

**A-43011/30/2022-Admn.II(E-27505)**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**

Krishi Bhawan, New Delhi-110001  
Dated, the 13<sup>th</sup> March, 2025

To

The Member (HR)  
Capacity Building Commission  
20<sup>th</sup> Floor, Jawahar Vyapar Bhawan,  
Tolstoy Marg, New Delhi-110001

**Subject: Action Plan for Training under Rashtriya Karmayogi Large Scale Jan Seva Program-reg.**

Dear Sir/Madam,

I am directed to refer to your D.O. letter No. 07/Member HR/CBC/2025 dated 31.01.2025 regarding the Rashtriya Karmayogi Large Scale Jan Seva Program training for Master Trainers. In this regard, it is submitted that due to ongoing Parliament Session and ending of the Financial Year, it is quite difficult for this Department, being very limited manpower, to conduct the training in the month of March, 2025. However, as per the instructions in the aforesaid referred letter, it is to inform you that the action plan for conducting the training program for our officers/officials (from Director to MTS level) in the Department has been prepared for the month of April, 2025 onwards which details are as given below:

**Training Details**

- **Training Dates:** Every Friday or Thursday (in case Friday is holiday) from 11th April, 2025 to 9th May, 2025
- **Duration:** Full-day sessions (9:30 am to 6:00 pm)
- **Number of Batches:** 5 batches, each consisting of 30-32 participants
- **Trainers:**
  - i. Shri S.C. Kashyap, Deputy Secretary
  - ii. Dr. Aruna Sharma, Deputy Commissioner

**Training Plan**

The training will be conducted in five batches, distributed across the mentioned dates. Each batch will include officers from various levels (Director to MTS) and will be equally divided between the two Master Trainers, as per your guidelines. The Department will ensure the necessary logistical and technical support for the smooth conduct of the training, including the provision of venue, materials, equipment, and on-site assistance.

2. This is issued with the approval of the Competent Authority.

Yours faithfully,

  
13/03/2025

(Pankaj Kumar Sinha)  
Under Secretary to the Government of India  
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