

# Three days Training Program



**Orientation Training for Newly Recruited Technical and Administrative Personnel: *Ready, Skilled, and Grow***

**17-19 September, 2024**

**Organized by:**

**ICAR Research Complex for Eastern Region  
Patna 800 014**



## **Aim of the Training**

- Provide knowledge about office procedures
- Acquaint with field and laboratory research
- Enhance competency and efficiency



### Organizing Committee

Chairman: Dr Anup Das, Director ICAR-RCER Patna

Co-chairman: Dr Ujjwal Kumar, Head DSEE

Convener: Dr Abhay Kumar, Principal Scientist, DSEE

Course Directors: Dr Anirban Mukherjee and Dr Aarti Kumari, Mr Banda Sainath

Coordination: Mr. Sarfaraj Ahmad, Mr. Anil Kumar Mrs Prabha Kumari, Mr. KK Lal

Date	Time	Topic	Resource Person
17 Sep 2024	9.00 AM- 9.30 AM	Registration	Sh. Sanjay Rajput and Manoj Sinha, STA
	9.30 AM - 10.15 AM	Welcome of chief guest and trainees	Dr Ujjwal Kumar, Head DSEE
	10.15 AM - 11.00 AM	Inaugural speech & address	Chief guest
		High Tea	
	11.00 AM - 12.00 PM	ICAR's Role in Indian Agriculture and Vision of ICAR-RCER Patna	Dr Anup Das, Director, ICAR-RCER Patna
	12.00 AM - 1.00 PM	Orientation towards FSRCHPR Research activities (Online)	Dr AK Singh, Head FSRCHPR Ranchi
		Lunch (1:00-2:00 PM)	
	2.00 PM - 3.00 PM	Good Agricultural Practices (GAP) in Crop Production	Dr Sanjeev Kumar, Head DCR
	3.00 PM - 4.00 PM	Time, Stress, and Conflict Management Strategies	Dr Ujjwal Kumar, Head DSEE
	4.00 PM - 5.30 PM	Orientation to Online Management Systems (e-HRMS, SPARROW, e-office)	Mr. Sarfaraj Ahmad STO, ICAR-RCER Patna

Date	Time	Topic	Resource Person
18 Sep 2024	9.30AM - 11.00 AM	Orientation towards DLFM Research Activities	Dr Kamal Sharma, Head DLFM
	11.00 AM - 12.00 PM	Orientation towards DLWM Research Activities	Dr A Upadhyaya, Head DLWM
	12.00 AM - 1.00PM	Knowledge of Service Rules at ICAR	Mr Pushpnayak CAO,
	Lunch (1:00-2:00 PM)		
	2.00 PM - 3.00 PM	Administrative Rules at ICAR	Mr Vipul Raj, AO,
	3:00 PM - 4.00 PM	Purchase rules and procedures at ICAR	Mr Sajid Mustaq AAO
19 Sep 2024	4.00 PM - 5.30 PM	Visit to Research Fields and experimental units Management	Mr Abhishek Kumar, Farm manager
	9.30 AM- 11.00 AM	Orientation to Online Management Systems (Networking concept, GeM)	Mr Anil Kumar (ACTO)
	11.00 AM - 12.00 PM	General Finance rules at ICAR	Mr Rajat Kumar Das, F&AO
	12.00 AM- 1.00 PM	General Establishment Rules of ICAR	Mrs Prabha Kumari, AAO
	Lunch (1:00-2:00 PM)		
	2.00 PM - 3.00 PM	Advance and settlement Procedures at ICAR	Mr Ravi Shankar, DDO
	3.00 PM - 4.00 PM	Improving communication skills and personality development	Dr Dhiraj Kumar Singh, Sr. Scientist, DSEE
4.00 PM-5.30 PM	Feedback Distribution of Certificates and Valedictory Session	All Scientists, Technical and Administrative staff	

For more details please contact the  
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