

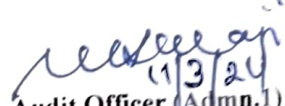
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT-I), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA - 700 001

Please find the enclosed copy of the **Annual Calendar of In-house Training Programme** (Both General and IT Courses) for the year 2024-25 for information and necessary action.

In this regard, it is mentioned that the nomination of candidates of each training programme should be made through SAI Training Portal.

Encl: As stated

// Authority: Principal Accountant General's
order dated 02.03.2024 kept in the
file No. Admn.1/Trg./In-house/2024-25 //


Sr. Audit Officer (Admn.1)

No: Admn.1/Trg./In-house/2024-25/336

Dated: 11.03.2024

Copy forwarded through E-mail to:

1. Secretary to Principal Accountant General (Audit-I), W.B.
2. Steno Gr.-II Sr. Dy. Accountant General (Admn. & AMG-I)
3. Sr. Audit Officer (Welfare)
4. Sr. Audit Officer (AMG-I/HQ)
5. Sr. Audit Officer (AMG-II/Co-ordination)
6. Sr. Audit Officer (AMG-III: non-LAD)
7. Sr. Audit Officer (AMG-IV/Co-ordination)
8. Sr. Audit Officer (FAW)
9. Sr. Audit Officer (Report)
10. Sr. Audit Officer (ECPA)
11. Sr. Audit Officer (EDP)
12. Sr. Audit Officer (LAD-Admn.)
13. Sr. Audit Officer (Admn.2)
14. Sr. Audit Officer (Admn.III & Hindi)
15. Sr. Audit Officer (Admn. CC & Pension)
16. Sr. Audit Officer (Admn. 4)
17. Sr. Audit Officer (ITA)
18. Sr. Audit Officer (DAS)

CALENDAR OF TRAINING PROGRAMMES (COTP)
(IN-HOUSE)
FOR THE YEAR 2024-2025

APRIL- 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Right to Information Act. 2005	03	24.04.2024	26.04.2024	Admn.I	01	13
					AMG-I	01	
					AMG-II	01	
					AMG-III: Non- LAD	01	
					AMG-IV	01	
					Report	01	
					FAW	01	
					LAD	06	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS ACCESS		17.04.2024	19.04.2024	Hindi	01	10
					Admn.III	01	
					AMG-I	01	
					AMG-II	02	
					AMG-III : Non- LAD	01	
					AMG-IV	01	
					LAD	03	

MAY- 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Training for AAOs for promotion to Sr.AO (for both Civil & Commercial Branch)	15	01.05.2024	21.05.2024			
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	IDEA	03	29.05.2024	31.05.2024	AMG-I	01	11
					AMG-II	03	
					AMG-III : Non- LAD	01	
					AMG-IV	02	
					FAW	01	
					LAD	03	

JUNE- 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Preparatory training for Departmental Exam for Auditors	26	18.06.2024	24.07.2024	N.A.		
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS EXCEL	03	26.06.2024	28.06.2024	Hindi	01	08
					AMG-IV	01	
					DAS	01	
					REPORT	01	
					LAD	04	

JULY- 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Preparatory training for Departmental Exam for Auditors (Contd.....)	26	18.06.2024	24.07.2024			
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	E-OFFICE	03	09.07.2024	11.07.2024	Admn.I & Trg.	01	11
					Hindi	01	
					Admn.III	01	
					AMG-I	01	
					AMG-III : Non- LAD	02	
					DAS	01	
					LAD	04	

