

Sub: CHRD – In-house training scheduled for the Month of February 2023 –  
Request for Nominations – Reg.

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The following in-house training are scheduled for the Month of February 2023.

SI No	Subject	Date	Faculty	Department
1	Occupational Safety & Health (Dock Workers)	03.02.2023	C. Muthuswamy, SO (C & G) Traffic department	All Departments
2	GST	08.02.2023	--	All Departments
3	Occupational Safety & Health (Supervisor & Foreman)	14.02.2023	J. Nandakumar, Leading Fireman, Marine department	All Departments
4	Pension & Pensionary Benefits	17.02.2023	S. Gopika Krishna, AS, Finance department	All Departments
5	First Aid & Health Tips	21.02.2023	Dr. Angeline King Charles, Sr Medical Officer, Medical department	All Departments
6	Port Operations	24.02.2023	Madhu Kannan, AS Traffic department	All Departments

The details of nomination may be furnished to this office 3 working days prior to the conduct to the training please.

The sessions will be conducted in CHRD Class room, 2<sup>nd</sup> floor of old admin building between 09.45 am to 05.45 pm.

**CVO/CE/CME/DC/TM/FA & CAO/CMO**

**SECRETARY**

Copy to –

**FA & CAO** - With a request to depute faculty for the training on GST scheduled on 08.02.2023

**Sr DD (EDP)** - With a request to upload the above schedule in Employees' corner of Chennai Port website please.

**AM (G)** - With a request to nominate Staff for relevant training.



Sub: CHRD – In-house training scheduled for the Month of January 2023 – Request for Nominations – Reg.

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The following in-house training are scheduled for the Month of January 2023.

SI No	Subject	Date	Faculty	Department
1	Disciplinary proceedings	10.01.2023	B.S. Anand, AS, Traffic department	All departments
2	Pension & Pensionary benefits	12.01.2023	S. Gopika Krishna, AS, Finance department	All departments
3	Dock Workers (Safety, Health and Welfare) Act, 1988 and other allied rules and regulations.	19.01.2023	C. Muthuswamy, SO (C & G)	All departments
4	Administrative Vigilance	31.01.2023	S. Anand, AS, Traffic department	All departments

The details of nomination may be furnished to this office 3 working days prior to the conduct to the training please.

The sessions will be conducted in CHRD Class room, 2<sup>nd</sup> floor of old admin building.

**CVO/CE/CME/DC/TM/FA & CAO/CMO**

*[Handwritten Signature]*  
19/12/22  
**SECRETARY**

Copy to –

**Sr DD (EDP) -** With a request to upload the above schedule in Employees' corner of Chennai Port website please.

**AM (G) -** With a request to nominate Staff for relevant training session

Sub: CHR D – In-house training scheduled for the Month of December 2022 – Request for Nominations – Reg.

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The following in-house training are scheduled for the Month of December 2022.

SI No	Subject	Date	Faculty	Department
1	History and achievements of Chennai Port	06.12.2022	R. Madhukannan, AS & P. Anbanandan, AS, Traffic department	All departments
2	Pension & Pensionary Benefits	13.12.2022	S. Gopika Krishna, AS, Finance department	All departments
3	First Aid & Health Tips	16.12.2022	Dr. Angeline King Charles, Medical Officer	All departments
4	Team Building and Management by objective	20.12.2022 & 21.12.2022	S. Gopika Krishna, AS, Finance department (20.12.2022) P. Anbanandan, AS Traffic department S. Venkatachalam, AS (21.12.2022)	All departments

Further, 2 days Computer practical training on basic EXCEL skills will be scheduled. The dates will be informed in due course.

It is requested to nominate a minimum of 5 Staff to attend the above training sessions.

The details of nomination may be furnished to this office 3 working days prior to the conduct to the training please.

The sessions will be conducted in CHR D Class room, 2<sup>nd</sup> floor of old admin building.

CVO/CE/CME/DC/TM/FA & CAO/CMO

Copy to –

Sr DD (EDP) - With a request to upload the above schedule in Employees' corner of Chennai Port website please.

AM (G) - With a request to nominate Staff for relevant training session

SECRETARY  
15/11/2022  
A.M.  
15/11/22

DCP  
15/11/22  
A.S.

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**TRAINING SCHEDULE FOR THE YEAR OF  
2022 -2023 AT CENTRE FOR HUMAN  
RESOURCES DEVELOPMENT**

SL. NO.	NAME OF THE TRAINING PROGRAMME	DATE OF PROGRAMME	CATEGORY
1.	Occupational Safety & Health (Dock Workers)	24.05.2022	DOCK WORKERS
2.	ISO/ISPS	27.05.2022	MINISTERIAL STAFF
3.	Communication Skill & Development for Officers	01.06.2022	MINISTERIAL STAFF
4.	Stress Management	03.06.2022	MINISTERIAL STAFF
5.	Disciplinary proceedings	07.06.2022	MINISTERIAL /TECHNICAL
6.	Port Operations	14.06.2022	MINISTERIAL STAFF
7.	First aid	21.06.2022	MINISTERIAL /TECHNICAL
8.	Port Automation	28.06.2022	TECHNICAL
9.	Occupational Safety & Health (Dock Workers)	05.07.2022	DOCK WORKERS
10.	Programme of Health Issue	12.07.2022	MINISTERIAL /TECHNICAL
11.	Right to Information Act	15.07.2022	MINISTERIAL /TECHNICAL
12.	General Financial Rules(GFR)	20.07.2022	MINISTERIAL STAFF
13.	ISO/ISPS	26.07.2022	MINISTERIAL /TECHNICAL
14.	FIRST AID	29.07.2022	MINISTERIAL /TECHNICAL

