

Agriculture Co-operative Staff Training Institute



Sangti, Summer Hill, Shimla-171 005
of

The H.P. State Co-operative Bank Ltd.

CALENDAR OF COURSES FOR THE YEAR 2023-24

S. No.	Name of the Programme	Target Group	Duration	Date		Venue	Course Coordinator
APRIL 2023							
1	Capacity Building cum Exposure visit	BOD of Assam State Cooperative Union	03 Days	3	5	ACSTI, Shimla	Sh. Dola Singh
2	Programme on Banking Operations and Procedure	Executive Assistants / JCs of all Cooperative Banks	03 Days	10	12	ACSTI, Shimla	Ms. Shivani Sharma
3	Programme on Audit and Inspection	Internal Auditors of all Cooperative Banks	03 Days	12	14	ACSTI, Shimla	Sh. S.R. Thakur
4	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Lahaul & Spiti	03 Days	18	20	Lahaul & Spiti	Sh. S.R. Thakur
5	Programme on Developing PACS as MSC	Functionaries of PACS under ARCS, Solan	03 Days	19	21	ACSTI, Shimla	Sh. Dola Singh
MAY 2023							
6	Programme on Domestic Enquiry and Disciplinary Proceedings	AGMs, DMs, Zonal Managers and Senior Managers of all Cooperative Banks	03 Days	1	3	ACSTI, Shimla	Sh. S.R. Thakur
7	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Bilaspur	03 Days	08	10	ACSTI, Shimla	Ms. Shivani Sharma
8	Credit appraisal, Loan Documentation and Recovery Management	Branch Managers of all Cooperative Banks	03 Days	10	12	ACSTI, Shimla	Sh. Dola Singh
9	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Una	03 Days	15	17	ACSTI, Shimla	Ms. Shivani Sharma
10	Programme on CAS-MIS	Secretaries of PACS under ARCS, Sirmaur	03 Days	17	19	ACSTI, Shimla	Sh. Dola Singh
11	Workshop on Organizational Development Initiatives (ODI)	Officials of JCCB	01 Day	30	30	Solan	Sh. S.R. Thakur

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JUNE 2023							
12	Programme on General Banking	Officials of HPSARDB	03 Days	1	3	ACSTI, Shimla	Sh. Dola Singh
13	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Kinnaur	03 Days	6	8	Kinnaur	Sh. Dola Singh & Ms. Shivani Sharma
14	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Hamirpur	03 Days	6	8	Hamirpur	Sh. S.R. Thakur
15	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Shimla	03 Days	15	17	ACSTI, Shimla	Sh. S.R. Thakur
16	Programme on Fraud and Embezzlement	Sr. Managers / Managers of all Cooperative Banks	03 Days	21	23	ACSTI, Shimla	Ms. Shivani Sharma
17	Workshop on PACS as Deposit Mobilization Agents (DMAs)	Concerned Branch Managers of HPStCB	01 Day	28	28	ACSTI, Shimla	Ms. Shivani Sharma
JULY 2023							
18	Self-sustenance through improved Governance and Management of resources	PACS Board Members under ARCS, Solan	02 Days	05	06	Solan	Sh. Dola Singh & Ms. Shivani Sharma
19	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Kangra	03 Days	11	13	ACSTI, Shimla	Ms. Shivani Sharma
20	Programme on Fund and Investment Management	Managers/Asstt. Managers of all Cooperative Banks	03 Days	13	15	ACSTI, Shimla	Sh. Dola Singh
21	Workshop on Loan Documentation and Loan Appraisal	Sr. Managers of KCCB Ltd.	01 Day	18	18	Dharamshala	Sh. S.R. Thakur
22	Workshop on NPA and Recovery Management	Employees of KPARDB	01 Day	20	20	Kangra	Sh. S.R. Thakur
AUGUST 2023							
23	Programme on Asset and Liability Management	Managers of all Cooperative Banks	03 Days	3	5	ACSTI, Shimla	Sh. Dola Singh
24	Programme on General Banking	Officials of HPSARDB	03 Days	7	9	ACSTI, Shimla	Ms. Shivani Sharma
25	Self-sustenance through improved Governance and Management of resources	PACS Board Members under ARCS, Dharamshala	02 Days	17	18	Kangra / Dharamshala	Sh. S.R. Thakur
26	Programme on Project Appraisal and Loan Documentation	Branch Managers of all Cooperative Banks	03 Days	23	25	ACSTI, Shimla	Sh. S.R. Thakur
SEPTEMBER 2023							
27	Programme on Banking Law and Practice and legal aspects to Loan proposals	Assistant Managers of all Cooperative Banks	03 Days	4	6	ACSTI, Shimla	Ms. Shivani Sharma
28	Maintenance of office record, Diary & Dispatch / Receipt, Examination of PUCs, Preparation of Noting and Drafting and Office Dealing, Service Rules, P & A Rules, etc.	Executive Assistants / Junior Clerks of all Cooperative Banks	03 Days	11	13	ACSTI, Shimla	Sh. S.R. Thakur
29	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Mandi	03 Days	14	16	ACSTI, Shimla	Sh. Dola Singh

