

455
454

Schedule of Programme for In-house Training

General Course

EDP Course

2025-26

O/o the Principal Director of Audit

South Eastern Railway

Course at a glance (General & EDP) 2025-26

Srl. No	Group	Course Title	No of courses	No.of slots	Course duration (working days)
1	Admn	Office Procedure and APAR & writing of Performance Appraisal. (For all)	2	5+5	03 days
2	Audit	Documentation of various stages of Audit, Report Writing (AAO to Ar.)	2	3+3	03 days
3	General	Awareness about ISSAIs, Evidence gathering and analysis AAO to Ar./Sr.Ar.)	1	5	03 days
4	Admn	Right to information Act. and Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life. (AAO to Ar./Sr.Ar.)	2	6+6	03 days
5	General	iBEMS/PFMS application and Budget related matters	2	5+5	04 days
6	General	Noting and Drafting (AAO to Ar./Sr.Ar.)	2	5+5	03 days
7	EDP	e- office (AAO to Ar./Sr.Ar.)	1	5	02 days
8	EDP	IPAS (AAO to Ar./Sr.Ar.)	2	5+5	03 days
9	EDP	IDEA (AAO to Ar./Sr.Ar.).	1	5	03 days
10	EDP	MS Excel Basic (AAO to Ar./Sr.Ar.).	1	5	03 days

Detailed schedule for In-house Training for the year 2025-26

General course					
Sl. No	Programme Title	Duration (working days)	Period		Slots allocation
			From	To	
April 2025					
1	Office Procedure and APAR & writing of Performance Appraisal. (For all)	03 days	23.04.2025	25.04.2025	5
May 2025					
2	Documentation of various stages of Audit, Report Writing (AAO to Ar).	03 days	21.05.2025	23.05.2025	3
June 2025					
3	Awareness about ISSAIs, Evidence gathering and analysis (AAO to Ar./Sr.Ar.)	03 Days	23.06.2025	25.06.2025	5
July 2025					
4	Right to information Act. and Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life. (AAO to Ar./Sr.Ar.)	03 Days	21.07.2025	23.07.2025	6
August 2025					
5	iBEMS/PFMS application and Budget related matters (AAO to Ar./Sr.Ar.).	04 Days	19.08.2025	22.08.2025	5
September 2025					
6	Noting and Drafting (AAO to Ar./Sr.Ar.)	03 days	22.09.2025	24.09.2025	5
October 2025					
7	Right to information Act. and Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life. (AAO to Ar./Sr.Ar.)	03 days	13.10.2025	15.10.2025	6
November 2025					

8	iBEMS/PFMS application and Budget related matters (AAO to Ar.)	04 Days	11.11.2025	14.11.2025	5
9	Office Procedure and APAR & writing of Performance Appraisal. (For all)	03 days	24.11.2025	26.11.2025	5
December 2025					
10	Documentation of various stages of Audit, Report Writing (AAO to Ar./Sr.Ar.)	03 Days	08.12.2025	10.12.2025	3
11	Noting and Drafting (AAO to Ar./Sr.Ar.)	03 days	17.12.2025	19.12.2025	5
EDP Course					
January 2026					
12	E-Office (AAO to Ar.Sr.Ar.)	02 days	08.01.2026	09.01.2026	5
13	IPAS (AAO to Ar.Sr.Ar.)	03 days	19.01.2026	21.01.2026	5
February 2026					
14	IDEA (AAO to Ar.Sr.Ar.)	03 days	16.02.2026	18.02.2026	5
March 2026					
15	MS Excel Basic (AAO to Ar./Sr.Ar.)	03 days	11.03.2026	13.03.2026	5
16	IPAS (AAO to Ar./Sr.Ar.)	03 days	25.03.2026	27.03.2026	5