

Ministry of Urban Development (MoUD)																		
North Eastern Region Urban Development Project (NERUDP)																		
ADB Loan No. - 2528-IND																		
Training / Capacity Building Report																		
																	Date:	12/31/2012
S.NO.	PLANNED																	
	Training /Capacity Building	No of Officers /Staff	Period	Approved Amount in Lakh (Rs.)	Attended Batch strength	Training Start Date	Training End Date	Timings	Agency	Mode of Training	Venue /Place	Overall Rating (Average/Good/Excellent)	Amount in Lakh (Rs.)	Pending/ Completed	Expected Batch strength	Expected Start Date	Remarks	
1	AutoCAD	20	5 Days	5	5	01/03/2011	05/03/2011	10AM - 5 PM	NIIT	Practical on Computer	SIPMIU Hall	Excellent	3	Pending	10	04/15/2011	Help in Drawing reviewing & preparation	
2	MicroSoft Office																	
3	Computer Awareness																	
4	GIS Awareness																	
5	Sewerage Software																	
6	OTHERS																	
7	Meeting with Rangbah Shnong's of Mawlai	30	1		30	06/23/2011	06/23/2011	8am - 10am	Village Community	Presentation of NERCCDIP Project	Village Community Hall	good						
8	Training SMB staff	15	1		7	07/22/2011	07/22/2011	11am - 5 pm	SMB	Monitoring & Evaluation training	DSMC Office	good					Trained in monitoring systems	
9	Meeting with NEEDS NGO	5	1		5	08/18/2011	08/18/2011	4am - 5:30pm	Staff of NEEDS	Information sharing on SWM	NEEDS Office	Good						
10	TrainingSMB Staff	9	1		7	08/20/2011	08/20/2011	10am - 4pm	SMB	Field monitoring	DSMC Office	good					- do-	
11	Consultation Rangbah Shnong	90	1		62	08/25/2011	08/25/2011	11am - 5 pm	Traditional Institution	Presentation on NERCCDIP project	State Central Library	good					Request for Cooperation	
12	Meeting with MSW staff & students Students of St Edmunds	92	1		92	08/17/2011	08/17/2011	11am - 1 pm	St. Edmunds College	Information sharing on Bio Medical Waste	College Auditorium	good						
13	Meeting with Kench's Trace Dorbar Shnong Participants	65	1		65	08/27/2011	08/27/2011	10:30am- 12:30am	Village Community	Presentation on NERCCDIP project	Village Community Hall	Fair						
14	Meeting with KHADC	9	1		5	09/02/2011	09/02/2011	11am - 1 pm	KHADC	Presentation on NERCCDIP project	Office Chamber of	good						
15	Meeting with NSS Program Officers	50	1		42	09/02/2011	09/02/2011	2pm - 5pm	NSS	Presentation on NERCCDIP project	Don Bosco Youth Centre	excellent						
16	Training on Solid Waste, Lumshyap	45	1		60	09/10/2011	09/10/2011	11am - 4pm	Village Community	Training on Solid Waste Mngt.	Dorbar Hall	excellent						
17	Meeting with residents of Itshyrvat	20	1		20	09/26/2011	09/26/2011	9 am- 11am	Village Community	Presentation on NERCCDIP project	Village Community	good						
18	Meeting with Keating Road Dorbar	6	1		5	10/12/2011	10/12/2011	6pm-8.30pm	Locality Leaders	Sharing Infor on NERCCIP. Fixing	Dorbar Office Chamber	Fair						
19	Joint inspection of the Bara Bazar	16	1		11	10/18/2011	10/18/2011	11am-2pm	stake holders	Analyse situation of the Bazar area	Bazar Area	good						

