

No	Category	Column	Name of the Programme	Physical/Online	No of programme	Duration	no of Trainees per Programme	Total No of Trainees	Total No of Mandays	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Co-ordinator	
1	AP&H Officers	Class I	Management	physical	1	5	25	25	125													DO1	
2		Class II - Compulsory	Leadership, Decision making and Problem Solving	physical	1	2	30	30	60														DO1
3		Class II - Optional	Government Procurement Procedure & Bid Evaluation	physical	1	2	30	30	60														DO1
4		Class II - Optional	Livestock Management and Environment issues	physical	1	2	30	30	60														DO1
5		Class II - Optional	Role of Veterinary Practice in Animal Welfare	physical	1	2	30	30	60														DO1
6		Class II - Optional	Project Monitoring and Evaluation	physical	1	2	30	30	60														DO1
7		Class II - Optional	General Behavior and discipline of Government Service	physical	1	2	30	30	60														DO1
8		Class III - Compulsory	General Administration and Financial Regulation	physical	1	3	30	30	90														DO1
9		Class III - Compulsory	General Management	physical	1	3	30	30	90														DO1
10		Class III - Optional	Animal Nutrition and Management	physical	1	3	30	30	90														DO1
11		Class III - Optional	Project Planning	physical	1	3	30	30	90														DO1
12		Class III - Optional	Extension and Communication	physical	1	3	30	30	90														DO1
13		Class III - Optional	Veterinary Public Health	physical	1	3	30	30	90														DO1
		Class III - Compulsory	Induction Training	Physical	4	5	30	30	600														DO1
14		General	Leadership (Class I and Special Grade - position holders)	physical	1	2	20	20	40														DO1
15			preliminary investigation, institutional and Financial Management	physical	1	1	20	20	40														DO1
16			Artificial Intelligence	physical	1	1	30	30	60														DO1
17			Diagnosis and managing repeat breeders to optimize milk production	physical	1	1	20	20	40														DO1
18	Officers/ Livestock	LDI/LDO	New Technology of Goat and sheep Management	Physical	1	1	20	20	20														DO4
19			Dairy Production	Physical	1	1	20	20	20														DO4
20	RA	RA	Parasitology Technique	Physical	2	2	10	20	40														DO3
21			Poultry Disease Diagnosis	Physical	2	2	10	20	40														DO3
22	LDO/RA/DO/MSO	DO/MSO	Government Procurement Procedure	Physical	1	1	60	60	60														DO3
23			Boarder survey procedure	Physical	1	1	60	60	60														DO3
24			preliminary investigation and institutional Management	Physical	1	1	60	60	60														DO3
25			Finance Regulation	Physical	1	1	60	60	60														DO3
26			office Procedure(Office letters, File Management)	Physical	1	1	60	60	60														DO3
27		DO/MSO/LDO/RA	MS Word	Physical	1	2	12	12	24														DO2
28			MS Excel	Physical	1	2	12	12	24														DO2
29			Power point and Email	Physical	1	2	12	24	48														DO2
30			Internet and google facilities	Physical	1	1	12	12	12														DO2
31			English Course	Physical	40	40	20	800	800														DO2
32			The art of Living and time Management	Physical	1	1	60	60	60														DO4
33			Artificial Intelligence	Physical	1	1	60	60	60														DO3
34	Drivers	Drivers	Maintenance Of Vehicles- Practical session	Physical	1	1	30	30	30														DO2
35	K/S	K/S	Duties and responsibilities of K/S and Discipline	Physical	1	1	30	30	30														DO2
36	Laboratory Assistant	Laboratory Assistant	Sterilization methods,prevention of Contamination and waste Disposal in lab	Physical	1	1	30	30	30														DO2
37	Drivers, K/S, Field Assistant, LA	Field Assistant/Livestock	the art of Living and time Management	Physical	1	1	30	30	30														DO2
38			Basic Knowledge about carpentry, electrical repair, construction and plumbing	Physical	1	1	30	30	30														DO2
39		Drivers/FA/LA/K/S/	Team Building and Motivation	Physical	1	1	30	30	30														DO2
40			healthy life and stress management	Physical	1	1	30	30	30														DO2
41	Department Staff		stress realising programme	Physical	12	12	50	600	600	1	1	1	1	1	1	1	1	1	1	1	1	1	DO4
42	Children of Staff Officers		INVQ 3- IT	Physical	58	58	20	960	960														DO2
					155	182	1333	3625	5023	3	8	16	15	15	15	14	12	16	14	14	13		

Officer in Charge - Dr B.G.P.A. Belgala

DO1 - Mrs. N.M. Abayasinghe

DO2 - Mrs. Kanchana Marasinghe

DO3 - Mrs. Yamuna Mudannayake

DO4 - Mrs. Sasmita Wijesundara

certified correctly

[Signature]

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Approved

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