



THROUGH AIRNET/ DD & PB net



NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA
RADIO COLONY, KINGSWAY CAMP, DELHI - 110 009

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No. NABM (P)/ATC-MEET-2020-21

31/10/2019

CIRCULAR

Subject : Inviting Nominations for Annual Training Calendar (Programme & Administrative Courses) for the Year 2020 -21

All Heads of AIR Stations & Doordarshan Kendras/Offices are requested to download the Annual Training Calendar for the year 2020-21 , attached herewith and forward nominations for Programme and Administrative Courses in the requisite proforma strictly adhering to the training guidelines mentioned therein to their respective Academies.

(S.K.Tyagi)
Programme Executive
For Additional Director General (Trg.)

To

All Heads of AIR Stations & Doordarshan Kendras/Offices

ANNUAL TRAINING CALENDAR FOR THE YEAR 2020-21
NABM, Delhi

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	D20-P01	Radio Archiving, Digitization & Re-packaging	07.04.2020	09.04.2020	3	Delhi	Prog./Engg. Officers/ LIA(AIR)
2	D20-P02	Workshop on Development Communication	20.04.2020	24.04.2020	5	Delhi	PEX/TREX/PA/ Cameraman(DD)
3	D20-P03	Children Programmes and changing world	11.05.2020	13.05.2020	3	Delhi	PEX/TREX /ANNCR.(AIR/DD)
4	D20-P04	Nuances of Programme Management	15.06.2020	17.06.2020	3	Delhi	ADP/PEX/TREX/ (AIR/DD)
5	D20-P05	Current Affairs & Developmental Programming for Border Areas	13.07.2020	15.07.2020	3	Delhi	Staff of NSD &PEX (AIR/DD)
6	D20-P06	Workshop on Sports Coverage for Doordarshan	20.07.2020	24.07.2020	5	Delhi	PEX/TREX/PA/ Cameraman(DD)
7	D20-P07	Social Media & Broadcasting	05.08.2020	07.08.2020	3	Delhi	ADP/PEX (AIR/DD)
8	D20-P08	Intellectual Property Rights	19.08.2020	21.08.2020	3	Delhi	ADP/PEX (AIR/DD)
9	D20-P09	Refresher Course for Cameraman	07.09.2020	18.09.2020	10	Delhi	Cameraman Gr. II of (DD)
10	D20-P10	Marketing Strategies & Revenue Generation	14.09.2020	16.09.2020	3	Delhi	ADP/PEX/ TREX(AIR/DD)
11	D20-P11	Radio Commentary	05.10.2020	08.10.2020	3	Delhi	ADP/PEX /TREX(AIR)
12	D20-P12	Workshop on Graphic and Animation in TV Programming	05.10.2020	09.10.2020	5	Delhi	PEX/TREX/PA/ Video Editors/ Graphic Supervisor/ Scenic Designers (DD)
13	D20-P13	Creative Approach to Flagship Programmes	25.11.2020	27.11.2020	3	Delhi	PEX /TREX(AIR / DD)
14	D20-P14	Workshop on Tele-film Production	07.12.2020	11.12.2020	5	Delhi	PEX/TREX/PA/ Cameraman(DD)