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20	Meeting with Upper Shillong Pyllun	32	1	13	11/19/2011	11/19/2011	10am-1pm	Village Community	Presentation on NERCCDIP project	Bormanik College	good						
21	Planning meeting by stakeholders of Bara	16	1	10	11/26/2011	11/26/2011	11am -1pm	TI	Planning for better management on	DSMC Office	good						
22	Meeting with Mawpat Executive Committee	18	1	10	11/29/2011	11/29/2011	6pm-8:30pm	Village Community	Presentation on NERCCDIP project	Village Community hall	fair						
23	Training NSS Volunteers	21	1	16	12/07/2011	12/07/2011		NSS	Presentation on NERCCDIP project	DSMC Office	good						
24	Meeting with Executive Committee of Lachamiere Dorbar	7	1	7	02/04/2012	02/04/2012	5pm - 6:30pm	Executive Committee	Presentation on NERCCDIP project	Headman's House	good						
25	Consultative Workshop on gender issues and capacity building for women	55	1	55	04/19/2012	04/19/2012	10am -4.00pm	women from poor and slum localities	Issue discussions, needs identification and capacity training on health, sanitation and	Don Bosco Youth Centre	very good						
26	Consultative workshop with the members of the regional Domestic Workers Movement	61	1	61	04/20/2012	04/20/2012	10am - 4pm	Members of the Regional Domestic Workers Movement	Issue discussions, needs identification and capacity training on health, sanitation and	Don Bosco Youth Centre	very good						
27	Consultative workshop on gender issues with members of Ka Lympung	33	1	33	04/24/2012	04/24/2012	10am - 4pm	members of the Ka Lympung Ki Seng Kynthei (Federation)	Issue discussions, needs identification	Don Bosco Youth Centre	very good						
28	Consultative Meeting with the Executive Members of Lower	20	1	20	05/24/2012	05/24/2012	9am-11am	Community Members	Sharing Infor on NERCCIP. Fixing meeting for Dorbar	Dorbar Hall Mawprem	good						
29	Consultative Meeting with the Community Members of Cleve Colony	20	1	20	05/24/2012	05/24/2012	6pm-7pm	Community Members	Sharing Infor on NERCCIP. Fixing meeting for Dorbar on Project	Dorbar Hall Cleve Colony	good						
30	Consultative Meeting with the Executive Members of Lower Lachumiere and Laitumkhrah	12	1	12	06/05/2012	06/05/2012	3pm-5pm	Executive Members	Information sharing and request co-operation for the implementation of sewerage programme	Don Bosco Youth Centre	good						
31	Meeting of the Sub-committee of Save Wahumkhrah River	17	1	17	06/06/2012	06/06/2012	4pm -6pm	members of the sub-committee	Planning for better management on SWM	Office of the Deputy Commissione	good						

