

Subject: **DETAIL OF COURSES OF TRAINEES PASSED OUT FROM TRAINING INSTITUTE  
FROM 01-07-2017 TO 30-06-2018**

Please refer to your office letter No.12(13)/P&EC/2018 dated 16-07-2018 on the subject cited above.

It is submitted that the requisite information as per subject noted above is given below:

Sr. No.	Course Name /Title	Duration (Days)	No. of trainees passed				List of trainees passed (Name, Cell No.)
			Public Sector / In-Service		Private Candidates		
			Male	Female	Male	Female	
<b>5 Days Training Courses</b>							
1.	Induction Training Course for Agriculture Officers (E&M)	5	16	8	-	-	List – A
2.	Basic Computer Applications	5	26	-	-	-	List – B
<b>2 Days Training Courses</b>							
1.	Punjab Procurement Rules 2014	2	42	9	-	-	List – C
2.	Financial Management & Account Handling	2	19	1	-	-	List – D
3.	Tendering and Procurement Techniques	2	14	-	-	-	List – E
<b>1 Days Training Courses</b>							
1.	Concept of Digital Marketing	1	6	4	-	-	List – F
2.	Designing of Developmental Projects	1	45	13	-	-	List – G
3.	Food Safety and Hygiene	1	-	-	18	1	List – H
4.	Management & Maintenance of Office Record	1	165	3	-	-	List – I
5.	Market Information, Revenue Collection	1	474	1	-	-	List – J
6.	Market Management and Post Harvest Handling	1	35	2	-	-	List – K
7.	Monitoring / Inspection of Recovery Staff of M.Cs	1	103	3	-	-	List – L
8.	Public Private Partnership	1	18	-	-	-	List – M
9.	Punjab Procurement Rules 2014	1	211	5	-	-	List – N
10.	Reforming the Public Sector Markets	1	55	2	-	-	List – O
11.	Training Need Assessment	1	33	-	-	-	List – P
12.	Workforce in Processing Industry	1	-	-	50	-	List – Q
13.	Works Rules, Regulations, Tendering and Procurement Techniques	1	7	-	-	-	List – R