patiala Div.	1-Day	10-Dec
123	Online Programme on "KYC Norms- Compliance thereof and AML and customer protection and BR Amendments"	PSCB/ DCCBs	All officials of PSCB and DCCBs	3-Days	10-12 Dec
124	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Ropar)	1 -Day	11-Dec

125	STC on "Financial Marketing, Income Tax, GST return, preparation of Financial statement, Computer Training in Accounting Software, e-office, digitization of record and e-invoicing".	Markfed.	Middle and Senior officials of Accounts Cadre.	2-Days	11-12 Dec
126	Online Programme on "Asset and liability management and legal Aspects of Recovery and NPA Management as per IRAC latest norms, Recovery under SARFAESI Act".	PSCB/ DCCBs	Branch Managers /Senior Managers/Managers (Recovery and Loans) of PSCB/DCCBs	3-Days	17-19 Dec
127	Training Programme on "Business development in PACS by Agroprocessing activities, Organic Farming, Post harvest practices and dealing stubble burning issues".	PACS	Secretaries and PACS employees	3-Days	18-20 Dec
128	Workshop on "preparation for Prospect life & Investment of Retiree benefits after retirement".	RCS,Pb.	Officers and officials of Coop. Deptt. going to retire in near future.	2-Days.	23-24 Dec

	January, 2025				
129	STC on "CSR, Financial Rules, Pension Rules, Noting/Drafting, Filing, Maintenance of office Record, E-Office P & A Rules & Society work, Human Values and good Interpersonal Relationships".	RCS,Pb., & Puncofed	Ministerial Staff.(Only for Ladies)	2-Days.	2-3 Jan
130	One Week Training on "Computer, MS office tools, AI ,Chatgpt, Internet of things	PACS	Employees of PACS	5-Days	6-10 Jan
131	Technical Training programme on "Working and procedural aspects in PACS functioning and relief in Income Tax Laws for various Co operative Societies	PACS	Secretaries and PACS employees	3-Days	7-9 Jan
132	STC on "Payments and Settlements, RTGS and NEFT and latest guidelines of RBI IMPS/UPI/Internet Banking/Mobile banking-RBI Instructions on it Prevention of Frauds and Cyber Crimes".	PSCB /DCCBs	Sr.ITOs/ITOs (ITO Section) of PSCB/DCCBs	3-Days	8-10 Jan
133	Training programme on "Efficient usage of Microsoft office, E-Office and Digitization of record".	Markfed	Ministerial and Accounts Cadre of Head Office as well as District Offices.	1-Day	10-Jan

134	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Mohali)	1 -Day	11-Jan
135	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3 -Days	13-15 Jan
136	Online training programme on "KYC Norms- Compliance thereof and AML and customer protection"and BR amendments".	PSCB/ DCCBs	All officials of PSCB and DCCBs	3-Days	13-15 Jan
137	Training programme on "Punjab Civil Service Rules of SADB/PADB".	SADB/ PADB	Officials and staff of SADB/PADB	3-Days	14-16 Jan
138	STC on "Procurement & Supply chain management in Agri. Business with emphasis on food safety issues (Food safety Act). Brand building & marketing strategies to improve brand image of Markfed with special emphasis on Digital Marketing, e-office, digitization of record and e-invoicing".	Markfed.	ASO/Sales Officers/officials involved in marketing activities.	2-Days	16-17 Jan

139	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (SBS Nagar)	1 -Day	21-Jan
140	STC on "Breeding Feeding and Commision-Earning Profit from Dairy and Extension Procurement".	MILKFED	Milk Procurment Supervisor/ Milk Procurment Assistant.M.P.A./ MPS	2-Days	21-22 Jan
141	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3-Days	21-23 Jan
142	Training programme on Online Registration of various Cooperative sociteies	Coop Deptt	Inspectors	2-Days	23-24 Jan
	February, 2025				
143	STC on "Project Mgmt for engineers, Quality control & quality assurance, Modern survey techniques including GIS/GPS, Procurement & contract Mgmt for building & road projects, Quality control & Material testing procedures & laboratory practice".	Markfed	Engineering Cadre officials.	2-Days	3-4 Feb

144	Training programme on "Action against defaulters, Arbitration, 63-A, 63-B, 63-C of Pb. Coop SOC.Act 1961".	SADB	SADB/PADB	3-Days	4-6 Feb
145	Training Programme on "Business development in PACS by Agroprocessing activities, Organic Farming, Post harvest practices and dealing stubble burning issues".	PACS	Secretaries and PACS employees	3-Days	5-7 Feb
146	Training programme on "Model byelaws for PACS and PACs as Common Service Centre(CSC)".	PACS	Secretaries and PACS employees	3-Days	10-12 Feb
147	One Week Training on "Computer, MS office tools, AI,Chatgpt, Internet of things".	PACS	Employees of PACS	5-Days	10-14 Feb
148	STC on "Business Development , Profit planning and various types of loans-CMA Norms of NABARD, Loan Appraisal, CIBIL Guidelines and CERSAI (Central Registry of Securitisation Asset Reconstruction and Security Interest)".	PSCB/ DCCBs	Senior Managers/Managers (Loans & (Recovery)).Branch Managers of PSCB/DCCBs	3-Days	12-14 Feb
149	Online One day workshop on "Farmer Producers Organisation".	Cooperative Department	Inspectors/(FPOs) and PACS of Patiala, Ferozepur and Jalandhar division.	1 -Day	18-Feb