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32	Meeting with the Task Force of Cleve Colony	9	1	9	06/07/2012	06/07/2012	6pm-7pm	Task Force	Information sharing on SWM and training on Model	Dorbar Hall Cleve Colony	good						
33	Meeting with the Executive Members of Mawprem	65	1	65	06/09/2012	06/09/2012	9am-11am	Executive members of Mawprem	Information sharing and training on solid waste management to the leaders of the	Dorbar Hall Mawprem	good						
34	Meeting of the Sub-committee of Save Wah-	7	1	7	06/11/2012	06/11/2012	3pm-5pm	sub committee members	Planning for better management on	Anderson Biotech	good						
34	Consultative meeting with the Executive Committee of Police	12	1	12	06/17/2012	06/17/2012	11am-12.30pm	Executive Members of Police Bazaar Locality	Information sharing and training on solid waste	Hotel Ecstasy	good						
35	Training to the General Members of the Locality	200	1	200	06/23/2012	06/23/2012	9am - 12noon	general population	Training on Solid Waste Mngt.	Dorbar Hall, Mawprem	good						
36	Training for the task force members	27	1	27	06/30/2012	06/30/2012	3pm-5pm	Task Force members	Planning for better management on SWM	Dorbar Hall, Mawprem	good						
37	Training the executive committee members of Demseiniong locality	11	1	11	07/02/2012	07/02/2012	6.pm-8pm	executive members of Dorbar Shnong	Training on Solid Waste Mngt.	Dorbar Hall, Demseiniong	good						
38	Meeting of the Sub-committee of Save	8	1	8	07/03/2012	07/03/2012	3pm-5pm	members of the sub-committee	planning for better management on	Office of the Deputy							
39	Orientation to students on Zero Littering campaign	300	1	300	07/16/2012	07/16/2012	10am-11.30am	Sudents of Classes VII-IX	Zero Littering Campaign	Seng Khasi HSS	good						
40	Planning meeting with the Task Force	21	1	21	07/19/2012	07/19/2012	9am -11am	task force	Planning for better management on	Dorbar Hall, Mawprem	good						
41	Orientation to students on Zero Littering	400	1	400	07/20/2012	07/20/2012	2pm - 3pm	Sudents of Classes VII-IX	Zero Littering Campaign	St. Joseph Girls HSS,	good						
42	Orientation to students on Zero Littering campaign	87	1	87	07/23/2012	07/24/2012	10am-11.30am	Sudents of Classes VII-IX	Zero Littering Campaign	Shillong Public School	good						
43	Orientation to students on Zero Littering campaign	300	1	300	07/24/2012	07/24/2012	2pm-3pm	Sudents of Classes VII-IX	Zero Littering Campaign	St. Anthony's High School	good						
44	Technology Oriented training in waste paper	24	4	24	07/25/2012	07/28/2012	10am-4pm daily	members of SHG groups from 3	Skills training in Waste Paper	Science Centre.	v. good						
45	St. Anthony's School	150	1	150	08/03/2012	08/03/2012	2pm-3pm	Students	Zero Littering Campaign	School Auditorium	good						

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46	Orientation to students on Zero Littering	150	1		150	08/07/2012	08/07/2012	10am-11.30am	Sudents of Classes VII-IX	Zero Littering Campaign	Christian Academy	v. good				
47	Orientation to students on Zero Littering campaign	60	1		60	08/08/2012	08/08/2012	2pm-3pm	Sudents of Classes VII-IX	Zero Littering Campaign	Madan Laban Nepali School	good				
48	Orientation to students on Zero Littering campaign	221	1		221	08/10/2012	08/10/2012	2pm-3pm	Sudents of Classes VII-IX & XII	Zero Littering Campaign	Mawkhar Christian Higher Secondary	v.good				
49	Laban Presbyterian	150	1		150	13/08/.2012	08/13/2012	10am-11am	Students	Zero Littering Campaign	Classroom	good				
50	Laitumkhras Presbyterian	150	1		150	08/17/2012	08/17/2012	2pm-3pm	Students	Zero Littering Campaign	Auditorium	good				
51	Training of the Executive members of the Upper	10	1		10	08/20/2012	08/20/2012	10.30am-12noon	Executive Committee members	Information sharing and training on	Community Hall	good				
52	Jail Road HSS	119	1		119	08/21/2012	08/21/2012	10am-11am	Students	Zero Littering Campaign	Auditorium	Good				
53	Synod HSS	303	1		303	08/22/2012	08/22/2012	2pm-3pm	Students & teachers	Zero Littering Campaign	Auditorium	Good				
54	Queenie	300	1		300	08/23/2012	08/23/2012	9am-11am	students & teachers	Zero Littering Campaign	Classroom	good				
55	Ramakrishna	64	1		64	08/23/2012	08/23/2012	2pm-3pm	students & teachers	Zero Littering Campaign	Classroom	good				
56	Islamia HSS	65	1		65	08/24/2012	08/24/2012	2pm-3pm	students & teachers	Zero Littering Campaign	Classroom	good				
57	Lumparing High School	70	1		70	08/28/2012	08/28/2012	2pm-3pm	students & teachers	Zero Littering Campaign	Church Hall	Good				
58	Training of the members of the task force of Mawprem	12	1		12	08/30/2012	08/30/2012	10.30am-12noon	Task Force Members	Training cum planning meeting	Community Hall	good				
59	Training for residents of Sngi Thiang on SWM	36	1		36	08/31/2012	08/31/2012	9am - 10am	residents	Training on SWM	Taxi Parking Lot	good				