15	D20-P15	Workshop for Visually Challenged (Emails/Surfing Internet/Noting & Drafting/Maintaining Database)	01.02.2021	03.02.2021	3	Delhi	ADP/PEX/TREX (Visually Challenged) (AIR/DD)
16	D20-P16	Workshop on EFP/OB Coverages for Doordarshan	15.02.2021	19.02.2021	5	Delhi	PEX/TREX/PA/ Cameraman (DD)
17	D20-P17	Workshop on Gender Sensitization	22.02.2021	24.02.2021	3	Delhi	ADP/PEX/TREX (AIR/DD)
18	D20-P18	Workshop on Documentary Production	15.03.2021	19.03.2021	5	Delhi	PEX/TREX/PA/ Cameraman (DD)
19	D20-P19	Digital Marketing	Dates to be decided		3	Delhi	ADP/PEX/TREX (AIR/DD)
20	D20-P20	Radio Agri-Vision-I	Dates to be decided		5	Bhopal	Prog.Prod. of Agricultural Prog. (AIR/DD)
21	D20-P21	Radio Agri-Vision-II	Dates to be decided		5	Imphal	Prog.Prod. of Agricultural Prog. (AIR/DD)
22	D20-P22	Radio Agri-Vision-III	Dates to be decided .		5	LUCKNOW	Prog.Prod. of Agricultural Prog. (AIR/DD)
23	D20-P23	Radio Agri-Vision-IV	Dates to be decided		5	Mumbai	Prog.Prod. of Agricultural Prog. (AIR/DD)
24	D20-P24	Radio Agri-Vision-V	Dates to be decided		5	TVM	Prog.Prod. of Agricultural Prog. (AIR/DD)
25	D20-P25	Training for Trainers (In Collaboration with Times Group))	Dates to be decided		5	TBD	For Senior Level Prog. Officers of (AIR/DD)
26	D20-P26	Training for Trainers (In Collaboration with Times Group))	Dates to be decided		5	TBD	For Senior Level Prog. Officers of (AIR/DD)
Administrative Courses							
1	D20-A01	Composite Workshop on GST/PFMS/GEM - /Bhavishya /Digital Payments etc. (Batch-I)	18.05.2020	22.05.2020	5	Delhi	Admin/Prog./Engi neering Staff handling such assignment at the stations (AIR/DD)
2	D20-A02	Composite Workshop on GST/PFMS/GEM - /Bhavishya /Digital Payments etc. (Batch-II)	20.07.2020	24.07.2020	5	Delhi	Admin/Prog./Engi neering Staff handling such assignment at the stations (AIR/DD)
3	D20-A03	Administrative & Financial Management for DDOs	14.09.2020	18.09.2020	5	Delhi	Admin/Prog./Engi neering Staff handling such assignment at the stations (AIR/DD)
4	D20-A04	Ethics & value in Administration	28.09.2020	30.09.2020	3	Delhi	HOO/PEX/Sr A.O/AO (AIR/DD)

5	D20-A05	Disciplinary Procedures & Departmental Inquiries	12.10.2020	16.10.2020	5	Delhi	DDO/DD / PEX/AE/Sr.AO/AO/Actt.(AIR/DD)
6	D20-A06	E-Procurement & inventory Management	14.12.2020	16.12.2020	5	Delhi	DDO/Sr.AO/Actt. (AIR/ DD)
7	D20-A07	Establishment Rules	17.02.2021	19.02.2021	3	Delhi	Admin/Prog./Engineering Staff (AIR/ DD)
8	D20-A08	Handling of Court Cases	22.03.2021	24.03.2021	3	Delhi	HOO/ Sr.AO/ AO/HC/Actt. (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2020-21
NABM, Bhubaneswar

Sl. No	Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	B20-P01	New Media Technology	22.04.2020	24.04.2020	3	BBSR	PEX /TREX/ ANNOUNCER AE/SEA/EA(AIR)
2	B20-P02	Innovation in Spoken-words Programmes	06.07.2020	10.07.2020	5	BBSR	PEX/TREX(AIR)
3	B20-P03	Non-linear editing & 3D graphics	17.08.2020	28.08.2020	10	BBSR	PEX/TREX/PA/ EDITOR/AE/SEA/ EA (DD)
4	B20-P04	Re-orientation of Rural Programme	07.09.2020	11.09.2020	5	BBSR	PEX/TREX(AIR)
5	B20-P05	TV Drama Production	21.09.2020	25.09.2020	5	BBSR	PEX/TREX/PA/ CAMERAMAN (DD)
6	B20-P06	TV Production Technique	05.10.2020	16.10.2020	10	BBSR	PEX/TREX/PA/ CAMERAMAN (Gr.-II)/AE/SEA/ EA (DD)
7	B20-P07	Radio Documentary & Feature	09.11.2020	13.11.2020	5	BBSR	PEX / TREX/ ANNOUNCER (AIR)
8	B20-P08	Lighting in TV production	23.11.2020	27.11.2020	5	BBSR	PEX/TREX/PA/AE/ CAMERAMAN/ SEA /EA/LIGHT ASST. (DD)
9	B20-P09	OB based Radio Programme	14.12.2020	18.12.2020	5	BBSR	PEX/ TREX/ ANNOUNCER (AIR)
10	B20-P10	Broadcast Management during Disaster	04.01.2021	08.01.2021	5	BBSR	PEX/TREX & ANNOUNCER (AIR)

