

**Indian Institute of Public Administration, Maharashtra Regional Branch, Mumbai  
organizes training programme on the following subjects:**

Sr. No.	Subjects
<b>01</b>	Stress Management through Naturopathy
<b>02</b>	Legislative Affairs in Government
<b>03</b>	Legal Affairs in Government
<b>04</b>	Budget & Financial Rules
<b>05</b>	Prevention of Sexual Harassment of women at working place
<b>06</b>	Rules of Business in Government, Office Procedure, Noting & Drafting
<b>07</b>	Conduct, Discipline & Appeal Rules Department Enquiries
<b>08</b>	Duties & Responsibilities of Drawing & Disbursing Officers
<b>09</b>	Recruitment Rules, Select list Seniority, Promotions & Departmental Exams, Reservation, Deemed Dates & CRs.
<b>10</b>	MCSRs (Joining time, Pay fixation & Leave Rules) General Terms & Conditions of Services Rules 1981
<b>11</b>	MCSRs (Pension Rules 1982, Retirement Benefits Rules, Commutation of Pension Rules 1984 and New Pension Scheme
<b>12</b>	BEAMS (Budget Estimate Allocation Monitoring System)
<b>13</b>	Right to Information Act 2005
<b>14</b>	Time Management
<b>15</b>	Roster Reservation
<b>16</b>	Right to Public Service Act 2015
<b>17</b>	Manual of Good Governance 2023
<b>18</b>	Maharashtra Manual of Office Procedure 2023.
<b>19</b>	GEM Portal
<b>20</b>	Right to Information Act 2005
<b>21</b>	Sewarth
<b>22</b>	MS Office/RTI online/PG Portal
<b>23</b>	E-governance
<b>24</b>	Digi-locker
<b>25</b>	Artificial Intelligence
<b>26</b>	Cyber Security (Data Protection)
<b>27</b>	Data Analytics