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60	Training of the residents of Lumsophoh on SWM	52	1		52	08/31/2012	08/31/2012	5pm - 6pm	Residents	Training on SWM	Private Compound	good							
61	Training of the residents of a locality of Cleve	16	1		16	08/31/2012	08/31/2012	6.30pm - 8pm	tenants of one building complex	training on SWM	Private Compound	Good							
62	Training on SWM for the residents of Ashon Lane, Snoh Lang, Sunset View & Main Road Mawprem	17	1		17	09/01/2012	09/01/2012	9am to 10.30am	residents	Training on SWM	Community Hall	Good							
63	Training on SWM for the residents of Khongdong	84	1		84	09/01/2012	09/01/2012	10am - 11.30am	residents	Training on SWM	Community hall	Good							
64	Training on SWM for the residents of Bishop Falls 1	39	1		39	09/04/2012	09/04/2012	6pm - 7.30pm	Residents	Training on SWM	Private Compound	Good							
65	Training on SWM for the residents of Lumlyer	61	1		61	09/05/2012	09/05/2012	6pm - 7.30pm	residents	Training on SWM	Community Hall	v. good							
66	Orientation to students	129	1		129	09/07/2012	09/07/2012	10am-11.30am	Sudents of Classes	Zero Littering	Modern	v.good							
67	Training on SWM for the residents of Bishop falls 2	54	1		54	09/07/2012	09/07/2012	6pm- 7.30pm	Residents	Training on SWM	Footpath	Good							
68	Training on SWM for the residents of Upper Lumparing (Lum Dorbar Neng And Lum Dorbar Rum)	37	1		37	09/07/2012	09/07/2012	7.30pm-	Residents	Training on SWM	Public	Good							
69	Training on SWM for the residents of Upper Lumparing (Lum Dorbar Neng And Lum Dorbar Rum)	82	1		82	09/08/2012	09/08/2012	9am - 10.30am	Residents	Training on SWM	Community Hall	Good							
70	Training on SWM and Sewerage for the Leaders of the Lower Lumparing (Executive Members & Leaders	11	1		11	09/08/2012	09/08/2012	11am - 12.30pm	Executive Committee	Training on SWM & Sewerage & Planning	Community Hall	good							
71	Training on SWM for the residents of Bishop Falls 4	17	1		17	09/08/2012	09/08/2012	7pm-8pm	Residents	Training on SWM	Private Compound	Good							
72	RupRekha	70	1		70	09/11/2012	09/11/2012	2.15pm-3.30pm	students & teachers	Zero Littering Campaign	Classroom	good							
73	Public Consultation cum training with the locality leaders of Umsohsun (Executive Committee & Youth Leaders)	10	1		10	09/11/2012	09/11/2012	7pm - 8.15pm	Executive Committee & Youth Leaders	Training on SWM & Sewerage Cum Planning	Community Hall	Good							