11	B20- P11	Radio Drama Production	01.02.2021	05.02.2021	5	BBSR	PEX/TREX/ ANNOUNCER (AIR)
12	B20-P12	TV Documentary Production	22.02.2021	26.02.2021	5	BBSR	PEX/TREX/PA/ CAMERAMAN (DD)
Administrative Courses							
1	B20-A01	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital Payment	15.04.2020	17.04.2020	3	BBSR	DDO/AO/Acct/Hc/ UDC/LDC (AIR / DD)
2	B20-A02	Financial Management & Budgeting	29.06.2020	01.07.2020	3	BBSR	Administrative staff of AIR / DD
3	B20-A03	Disciplinary Proceeding & Departmental Inquiries	18.11.2020	20.11.2020	3	BBSR	HOO/AD(P)/AD(E) /Sr. AO/AO/Steno/ (AIR /DD)
4	B20-A04	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital Payment	10.02.2021	12.02.2021	3	BBSR	DDO/AO/Acct/Hc/U DC/LDC (AIR / DD)

**ANNUAL TRAINING CALENDAR FOR THE YEAR 2020-21
RABM, Shillong**

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	S20-P01	Business Communication Skills	18.05.2020	20.05.2020	03	Shillong	PEX/TREX (AIR)
2	S20-P02	Content Creation in Competitive Scenario	06.07.2020	08.07.2020	03	Shillong	PEX/TREX (AIR)
3	S20-P03	Radio Drama	21.09.2020	23.09.2020	03	Imphal	PEX/TREX (AIR)
4	S20-P04	Documentation of Kaleidoscopic Mosaic of Tribal and Folk Culture	02.11.2020	06.11.2020	05	Shillong	PEX/TREX (AIR)
5	S20-P05	Creative Approach to Developmental Programs	18.01.2021	20.01.2021	03	Shillong	AD(P)/PEX/TREX (AIR)
6	S20-P06	Broadcast Management During Disaster	08.03.2021	10.03.2021	03	Shillong	AD(P)/PEX/TREX (AIR)
Administrative Courses							
9	S20- A01	Composite Workshop on GST/PFMS/GEM/ Bhavishya	15.06.2020	19.06.2020	05	Shillong	DDO/Actt./HC/UDC/LDC (AIR/DD)
10	S20-A02	Purchase and Store Management	23.11.2020	25.11.2020	03	Shillong	DDO/Actt./SK/UDC/LDC (AIR/DD)

ANNUAL TRAINING CALENDAR

**PRASAR BHARATI
INDIA'S PUBLICSERVICE BROADCASTER
NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA
RADIO COLONY, KINGSWAY CAMP,
DELHI - 110 009**

PROGRAMME & ADMINISTRATION National Academy of Broadcasting and Multimedia

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The distribution of states in the jurisdiction of different training academies

Academies	Jurisdiction	
NABM Delhi	All India jurisdiction for all cadres	
NABM Bhubaneswar	Programme Trainings	All India jurisdiction for all cadres
	Administrative Trainings	Odisha, Bengal, Madhya Pradesh, Jharkhand, Chhattisgarh, Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu, Puducherry, Lakshadweep, Andaman & Nicobar
RABM Shillong	Programme Courses	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Sikkim, In case of dearth of Nominations the same may be solicited from following three states ,Bengal, Bihar & Jharkhand
	Administrative Courses	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Sikkim

PROFORMA FOR NOMINATIONS

To be sent to NABM/ RABM ----- (Name of the concerned Training Academy)

Name of the Nominating Station/Office

Sl.No.	Name of the course for which nominated	Course Code	Name of the Nominee	Designation	Date of Retirement		Whether nominated for any other course(s)proposed to be conducted by any NABM/ RABM during the Year 2019-2020	No of courses attended during the last Year (if any)	Whether the Nominee is on Difficult Tenure Posting (Yes/No)	Mob. No/ Tel.No of Nominee	E-MAIL ID of Nominee
					Year	Month					
1											
2											
3											

The following guidelines may be adhered to while nominating personnel for training.

1. Everyone at the Station should get a chance for training. An officer should not be nominated for more than three courses in a year.
2. Nominations should be forwarded by the AIR Stations & DD Kendras to NABMs & RABMs of their jurisdiction.
3. Preference should be given to the official of the younger age group and woman official.
4. Every nomination should be forwarded by the immediate Superior Officer.
5. Officials retiring within two years need not to be nominated.
6. Nomination duly filled in prescribed format should reach (preferably by E- mail) to the concerned NABMs/RABMs before stipulated dates as per the jurisdiction and instructions specified in the calendar.
7. Nomination of an official who is under difficult station tenure posting should not be forwarded before completion of his/her tenure.
8. NABM, Delhi has all India mandate for all the cadres.