

Government of NCT of Delhi
Planning Department
(Cadre Controlling Unit)
4th & 6th Level, 'B' Wing, Delhi Secretariat,
I.P. Estate, New Delhi-110002

PLG-C/1/2026/CCU/PLG

16427-16447

Dated: 03.09.2026

OFFICE ORDER

Sub: In-Service Refresher Training for Officers/Officials of Planning & Statistical Cadre, GNCTD: Two Week (12 days) Residential Training Programme on "Data Analysis" at Dr. MCR HRD Institute of Telangana (Dr. MCRHRDIT) Hyderabad

The officers/officials of the Planning & Statistical Cadre, GNCTD, whose names are given in the Annexure-I to this Office Order, are hereby nominated to participate in the Two-Week In-Service Refresher Residential Training Programme on "Data Analysis" at Dr. MCR HRD Institute of Telangana (Dr. MCRHRDIT), Jubilee Hills, Hyderabad, Telangana-500033, to be held from 21.09.2026 to 03.10.2026.

2. The nominated officers/officials are hereby directed to attend and complete the training programme sincerely and diligently and to make full use of the learning opportunities provided during the programme.

3. The concerned Departments/Organizations are requested to relieve the nominated officers/officials from their duties to enable them to attend the aforesaid training programme. The nominated officers/officials shall report to Srinivas Vadla, Faculty Member, TMU, Dr MCR HRDIT, Hyderabad, Ph. No.: 8008001937, Email: srinivasa@mcrhrdi.gov.in .

4. Requests for withdrawal/exemption from the training programme, whether made by the concerned Department/Organization or by the nominated officer/official, shall not be entertained. TA/DA for attending the training programme shall be admissible as per rules and shall be regulated by the concerned Administrative Department/Organization.

5. This issues with the prior approval of the Cadre Controlling Authority i.e. Pr. Secy (Planning).

Encl: As above


(Deepak Kumar)
Joint Director (Cadre)

Copy for Information and Necessary action:-

1. The Principal Secretary, Planning Department, 4th & 6th Level 'B'-Wing Delhi Secretariat
I. P. Estate, New Delhi 110002

2. The Principal Secretary, Health & Family Welfare, 9th Level 'A'-Wing Delhi Secretariat I. P. Estate, New Delhi 110002
3. The Commissioner, Trade & Taxes Department, Vyapar Bhawan I. P. Estate, New Delhi-110002
4. The Secretary-cum-Commissioner, Office of the Commissioner of Industries, 419 FIE Udyog Sadan Patparganj Indl. Area Patparganj, Delhi-110092
5. The Secretary, Department of Women and Child Development, GLNS Complex, Delhi Gate, Delhi-110002
6. The Secretary, Environment Department, 6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002
7. The Secretary, Tourism Department, Vikas Bhawan-II 2nd Floor C-Wing Upper Bela Road Near Metcalfe House, Delhi -110054
8. The Chief Electoral Officer, Office of the Chief Electoral Officer, Old St. Stephen's College Building Kashmere Gate Lothian Rd Old Delhi, Delhi-110006
9. The Development Commissioner, Development Department, 5/9 Under Hill Road, Delhi-110054
10. The Director General of Prisons, Central Jail Hospital, Hari Nagar, New Delhi-110064
11. The Director, Directorate of Economics and Statistics, 3rd Floor B-wing Vikas Bhawan-II Upper Bela Road Civil Lines, Delhi-110054
12. The Director, Department of Social Welfare, GLNS Complex Delhi Gate, New Delhi-110002
13. The Director, Directorate General of Health Services, F-17 Karkardooma, Delhi-110032
14. The Director, Centralised Accident and Trauma Services, Yamuna Pusta, Bela Road, Near Vijay Ghat, Delhi-110006
15. The Director, Lok Nayak Jai Prakash Hospital, Jawahar Lal Nehru Marg, Delhi.-110002
16. The Medical Superintendent, Sardar Vallabh Bhai Patel Hospital, East Patel Nagar New Delhi, Delhi 110008
17. The Medical Superintendent, Deen Dayal Upadhyay Hospital, Hari Nagar, Delhi-110064
18. The Assistant Director (M & E Unit), Planning Department, 6th Floor, Delhi Secretariat, with the request to upload on website.
19. The Vice Chairperson & Director General, Dr MCR HRD Institute of Telangana, (Administrative Trg. Academy of Govt. of Telangana), Road No.-25, Jubilee Hills, Hyderabad-500033
20. Officer concerned through the department/whatsapp.
21. Guard file.

Deepak Kumar
(Deepak Kumar)
Joint Director (Cadre)

Note:

1. **Pick-up and drop-off facility:** Pick up and drop from airport in regular buses will be provided by the institute.
2. **Residential accommodation:** Saturday and Sunday are included. The total Course duration has been considered as 13 days, one additional day kept in reserve to accommodate the transit of officers.
3. Tentative Schedule/Training Module is annexed for reference.