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74	Orientation to students on Zero Littering campaign	120	1	120	08/14/2012	08/14/2012	2pm-3pm	Sudents of Classes VII-IX & XII	Zero Littering Campaign	St Albert Secondary School	v.good								
75	Training on SWM for the residents of Mawlai Nongmali 3	45	1	45	09/15/2012	09/15/2012	11am - 12.30pm	residents	Training on SWM	Community Hall	good								
76	Orientation to students on Zero Littering campaign	16	1	16	08/17/2012	08/17/2012	2pm-3pm	Sudents of Classes VII-IX & XII	Zero Littering Campaign	Mohan Massar UP School	v.good								
77	Training on SWM for the	42	1	42	09/18/2012	09/18/2012	6pm -7.30pm	Residents	Training on SWM	Community	Good								
78	Anaath Ashram	52	1	52	09/19/2012	09/19/2012	2pm-3pm	students	Zero Littering Campaign	Auditorium	Good								
79	Public Consultation cum training on SWM and sewerage for the residents of Bishnupur Kench's Trace	102	1	102	09/29/2012	09/29/2012	9am - 10.30am	Residents	Training on SWM & Sewrage	College Auditorium	V. Good								
80	Training on SWM for the residents of Jaiaw	46	1	46	09/29/2012	09/29/2012	12noon-1.30pm	Residents	Training on SWM	Community Hall	good								
81	Training on SWM for the residents of Lower Lumparing (Dong Pdeng, Skul & Siej)	58	1	59	10/02/2012	10/02/2012	9am-10.30am	Residents	Training on SWM	Community Hall	good								
82	Training on Sewerage for the residents of Lachaumiere	124	1	124	10/02/2012	10/02/2012	11am-12.30pm	Residents	Training on Sewerage	Community Hall	good								
83	Training cum Planning meeting with the EC members of Lumkshaid	3	1	3	10/06/2012	10/06/2012	10am-11.30am	EC Members	Training on SWM & Sewerage	Community Hall	Fair								
84	Training cum Planning meeting with the EC members of Umsohsun	5	1	5	10/16/2012	10/16/2012	6.30pm-8pm	EC Members	Training on SWM & Sewerage	Community Hall	Fair								
85	Training on SWM for the residents of Wahingdoh BL 1 & 2	51	1	51	10/20/2012	10/20/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good								
86	Training cum Planning meeting with the EC members of Laban	17	1	17	10/30/2012	10/30/2012	10am-11am	EC Members	Training on SWM & Sewerage	Community Hall	good								
87	Training on SWM for the residents of Jaiaw Shyiap	312	1	312	11/03/2012	11/03/2012	8am-9.30am	Residents	Training on SWM	Community Hall	excellent								
88	Training on SWM for the residents of Red Cross Laban	24	1	24	11/28/2012	11/28/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good								

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89	Training cum Planning meeting with the EC members of Laitumkhrah	24	1		24	11/30/2012	11/30/2012	6.30pm-7.30pm	EC Members	Training on SWM & Sewerage	Youth Centre	good							
90	Training on SWM for the residents of Jumor Lane	30	1		30	12/01/2012	12/01/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good							
91	Training on SWM for the residents of Harisaba & ABP Lane	33	1		33	12/03/2012	12/03/2012	6.30pm-7.30pm	Residents	Training on SWM	Community Hall	good							
92	Training on SWM for the residents of Shiv Mandir	51	1		51	12/04/2012	12/04/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good							
93	Training on SWM for the residents of lewdak	37	1		37	12/05/2012	12/05/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good							
94	Training on SWM for the residents of East Laban & Masjid East	73	1		73	12/06/2012	12/06/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	v.good							
95	Training on SWM for the residents of Police Station	15	1		15	12/07/2012	12/07/2012	6.30pm-7.30pm	Residents	Training on SWM	Laban Police Station	good							
96	Training on SWM for the residents of Lumsohra (Laitumkhrah)	51	1		51	12/08/2012	12/08/2012	8am-9.30am	Residents	Training on SWM	Private Compound	good							
97	Training on SWM for the residents of Pine Mount Ridge	29	1		29	11/10/2012	11/10/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good							
98	Training on SWM for the residents of N.D. Dam Lane	46	1		46	12/11/2012	12/11/2012	6.30pm-7.30pm	Residents	Training on SWM	Private Compound	good							
99	Training on SWM for the residents of Nongrim Bah	58	1		58	12/12/2012	12/12/2012	9.30am-11am	Residents	Training on SWM	Community Hall	good							
100	Training on SWM for the residents of Lum-Mawri	59	1		59	12/12/2012	12/12/2012	11am-1pm	Residents	Training on SWM	Private Compound	good							
101	Interface meeting Cleve colony, SMB & SIPMIU	9	1		9	12/13/2012	12/13/2012	3pm-4pm	Task Force members & staff of SMB & SIPMIU	Discussion on the implementation of NERCCDIP project at Cleve Colony	SIPMIU office	good							
102	Training on SWM for the residents of Dunn-Hill Area	37	1		37	12/13/2012	12/13/2012	7pm-8pm	Residents	Training on SWM	Private Compound	good							
103	Training on SWM for the residents of Them-U-Kwar	43	1		43	12/14/2012	12/14/2012	7pm-8pm	Residents	Training on SWM	Private Compound	good							
104	Training on SWM for the residents of Nongrimmaw	56	1		56	12/15/2012	12/15/2012	9am-10.30am	Residents	Training on SWM	Community Hall	good							