<b>SL. NO.</b>	<b>NAME OF THE TRAINING PROGRAMME</b>	<b>DATE OF PROGRAMME</b>	<b>CATEGORY</b>
15.	Port Operations	03.08.2022	MINISTERIAL STAFF
16.	Occupational Safety & Health (Dock Workers)	10.08.2022	DOCK WORKERS
17	Pension & Pensionary Benefits	17.08.2022	MINISTERIAL STAFF
18	Human Behaviour and attitude	23.08.2022	MINISTERIAL /TECHNICAL
19	Communication, Noting & Drafting	26.08.2022	MINISTERIAL /TECHNICAL
20	Stress Management	30.08.2022	MINISTERIAL /TECHNICAL
21	Maintenance of Roster Register and Update the Reservation directives	06.09.2022	MINISTERIAL STAFF
22	Framing of charge sheet	09.09.2022	MINISTERIAL STAFF
23	Port Operation	14.09.2022	SUPERVISORY/ DOCK WORKERS
24	Pension & Pensionary benefits	16.09.2022	MINISTERIAL /TECHNICAL
25	Fundamental Rules & Supplementary Rules (FR&SR)	21.09.2022	MINISTERIAL STAFF
26	Right to Information Act.	28.09.2022	MINISTERIAL STAFF
27	FR & SR	11.10.2022	MINISTERIAL STAFF
28	Time Management	14.10.2022	MINISTERIAL /TECHNICAL
29	Communication, Noting and Drafting	18.10.2022	MINISTERIAL STAFF

<b>SL. NO.</b>	<b>NAME OF THE TRAINING PROGRAMME</b>	<b>DATE OF PROGRAMME</b>	<b>CATEGORY</b>
30.	First Aid & Health Tips	21.10.2022	MINISTERIAL /TECHNICAL
31	Occupational Safety & Health (Dock Workers)	26.10.2022	DOCK WORKERS
32	Time Management	28.10.2022	MINISTERIAL /TECHNICAL
33	Stress Management	03.11.2022	MINISTERIAL /TECHNICAL
34	Maintenance of Roster Register and Update the Reservation directives	08.11.2022	MINISTERIAL STAFF
35	Port operations	15.11.2022	MINISTERIAL /TECHNICAL
36	Leave Regulations	18.11.2022	MINISTERIAL STAFF
37	Awareness of GST	23.11.2022	MINISTERIAL STAFF
38	Disciplinary proceedings	30.11.2022	MINISTERIAL /TECHNICAL
39	History and achievement of ChPT	06.12.2022	MINISTERIAL STAFF
40	Pension & Pensionary Benefits	13.12.2022	MINISTERIAL STAFF
41	First Aid & Health Tips	16.12.2022	MINISTERIAL /TECHNICAL
42	Team Building and Management by objective	20.12.2022 to 21.12.2022	MINISTERIAL /TECHNICAL
43	Occupational Safety & Health (Dock Workers)	04.01.2023	DOCK WORKERS
44	Disciplinary Proceedings	10.01.2023	MINISTERIAL STAFF
45	Pension & Pensionary benefits	12.01.2023	MINISTERIAL /TECHNICAL

<b>SL. NO.</b>	<b>NAME OF THE TRAINING PROGRAMME</b>	<b>DATE OF PROGRAMME</b>	<b>CATEGORY</b>
46	Dock Workers (Safety, Health and Welfare) Act, 1988 and other allied rules and regulations.	19.01.2023	DOCK WORKERS/ TECHNICAL
47	Administrative Vigilance	31.01.2023	MINISTERIAL STAFF
48	Occupational Safety & Health (Dock Workers)	03.02.2023	DOCK WORKERS
49	GST	08.02.2023	MINISTERIAL /TECHNICAL
50	Occupational Safety & Health (Supervisor & Foreman)	14.02.2023	MINISTERIAL /TECHNICAL
51	Pension & Pensionary Benefits	17.02.2023	MINISTERIAL STAFF
52	First Aid & Health Tips	21.02.2023	MINISTERIAL /TECHNICAL
53	Port Operations	24.02.2023	MINISTERIAL /TECHNICAL
54	Communication Noting and Drafting	02.03.2023	MINISTERIAL STAFF
55	Self Management & Crisis Management	07.03.2023	MINISTERIAL /TECHNICAL
56	Pension Regulations	14.03.2023	MINISTERIAL STAFF
57	FR & SR	17.03.2023	MINISTERIAL STAFF
58	Right to Information Act	22.03.2023	MINISTERIAL STAFF
59	Awareness of GST	28.03.2023	MINISTERIAL STAFF