



सचिव का कार्यालय/ Secretary's Office
कोचिन/ Cochin-682 009

संख्या/No. Secy/TC/2024/S

दिनांक/Dated: 06.05.2024

Note to the all HoDs/CVO, Cochin Port Trust

विषय/Sub:- Training Calendar for the year 2024

The training calendar for the year 2024 is enclosed herewith for information.

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TRAINING CALENDAR OF COCHIN PORT AUTHORITY FOR THE YEAR 2024

Sl. No.	Title of the programme	Target group a. Those who are currently handling the matter or b. Those who are new to the subject or c. for both	Anticipated no. of participants	Faculty (Internal/ External)	Proposed Date/Week of Training
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JANUARY - 2024

1	Training programme on Hazardous Cargo Handling at Port	(c)	20	Internal	Conducted on 31.01.2024
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MARCH - 2024

2	Training on Basic Fire Fighting	(c)	20	Internal	Conducted on 11.03.2024
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APRIL – 2024

3	Training programme on Basic Computer	(c)	25	Internal	Last week
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MAY – 2024

4	DDFS (Digital Documents Filing System)	(c)	25	Internal	Second week
5	Safety Training	(c)	20	Internal/ External	Last week

JUNE – 2024

6	RTI matters and online processing of RTI application	(c)	20	External	Second week
7	Training on SAP & ESS	(c)	25	Internal	Last week

JULY – 2024

8	Training on Reservation Directives & Roster for SC/ST/OBC/PwD & Others	(c)	20	External	First week
9	Training on GeM (Government e Marketplace)	(c)	20	External	Third week
10	Advanced Financial Modelling using Excel strategic port Management	(a)	15	External	Last week

AUGUST – 2024

11	Safety Training	(a)	20	Internal/ External	First week
12	Training on Disciplinary proceedings	(c)	20	Internal/ External	Second week
13	Training on Modern Techniques for handling repair & Maintenance needs settlement of disputes in project work	(a)	15	External	Last week

SEPTEMBER – 2024

14	Training on PPP Projects	(a)	15	External	Second week
15	Records Management/E-archiving	(c)	20	External	Last week

OCTOBER – 2024

16	Cloud IT Management/ISO 270001/Block Chain Management	(c)	15	External	Second week
17	Noting & Drafting/File Management office procedures	(c)	25	External	Last week

NOVERMBER – 2024

18	Safety Training	(c)	20	Internal/ External	First week
19	Cyber Security/Net working	(c)	20	Internal/ External	Third week

DECEMBER – 2024

20	Income Tax – Different Types of Calculation and TDS as a whole.	(c)	25	External	Second week
21	Pension Rules/NPS overall Review	(c)	25	External	Last week