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105	Training on SWM for the residents of Nongrim Road	51	1		51	12/18/2012	12/18/2012	10am-11.30am	Residents	Training on SWM	Private Compound	good						
106	Training on SWM for the residents of Nongshiliang	28	1		28	12/18/2012	12/18/2012	11.30am-12.30pm	Residents	Training on SWM	Private Compound	good						
107	Training on SWM for the residents of Main Road	96	1		96	12/22/2012	12/22/2012	10am-11.30am	Residents	Training on SWM	Private Compound	v.good						
108	Training on SWM for the residents of Upland Road	43	1		43	12/22/2012	12/22/2012	11.30am-12.30pm	Residents	Training on SWM	Private Compound	good						
109	Training cum Planning meeting with the EC members of Lawmali	3	1		3	12/29/2012	12/29/2012	10am-11am	EC Members	Training on SWM & Sewerage	Community Hall	good						
110	Training cum Planning meeting with the EC members of Jaiaw Upper Lansonalane	9	1		9	01/04/2013	01/04/2013	9am-10am	EC Members	Training on SWM & Sewerage	Private Compound	good						

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City: Shillong

Date: 30.09.2012

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	Training /Capacity Building	No of Officers /Staff	Period	Approved Amount in Lakh (Rs.)	Attended Batch strength	Training Start Date	Training End Date	Timings	Agency	Mode of Training	Venue / Place	Overall Rating (Average/Good /Excellent)	Amount in Lakh (Rs.)	Pending / Completed	Expected Batch strength	Expected Start Date	
1	Accounting	6	2 Days	NA	6	13/05/2010	14/05/2010	10.30AM - 12.30 PM	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Training done on Accounting Reforms
2	Accounting	8	2 Days	NA	7	21/07/2010	22/07/2010	10.30AM - 12.30 PM	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Training done on Accounting process, Double
3	Water Supply	25	1 Day	NA	25	23/07/2010	23/07/2010	10AM - 5 PM	IDC Shillong	Theoretical	SMB	Excellent	11,280				Benchmarking workshop for water
4	Accounting	8	5 Days	Internal	7	26/07/2010	30/07/2010	10.30AM - 12.30 PM	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Training done on Accounting process, Double
5	Accounting	8	9 Days	Internal	8	21/09/2010	29/07/2010	10.30AM - 12.30 PM	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Training done on Accounting process, practical application

