

**Calendar of Training Programmes 2020-21
(GENERAL COURSES)**

| Sl. No | Programme Title | Duration & Period | Target Group | Slot Allocation | |
|--------|---|------------------------------------|-------------------|-----------------|---|
| | | | | Slot | Name of trainee |
| 1 | Course on Performance Auditing and Thematic Audit | 05 days 13-17 April 2020 | Sr.Ars to Sr.DAGs | 1 | Sh.M.D.Bhutia, Sr.AO |
| 2 | Course on Noting and Drafting of Audit Memos/IR/Review Notes/Draft Paragraph/Reviews includig preparation of Chapter-1 of Audit Report (Revenue) and Commmercial Audit Report | 05 days 27 April to 01 May 2020 | Sr.Ars. To SAOs | 1 | Sh Sanjay Kumar, Sr.AO |
| 3 | Course on Preparation & Certification of Finance Accounts & Appropriation Accounts including Financial Attest Audit Manual (FAAM) and Central Audit Approach | 06 days 01 to 06 June 2020 | Sr.Ars. To SAOs | 1 | Smt.P.D.Sherpa, Sr.Ar |
| 4 | Preparation of State Finance Audit Report (SFAR) | 03 days 08 to 10 June 2020 | Sr.Ars to GOs | 1 | Sh.Palden Lepcha, AAO |
| 5 | RAE-2 revised paper on GST (Hqrs. Course) | 01 week 14-21 Aug 2020 | AAOs to SAOs | | Will be intimated after declaration of RAE 2019 results |
| 6 | Mandatory training to AAOs eligible for promotion to SAOs (Hqrs. Course) | 2-4 weeks 31 Aug-25 Sept 2020 | AAOs | | Smt. N.Tamang, AAO Sh.P.T.Lepcha, AAO Sh. P.K.Datta, AAO Sh.B.C.Thakur, AAO Smt.M.Bhowmik, AAO Sh.T.T.Sherpa, AAO Sh.V.P.Gupta, AAO |
| 7 | Mid Career Training Programme (MCTP) | 05 days 02-06 Nov. 2020 | Group B | | Sh.Swarnim Lama, AAO |
| 8 | Mid Career Training Programme (MCTP) | 05 days 09-13 Nov 2020 | Group B | | Sh.P.T.Lepcha, AAO |
| 9 | Course on Goods and Service Tax (GST) and Audit of Revenue Receipts | 05 days 01 to 05 December 2020 | Sr.Ars to SAOs | 2 | Sh.Topjar Bhutia, Sr.AO Sh.R.Pradhan, AAO |
| 10 | Course on Audit of Public Works, Audit of Projects, Tender and Contracts and PPP | 05 days 22 to 26 February 2021 | Sr.Ars to SAOs | 1 | Sh.R.K.Chettri, Sr.Ar |

**Calendar of Training Programmes 2020-21
(EDP COURSES)**

| Sl. | Programme Title | Duration & | Target | Slot Allocation |
|-----|-----------------|------------|--------|-----------------|
|-----|-----------------|------------|--------|-----------------|

| No | Programme Title | Period | Group | Slot | Name of trainee |
|----|---|------------------------------------|-------------|------|--------------------------|
| 1 | Computer Skills-MS Office, Power Point, Word and Excel (Advanced) | 06 days 27 April to 02 May 2020 | SAOs to MTS | 1 | Sh. Rajbir, H.O |
| 2 | It Audit (Basic) | 06 days 04-09 May 2020 | SAOs to MTS | 1 | Smt.C.Bhutia, Sr.Ar |
| 3 | IDEA 10.1 | 06 days 11-16 May 2020 | SAOs to MTS | 1 | Sh.Pradeep Kumar, DEO |
| 4 | Tableau as Data Analytics Tool | 03 days 26 - 28 May 2020 | SAOs to MTS | 1 | Smt.Rohini Rai, AAO(A) |
| 5 | Use of VLC Data for Audit | 06 days 01-06 June 2020 | SAOs to MTS | 1 | Sh.C.D.Bhutia, Sr.Ar |
| 6 | IT Audit (Advanced) | 10 days 16-26 Nov 2020 | SAOs to MTS | 1 | Sh.Kunal Thapa, DEO |
| 7 | Tableau as Data Analytics Tool | 03 days 01-03 December 2020 | SAOs to MTS | 1 | Sh.Shailendra Rai, Sr.Ar |
| 8 | Public Financial Management System (PFMS) use of BEMS, iBEMS/EIS/PF-GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi | 06 days 14-19 December 2020 | SAOs to MTS | 1 | Sh. R.G.Bhutia, Sr.Ar |
| 9 | Big Data Analytic (Using Tableau and KNIME) | 06 days 11-15 January 2021 | SAOs to MTS | 1 | Sh.Kunal Thapa, DEO |