Annexure-I

S. No.	Name of Officer (Sh./Ms.)	Designation	Department/Office
1	Manish Kumar	SO	DES
2	Anupama	SO	DHS
3	Mritunjay Pal Singh	SA	Tourism (Diverted to CMO)
4	Vaibhav Srivastava	SO	DES (Diverted to SRD)
5	Krittika Bhattacharyya	SO	DES (Diverted to Planning)
6	Amit Sharma	SO	Planning
7	Mohit Thukral	SO	SVPH
8	Harshita Bharti	SO	T&T
9	Deepak Jaiswal	SO	DDUH
10	Alok Kumar Divedi	SO	CATS
11	Yogendra Singh	SO	Social Welfare
12	Indrajeet Singh	SA	DES (Diverted to SRD)
13	Manish Rana	SA	WCD
14	Vivek Vishwas	SO	Environment
15	Naveen Prakash Dubey	SO	Planning
16	Gajab Singh	SO	LNJPH
17	Shahid	SO	DHS (Diverted to Waqf Board)
18	Shivani Jaiswal	SO	Industries
19	Gaurav	SA	Planning
20	Aakash Kumar Kaushik	SA	Planning
21	Naveen Rawat	SA	DES
22	Neeraj Kumar Mishra	SA	DES (Diverted to CDMO)
23	Akhilesh Kumar Shukla	SA	DES (Diverted to Planning)
24	Rahul Kumar Mishra	SA	Development (Diverted to Planning)
25	Ajita Kumari	SA	Central Jail Hospital
26	Nitin Kumar Morya	SA	CEO
27	Akash Srivastava	SA	DES (Diverted to Planning)
28	Diwakar Goyal	SA	Health & Family Welfare (Diverted to Planning)
29	Ajay Kumar	SA	Industries
30	Pradeep Kumar Sahu	SA	DES



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

**Two-Week Capacity Building Programme on Data Analysis for
Planning and Statistical Cadre officers/officials Govt. NCT Delhi**

TENTATIVE SCHEDULE

DAY 1			
Course	From	To	Methodology
Course Overview and Inaugural Session (Welcome Address, Course Overview, Objectives, Address by Chief Guest)	9:30 AM	10:30 AM	Welcome Address, Orientation & Interactive Introduction
Introduction to Data Science, Big Data, Machine Learning, Artificial Intelligence, and their Applications in Governance	10:30 AM	11:30 AM	Lecture
TEA BREAK (11:30 AM - 11:45 AM)			
Data Types, Data Sources, Official Statistics, and Fundamentals of Data Analytics	11:45 AM	1:30 PM	Lecture + Live Demonstration
LUNCH BREAK (1:30 PM - 2:30 PM)			
Data Analytics for Evidence-Based Decision Making and Policy Formulation	2:30 PM	3:30 PM	Lecture + Case Study Analysis
TEA BREAK (3:30 PM - 3:45 PM)			
Applications of Data Science, AI and Machine Learning in Governance – Case Studies & Interactive Discussion	3:45 PM	5:00 PM	Case Study + Interactive Discussion
DAY 2			
Course	From	To	Methodology
Data Collection Methods and Sources	9:30 AM	10:30 AM	Lecture + Interactive Discussion
Data Validation, Cleaning And Quality Assurance	10:30 AM	11:30 AM	Lecture + Illustrative Examples
TEA BREAK (11:30 AM - 11:45 AM)			
Data Management Principles and Best Practices	11:45 AM	1:30 PM	Lecture + Demonstration
LUNCH BREAK (1:30 PM - 2:30 PM)			
Hands-on: Data Cleaning using Microsoft Excel	2:30 PM	3:30 PM	Hands-on Practical Session
TEA BREAK (3:30 PM - 3:45 PM)			
Practical Exercise on Data Validation and Data Cleaning	3:45 PM	5:00 PM	Practical Exercise
DAY 3			
Course	From	To	Methodology
Introduction to Microsoft Excel for Data Analytics	9:30 AM	10:30 AM	Demonstration + Hands-on Practice
Data Organization, Functions, Sorting, Filtering and Pivot Tables	10:30 AM	11:30 AM	Hands-on Practice