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SEPTEMBER 2023							
30	Self-sustenance through improved Governance and Management of resources	PACS Board Members under ARCS, Sirmour	02 Days	20	21	Sirmour	Sh. Dola Singh & Ms. Shivani Sharma
31	Programme on Developing PACS as MSC	Functionaries of PACS under ARCS, Bilaspur	03 Days	26	28	ACSTI, Jalandhar	Sh. S.R. Thakur
OCTOBER 2023							
32	Programme on Income Tax, TDS and GST	Executive Assistants / JCs of all Cooperative Banks	03 Days	5	7	ACSTI, Shimla	Sh. Dola Singh
33	Programme on NPA and Recovery Management	Branch Managers of all Cooperative Banks	03 Days	9	11	ACSTI, Shimla	Ms. Shivani Sharma
34	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Chamba	03 Days	18	20	Chamba	Sh. S.R. Thakur
35	Workshop on Revenue Laws in Banking	Executive Assistants / JCs of all Cooperative Banks	01 Day	31	31	ACSTI, Shimla	Ms. Shivani Sharma
NOVEMBER 2023							
36	Programme on General Banking	Officials of HPSARDB	03 Days	7	9	ACSTI, Shimla	Ms. Shivani Sharma
37	Programme on Cyber Frauds and Digital Banking	Executive Assistants / JCs of all Cooperative Banks	03 Days	8	10	ACSTI, Shimla	Sh. Dola Singh
38	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Kangra	03 Days	21	23	ACSTI, Jalandhar	Sh. Dola Singh
39	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Kullu	03 Days	22	24	ACSTI, Shimla	Sh. S.R. Thakur
DECEMBER 2023							
40	Programme on Know Your Customer, Prevention of Money Laundering and Customer Protection	Executive Assistants / Jr. Clerks of all Cooperative Banks	03 Days	4	6	ACSTI, Shimla	Ms. Shivani Sharma
41	Workshop on Cash Management, Fake Notes and Deposit Mobilization	Junior Clerks / Cashiers of all Cooperative Banks	01 Day	7	7	ACSTI, Shimla	Sh. Dola Singh
42	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Hamirpur	03 Days	13	15	ACSTI, Jalandhar	Ms. Shivani Sharma
43	Programme on General Banking	Officials of HPSARDB	03 Days	18	20	ACSTI, Shimla	Sh. S.R. Thakur
JANUARY 2024							
44	Personality Development Programme	Subordinate Staff of all Cooperative Banks	03 Days	4	6	ACSTI, Shimla	Sh. Dola Singh
45	Programme on Customer Behaviour and Communication Skills	Junior Clerks of all Cooperative Banks	03 Days	18	20	ACSTI, Shimla	Ms. Shivani Sharma
FEBRUARY 2024							
46	Personality Development Programme	Subordinate Staff of all Cooperative Banks	03 Days	6	8	ACSTI, Shimla	Ms. Shivani Sharma
47	Programme on Developing PACS into Multiple Purpose Societies	Functionaries of PACS under ARCS, Una	03 Days	8	10	ACSTI, Shimla	Sh. Dola Singh