

**TRAINING CALENDAR FOR BIS EMPLOYEES FOR THE YEAR 2020-21**

Sl. No	Name of the Programme	Duration (Days)	Apr 2020	May-2020	June 2020	July 2020	Aug. 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021	Feb. 2021	Mar 2021
<b>MANAGEMENT (MSC Schemes) COURSES</b>														
1.	Lead Auditor Course on Quality Management Systems as per IS/ISO 9001:2015	05					NITS*	NITS*	NITS*					
2.	Lead Auditor Course on Environmental Management Systems as per IS/ISO 14001 : 2015	05			NITS	NITS	ERO	SRO		WRO				
3.	Lead Auditor Course on Food Safety Management Systems as per IS/ISO 22000 : 2018	05				NITS	NITS		ERO	SRO	WRO			
4.	Lead Auditor Course on Occupational Health & Safety Mgmt System as per IS 45001:2018	05		NITS	NITS		WRO	ERO	SRO					
5.	Lead Auditor Course on Energy Mgmt Systems as per IS/ISO 50001:2018	05					NITS							
6.	Awareness Training on all management Systems for all Scientific Cadre Officers Batchwise	02	RO/BO/NITS – NITS											
<b>REFRESHER COURSES</b>														
7.	Refresher training for Scientist C, D, E and F (every Fifth Year )	3 weeks	NITS – Need Based											
8.	Refresher training for Group A (A&F officers) (every Fifth Year )	3 weeks	NITS – Need Based											
9.	Refresher Course on Product Certification for Group A Officers	05				NITS						NITS		
10.	Refresher Course on Product Certification for Group B & C employees	01				NITS		SRO			WRO			NRO

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11.	Specific Product for products under mandatory Certification & Testing (Sc B, C & D)	02		NRO /NR OL				SRO/ S..ROL		ERO/ EROL		NITS/ CL		
12.	Skills Enhancement training of Member Secretaries	02		NITS										
13.	Refresher Course for Lab Officers	04			NITS/ CL(incl NRO)		SRO/ SROL			WRO/ WRO L			ERO/ EROL	
<b>GENERAL TRAINING PROGRAMS for OFFICERS and STAFF</b>														
14.	Training of e-office BIS	01	NITS - Need based											
15.	Training on GFR and e-Procurement	01	NITS - Need based											
16.	Intellectual Property Rights – Law and Practice	05	NITS – Need based											
17.	Information Technology and System Audit	05	NITS/Outside BIS – Need based											
18.	Ethics, Governance and Sustainability	05	NITS – Need based											
19.	Training of Interns under BIS Internship Scheme	03	NITS – 3 <sup>rd</sup> Week of April 2020											
20.	Training of Scientific Cadre Officers for Action Research Projects	01	ROs/NITS – via Video Conferencing in April 2020											
21.	Training for Development of Case studies	01	NITS – Need Based											
22.	Training on Preventive Vigilance including Departmental inquiry & Disciplinary cases, CVC Guidelines	02		ERO			NRO			NITS		WRO		SRO
23.	Sexual Harassment at work place, Supreme Court Guidelines, Prevention, Prohibition and redressal of grievances	01	Ros/Bos/NITS – Need Based											
24.	Soft Skills (For Officers & Staff)	01		ERO		SRO	NITS		NRO				WRO	
25.	Stress, Health, Life Style Management & Emotional Intelligence, Conflict	01	Ros/Bos/NITS – Need Based											

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	Management (For all)													
26.	Training on RTI Act (CPIO's & FAA's)	01	Ros/Bos/NITS – Need Based											
27.	CCS Conduct Rules, MACP, CCS (CCA Rules), LTC, TA rules, Medical Rules, Pay Fixation, Pension Rules& grievance management (Gr B& C)	02	Ros/Bos/NITS – Need Based											
28.	Cyber Security	01	Ros/Bos/NITS – Need Based											
29.	APAR Writing	01	Ros/Bos/NITS – Need Based											
30.	Training on Wealth Management	02	Ros/Bos/NITS – Need Based											
31.	Training of officers as Inquiry Officers/ Presenting Officer for vigilance related activities	02	Ros/Bos/NITS – Need Based											
32.	Noting, Drafting and Record Management including Cabinet Note making (Gr. A, B & C)	01					NITS	NRO			WRO			
33.	Microsoft Office suite, 2016, Computer & Presentation skills	02										NITS		
34.	Goods and Services Tax and Tax Deducted at Source	02				NITS					NITS			
35.	Accrual Accounting, Trial Balance, Budgeting etc.	01		NITS								NITS		
36.	Managing change in Government Organizations for Gr. A (Scientific cadre & Non-Scientific cadre),	01						NITS						
37.	GFR, Establishment Rules & Office Procedure	02											NITS	
38.	Finance for Non Finance Officers (For Branch Heads)	01												NITS
<b>INDUCTION LEVEL TRAININGS</b>														
39.	Induction Training for newly Recruited Sc-B	6 Weeks	JULY – AUGUST 2020											
40.	Induction Training for newly Recruited Group A (A&F, Finance, PR, Library Officers)	2 weeks	AUGUST 2020											

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41.	Induction Training for newly recruited TA(Lab)	3 Weeks	JUNE 2020											
42.	Orientation program for promoted LDC	1 Week	APRIL 2020											
43.	Induction training for the newly recruited MTS	3 Days	NITS- Need based											
44.	Orientation program for promoted UDC's/Stenographer	1 week	NITS Need based											
45.	Inductionfor newly recruited LDC's/ Asst/ UDC's/ Junior Stenographer	1 week	JUNE 2020											
<b>LABORATORY TRAINING PROGRAMS</b>														
46.	Training for Trainer's on Measurement Uncertainty & ILC/PT	04												
47.	Training of all scientific cadre officers for Lab Audit	4 Days	Ros/Bos/NITS – Need Based											
48.	Training of all scientific cadre officers for Assaying and Hall marking centres	3 days	ROs/Bos/NITS – Need Based											
<b>CUSTOMIZED TRAINING PROGRAM FOR SENIOR OFFICERS (at reputed Institution in India/Abroad)</b>														
49.	Leadership Program	3-4 days	Outside BIS – Need Based											
50.	Communication and Presentation Skills	02	Outside BIS /NITS – Need Based											
51.	Management Development Program for the Senior & Middle Level Executive	05	Outside BIS- Need Based											

\* For newly recruited Scientist B

NOTE:

1. The months as shown in the calendar for each training programme to be held at ROs/NITS/BOs/CL/Regional Labs are tentative in nature and regional coordinators may finalize the programme as per the convenience of Region/faculty availability/hostel facility availability of NITS.
2. Any request for the above training must be send to PRT Department through the Activity Head.