TEA BREAK (11:30 AM - 11:45 AM)			
Excel Tools for Data Analysis and Evidence-Based Decision Making	11:45 AM	1:30 PM	Hands-on Workshop
LUNCH BREAK (1:30 PM - 2:30 PM)			
Practical Exercise using Government Datasets	2:30 PM	3:30 PM	Hands-on Exercise
TEA BREAK (3:30 PM - 3:45 PM)			
Case Studies and Hands-on Practice using Excel	3:45 PM	5:00 PM	Case Study + Hands-on Practice
DAY 4			
Course	From	To	Methodology
Data Warehousing Concepts	9:30 AM	10:30 AM	Lecture + Interactive
Data Integration and Data Mining	10:30 AM	11:30 AM	Lecture + Demonstration
TEA BREAK (11:30 AM - 11:45 AM)			
Exploratory Data Analysis (EDA) Techniques	11:45 AM	1:30 PM	Lecture + Demonstration
LUNCH BREAK (1:30 PM - 2:30 PM)			
Practical Exercise on Exploratory Data Analysis	2:30 PM	3:30 PM	Hands-on Session
TEA BREAK (3:30 PM - 3:45 PM)			
Hands-on Session on Data Exploration	3:45 PM	5:00 PM	Hands-on Session
DAY 5			
Course	From	To	Methodology
Principles of Data Visualization	9:30 AM	10:30 AM	Lecture + Demonstration
Dashboard Development Techniques	10:30 AM	11:30 AM	Demonstration + Interactive Session
TEA BREAK (11:30 AM - 11:45 AM)			
Presentation of Statistical Information through Charts and Dashboards	11:45 AM	1:30 PM	Hands-on Session
LUNCH BREAK (1:30 PM - 2:30 PM)			
Practical Exercise on Data Visualization	2:30 PM	3:30 PM	Hands-on Session
TEA BREAK (3:30 PM - 3:45 PM)			
Dashboard Preparation and Presentation	3:45 PM	5:00 PM	Hands-on Session
DAY 6			
Course	From	To	Methodology

Interpolation, Trend Analysis and Gap Analysis	11:45 AM	1:30 PM	Lecture + Case Study
LUNCH BREAK (1:30 PM - 2:30 PM)			
Practical Exercise on Statistical Analysis	2:30 PM	3:30 PM	Hands-on Session
TEA BREAK (3:30 PM - 3:45 PM)			
Statistical Analysis using Sample Datasets	3:45 PM	5:00 PM	Hands-on Session
DAY 7			
Course	From	To	Methodology
Introduction to R, SPSS and SAS	9:30 AM	10:30 AM	Interactive Lecture
Data Processing and Statistical Analysis using R/SPSS/SAS	10:30 AM	11:30 AM	Demonstration + Hands-on
TEA BREAK (11:30 AM - 11:45 AM)			
Monitoring and Evaluation using Statistical Software	11:45 AM	1:30 PM	Lecture + Case Study
LUNCH BREAK (1:30 PM - 2:30 PM)			
Hands-on Exercise using R/SPSS/SAS	2:30 PM	3:30 PM	Hands-on Session
TEA BREAK (3:30 PM - 3:45 PM)			
Practical Session on Data Analysis using Statistical Software	3:45 PM	5:00 PM	Hands-on Session
DAY 8			
Course	From	To	Methodology
Introduction to Predictive Analytics	9:30 AM	10:30 AM	Lecture + Interactive
Forecasting Techniques and Scenario-Based Planning	10:30 AM	11:30 AM	Lecture
TEA BREAK (11:30 AM - 11:45 AM)			
Linear Regression and Logistic Regression	11:45 AM	1:30 PM	Lecture + Demonstration
LUNCH BREAK (1:30 PM - 2:30 PM)			
Cluster Analysis	2:30 PM	3:30 PM	Demonstration + Hands-on Practice
TEA BREAK (3:30 PM - 3:45 PM)			
Survival Analysis with Practical Examples	3:45 PM	5:00 PM	Lecture + Case Study
DAY 9			
Course	From	To	Methodology
Missing Data Treatment	9:30 AM	10:30 AM	Lecture
Data Optimization and Analytical Reliability	10:30 AM	11:30 AM	Lecture + Discussion
TEA BREAK (11:30 AM - 11:45 AM)			
Advanced Statistical Modelling	11:45 AM	1:30 PM	Lecture + Demonstration

LUNCH BREAK (1:30 PM - 2:30 PM)			
Applications of Artificial Intelligence and Machine Learning in Public Policy and Planning	2:30 PM	3:30 PM	Lecture + Case Study
TEA BREAK (3:30 PM - 3:45 PM)			
Case Studies on AI and Machine Learning Applications in Governance	3:45 PM	5:00 PM	Case Study + Interactive Discussion
DAY 10			
Course	From	To	Methodology
Integrated Case Study: Problem Identification and Data Collection	9:30 AM	10:30 AM	Group Activity + Problem Solving
Data Analysis using Excel/R/SPSS/SAS	10:30 AM	11:30 AM	Hands-on Session
TEA BREAK (11:30 AM - 11:45 AM)			
Hands-on Case Study: Data Analysis, Interpretation and Report Preparation	11:45 AM	1:30 PM	Hands-on Session
LUNCH BREAK (1:30 PM - 2:30 PM)			
Group Presentations and Participant Assessment	2:30 PM	3:30 PM	Practical Assessment
TEA BREAK (3:30 PM - 3:45 PM)			
Feedback, Valedictory Session and Certificate Distribution	3:45 PM	5:00 PM	Interactive Feedback Session + Certificate Distribution
Note: The resource persons/ Guest Faculties are eminent speakers from Indian Statistical Institute, IIT- HYD, IIIT - HYD, HCU, ISB & Planning Dept. Govt. of Telangana			

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D. V. Ramana
Registrar & Sr. Faculty

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