150	On location training programme on "NPA and Recovery Management ".	PSCB/DCCBs and Officials of Ropar	All officials of PSCB/ DCCBs at Ropar	1-Day	19-Feb
151	Programme on "Financial calculation of sub costs of production of Sugar , Milk , MARKFED Products. P.V Ratio and B.E.P. Analysis for sugar Mills. Cost Volume-Profit analysis". TDS and GST provisions".	Audit Department	Sr. Auditors and Inspector Audit	3-Days	19-21 Feb
152	Online Workshop on "To inculcate sense of belonging and faith amongst members for their Cooperatives by systematic preparation, writing and maintenance of records/accounts of Milk Producers Cooperative Societies".	Milk Producers Cooperative Societies and Milk Cooperative Unions-	Secretaries of Milk Cooperative Societies, Milk Procurement Assistants (MPAs) of Distt. Milk Cooperative Unions. Ferozepur Division	1-Day	20-Feb
153	One day workshop on "Women Empowerment".	Coop.Deptt. At Mohali	PACS employees and SHG members in Mohali distt.	1-Day	21-Feb
154	Onlocation training programme on "NPA and recovery management".	DCCB Patiala	Officials of DCCB Patiala at Patiala	1-Day	21-Feb

155	Training programme on "Online Registration of various Cooperative sociteies".	Coop deptt	Inspectors	2-Days	24-25 Feb
156	On location training programme on "GST Compliances ,Reports mechanism and BR amendments".	DCCB Ludhiana	All officials and staff of DCCB Ludhiana at Ludhiana	1-Day	26-Feb
157	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Sri Muktsar Sahib)	1-Day	26 Feb.
158	Online Workshop on "RTI Act 2005".	Cooperative Societies (Ferozpur Division)	Officers/Employees of Coop.Deptt. and Audit Deptt. of Ferozpur Division .	1-Day	27 Feb.
	March, 2025				
159	Training programme on "Duties and responsibilities of Peons/Daftris of SADB,O/o of RO,O/o AGM and PADBs".	SADB/ PADBs	Peons/Daftris of SADB,O/o of RO,O/o AGM and PADBs.	3-Days	3-5 Mar

160	One day Workshop on "Right and duties of Committee members of PACS".	Primary Cooperative Societies	Elected Committee Members of Primary Cooperative Societies (Taran Taran)	1-Day	4-Mar
161	Training programme "Business Development by collaborating with Multi State Societies at the National Level for Exports,Certified Seeds and Organic farming	PACS	Secretaries and PACS employees	3-Days	4-6 Mar
162	One Week "Computer Training on Ms office tools, AI , Chatgpt, Internet of things".	PACS	Employees of PACS	5-Days	10-14 Mar
163	On location training programme on "Non Fund business and Cross selling ,Deposit Mobilization-Strategies for collection of CASA, Customer Service and Marketing of Bank Products and BR Amendments"	PSCB/ DCCBs	Senior Managers/ Managers (Loans) and Branch Managers of DCCB Fatehgarh	1-Day	11-Mar

164	Training programme on "RTI Act, Punjab Civil Services Rules with special emphasis on Leave, pay fixation and service record maintenance.Maintenance of Official record dairy dispatch, PUC noting & drafting".	Markfed/ MILKFED	Ministerial Cadre officials in Head Office as well as District. Milk Procurment Supervisor/ Milk Procurment Assistant.	2-Days	12-13 Mar
165	On location training programme on "GST Compliances ,Reports mechanism and BR amendments".	DCCB Mohali	Officials of DCCB Mohali	1-Day	13-Mar
166	STC on "Asset and liability management and legal Aspects of Recovery and NPA Management as per IRAC latest norms,Recovery under SARFAESI Act".	PSCB/DCCB s	Branch Managers of PSCB/DCCBs Senior Managers/Managers (Recovery and Loans)	3-Days	18-20 Mar
167	Training Programme on "Business development programme on new schemes for PACS, LPG Distributorship,Diesel pump,Jan Aushadhi Kendra and others schemes".	PACS	Secretaries and PACS employees	3-Days	18-20 Mar
168	One day workshop on "Women Empowerment".	Coop.Deptt.	PACS employees and SHG members in Patiala distt.	1-Day	19-Mar

169	STC on "CSR, Financial Rules, Pension Rules, Noting/Drafting, Filing, Maintenance of office Record, E-Office P & A Rules & Society work, Human Values and good Interpersonal Relationships (only for woman)".	RCS,Pb., Housefed & Puncofed	Ministerial Staff.	2-Days.	19-20 Mar
170	Programme on "Importance of Statistical Quality Controlling Dairy Industry".	MILKFED	Manager/ Dy. Manager	3-Days	25-27 March

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