6	Handholding on Accounting	8	Intermittently	Internal	8	October 2011	Jan 2011		IDC Shillong	Theoretical and Practical	SMB		Internal				Handholding support provided on Accounting reforms, Transactive
5	Computer Awareness	25	2 Days	0.55	25	10/08/2011	11/08/2011	10AM - 5 PM	APTECH	Practical	APTECH	Good	55,000				Basic training on Msoffice
6	Computer Awareness	25	2 Days	0.52	24	17/8/2011	18/8/2011	10AM - 5 PM	APTECH	Practical	APTECH	Good	52,800				Advanced training on Msoffice
7	Computer Awareness	25	2 Days	0.57	26	24/8/2011	25/8/2011	10AM - 5 PM	APTECH	Practical	APTECH	Good	57,200				Basic training on Msoffice
8	PPP - Bus Shelters	6	1 Day	Internal	6	14/8/2011	14/8/2011	3 PM - 5 PM	IDC Shillong	Theoretical	SMB	Excellent	Internal				Exploring options for PPP within
9	Accounting	10-15	5 Days	Internal	10-15	19/09/2011	22/09/2011	11.30 a.m. - 1:30 a.m.	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Orientation on accrual accounting, draft accounting manual for ULBs and
10	Soft Skills	20-25	2 Days	IIM Shillong	22	28/09/2011	29/09/2011	10AM - 5 PM	IIM Shillong	Theoretical	IIM Shillong	Excellent	2,91,192				Citizen Participation/ Time Management & Book keeping
11	PPP - Toilets	6	7 Day	Internal	6	12/10/2011	13/10/2011	3 PM - 5 PM	IDC Shillong	Theoretical	SMB	Excellent	Internal				Exploring options for PPP in
13	Grievance System & Citizens Charter	10	23 Days	Internal	25	Oct-11	Dec-11	11.30 a.m. - 1:30 a.m.	IDC Shillong & NIC	Theoretical and Practical	SMB & N	Excellent	Internal				Hands on training on the use of Grievance Redressal
12	Accounting	10-15	10-20 days	Internal	6	25-Nov-11	25-Nov-11	11.30 a.m. - 1:30 a.m.	IDC Shillong	Theoretical and Practical	SMB	Good	Internal				Training on Budgeting

14	Property Tax	15	1 Day	Internal	13	14-Dec-11	14-Dec-11	11.00 a.m. - 2:00 a.m.	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				sensitization on the proposed unit area method of property
15	Grievance redressal system	5	3	Internal	6	9th Feb 2012	12th Feb 2012	11.00 a.m. - 2:00 a.m.	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				use of grievance redressal system
16	Accounting and budgeting	2	3	Internal	3	3rd March 2012	6th March 2012	11.00 a.m. - 2:00 a.m.	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				handling in budget preparation
17	GIS in Property Tax	6	2	Internal	6	29th March 2012	30th March 2012	2 pm to 5 pm	IDC/Geo map systems	Theoretical and Practical	SMB	Excellent	Internal				support on GIS and use of GIS
18	PTIN in property Tax	6	1	Internal	6	28th May 2012	28th May 2012	2 pm to 5 pm	IDC Shillong	and Practical	SMB	Excellent	Internal				How to issue PTIN
19	PTR in property tax	6	1	Internal	6	29th May 2012	29th May 2012	2 pm to 5 pm	IDC Shillong	and Practical	SMB	Excellent	Internal				property tax return
20	in property tax	6	1	Internal	6	30th May, 2012	30th May 2012	2 pm to 5 pm	IDC Shillong	Theory	SMB	Excellent	Internal				tax survey using GIS
21	training in computer skill	69	30 days	2.00	60	4th June 2012	-	10 AM to 4 PM	APTECH	Theoretical and Practical	SMB	Excellent	3.00				Refresher course in computer
22	Basic accounting training	2	3	Internal	2	5th June 2012	7th June 2012	12 Am to 2 PM	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Fundamentals of accounting
23	Refresher Accounting training	6	5	Internal	6	5th September 2012	10th Sept 2012	12 Am to 2 PM	IDC Shillong	Theoretical and Practical	SMB	Excellent	Internal				Fundamentals of accounting
24	GIS software	7	7	Internal	7	September 2012	September 2012	12 Am to 2 PM	IDC Shillong	and Practical	SMB	Excellent	Internal				use of GIS software