AUGUST- 2024

GENERAL COURSE													
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation								
			From	To	Wing wise distribution	Slots	Total						
1.	Documentation for various Stages of Audit	03	07.08.2024	09.08.2024	AMG-I	01	13						
					AMG-II	02							
					AMG-III : Non- LAD	01							
					AMG-IV	02							
					FAW	01							
					LAD	06							
2.	Maintenance of Absolute Integrity, Devotion to Duty, Ethical Standards and Honesty in Public Life	03	21.08.2024	23.08.2024	Admn.I	02	20						
					Admn.II	01							
					Admn. III	02							
					Admn.CC	01							
					AMG-I	01							
					AMG-II	02							
					AMG-III : Non-LAD	02							
					AMG-IV	02							
					ITA	01							
					Report	01							
					FAW	01							
					LAD	04							
					IT COURSE								
					Sl. No.	Programme Title		Duration (Working Days)	Period		Slots Allocation		
From	To	Wing wise distribution	Slots	Total									
1.	IDEA	03	28.08.2024	30.08.2024	AMG-I	01	11						
					AMG-II	03							
					AMG-III: Non-LAD	01							
					AMG-IV	02							
					DAS	01							
					FAW	01							
					LAD	02							

SEPTEMBER- 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Induction training programme for newly recruited officials	12	12.09.2024	30.09.2024	N.A.		
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS EXCEL	03	13.09.2023	15.09.2023	AMG-I	01	08
					AMG-III: Non-LAD	01	
					AMG-IV	01	
					REPORT	01	
					LAD	04	

OCTOBER- 2024

GENERAL COURSE						
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation	
			From	To	Wing wise distribution	Total
1.	Regional Language Training (Bengali)	05	21.10.2024	25.10.2024		
IT COURSE						
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation	
			From	To	Wing wise distribution	Total
1.	E-OFFICE	03	28.10.2024	30.10.2024	Admn.II	01
					Admn.CC & Pension	01
					AMG-II	01
					AMG-III: Non-LAD	02
					AMG-IV	01
					LAD	04

NOVEMBER- 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Financial Attest Audit Manual and Financial Audit of State Government Accounts	03	04.11.2024	06.11.2024	AMG-I	01	10
					AMG-II	01	
					AMG-III : Non-LAD	01	
					Report	01	
					FAW	03	
					LAD	03	
3.	APAR and Writing of Performance Appraisals	03	20.11.2024	22.11.2024	Admn.I	01	11
					Admn.II	01	
					Admn.III	01	
					Admn.CC	01	
					AMG-I	01	
					AMG-II	01	
					AMG-IV	01	
					FAW	01	
					LAD	03	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	OIOS	03	27.11.2024	29.11.2024	LAD	20	20

DECEMBER- 2024

DECEMBER 2024

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Evidence Gathering and Analysis	03	04.12.2024	06.12.2024	AMG-I	01	12
					AMG-II	02	
					AMG-III: Non-LAD	01	
					AMG-IV	02	
					FAW	01	
					LAD	05	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	E-OFFICE	03	11.12.2024	13.12.2024	Admn.CC & Pension	01	10
					AMG-III: Non-LAD	02	
					AMG-IV	01	
					FAW	01	
					LAD	05	

JANUARY- 2025

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		Total
			From	To	Wing wise distribution	Slots	
1.	Office Procedure	03	20.01.2025	22.01.2025	Admn.I	01	15
					Admn.II	01	
					AMG-I	01	
					AMG-II	02	
					AMG-III: Non-LAD	01	
					AMG-IV	02	
					DAS	01	
					LAD	06	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		Total
			From	To	Wing wise distribution	Slots	
1.	OIOS	03	29.01.2025	31.01.2025	AMG-II	06	10
					AMG-IV	04	

FEBRUARY - 2025

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Report Writing	03	05.02.2025	07.02.2025	AMG-I	01	10
					AMG-II	02	
					AMG-III: Non-LAD	02	
					AMG-IV	02	
					FAW	01	
					LAD	02	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS EXCEL	03	17.02.2025	19.02.2025	Admn.III	01	07
					AMG-II	01	
					AMG-IV	01	
					FAW	01	
					LAD	03	

MARCH - 2025

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Awareness about ISSAIs	03	13.03.2025	15.03.2025	AMG-I	01	10
					AMG-II	01	
					AMG-III/ Non-LAD	02	
					AMG- IV	01	
					FAW	02	
					Report	01	
					LAD	02	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	OIOS	03	24.03.2025	26.03.2025	LAD	20	20


 Sr. Audit Officer (Admn.I)
 11/3/24