

**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 (for General Courses)** for the year 2026-27 for information and necessary action.

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

Enclo: As stated

**// Authority: Principal Accountant General' s
order dated 20.03.2026 kept in the
file No. Admn.1/Trg./In-house/2026-27 //**



Sr. Audit Officer (Trg & Exam)

No: Admn.1/Trg./In-house/2026-27/356

Dated: 23.03.2026

Copy forwarded through E-mail to:

1. Secretary to Principal Accountant General (Audit-I), W.B.
2. Steno Gr.-II Dy. Accountant General (Admn. & AMG-I/AMG-II/AMG-III/AMG-IV)
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)
19. Asst. Audit Officer (Admn.II/Admn. III /Record & Estate/Admn.CC & Pension/ AMG-I: HQ / AMG-II: Co-ordination/ AMG-III: non-LAD/AMG-IV: Co-ordination/ Report/ ECPA/ ITA/ DAS/ FAW/ Welfare)
20. Asst. Audit Officer (LAD-Admn.)
21. Hindi Cell

CALENDAR OF TRAINING PROGRAMMES (COTP)

(IN-HOUSE)

FOR THE YEAR 2026-2027

APRIL- 2026

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	20.04.2026	22.04.2026	Record & Estate	01	09
					AMG-I	01	
					AMG-II	01	
					AMG-III: Non-LAD	01	
					AMG-IV	02	
					LAD	03	

MAY- 2026

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	20.05.2026	22.05.2026	AMG-I	01	10
					AMG-II	01	
					AMG-III: Non-LAD	02	
					AMG-IV	02	
					FAW	02	
					LAD	02	

JUNE- 2026

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Regional Language Training (Bengali)	05	15.06.2026	19.06.2026	Depend on the number of new recruits		

JULY- 2026

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Training Programme for DEOs Gr.- 'B' for promotion to the post of DEO Gr.-'D'	10	20.07.2026	31.07.2026	Depend on the number of examinees		

AUGUST- 2026

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Maintenance of Absolute Integrity, Devotion to Duty, Ethical Standards and Honesty in Public Life	03	19.08.2025	21.08.2026	AMG-I	01	12
					AMG-II	02	
					AMG-III: Non-LAD	02	
					AMG-IV	02	
					FAW	01	
					LAD	04	

SEPTEMBER- 2026

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
	Documentation for various Stages of Audit	03	07.09.2026	09.09.2026	AMG-I	01	13
					AMG-II	02	
					AMG-III: Non-LAD	02	
					AMG-IV: Co-ord.	02	
					DAS	01	
					FAW	01	
					LAD	04	
1.	Induction training programme for newly recruited officials	12	14.09.2026	29.09.2026	Depend on the number of new recruits		

OCTOBER- 2026

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	07.10.2026	09.10.2026	AMG-I	01	10
					AMG-II	02	
					AMG-III: Non-LAD	02	
					AMG-IV	02	
					DAS	01	
					LAD	02	

NOVEMBER- 2026

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Office Procedure	03	25.11.2026	27.11.2026	Record & Estate	01	10
					AMG-I	01	
					AMG-II	01	
					AMG-III: Non-LAD	01	
					AMG-IV	01	
					FAW	01	
					LAD	04	

DECEMBER- 2026

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	02.12.2026	22.12.2026	Depend on the number of examinees		

JANUARY- 2027

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Training Programme for Auditors	13	06.01.2027	22.01.2027	Depend on the number of examinees		
2.	Awareness about ISSAIs	03	27.01.2027	29.01.2027	AMG-I	01	10
					AMG-II	02	
					AMG-III: Non-LAD	02	
					AMG-IV	02	
					FAW	01	
					LAD	02	

FEBRUARY- 2027

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Report Writing	03	17.02.2027	19.02.2027	AMG-I	01	09
					AMG-II	02	
					AMG-III: Non-LAD	02	
					AMG-IV	02	
					LAD	02	

MARCH- 2027

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	APAR and Writing of Performance Appraisals	03	17.03.2027	19.03.2027	Record and Estate	01	09
					AMG-I	01	
					AMG-II	01	
					AMG-III: Non-LAD	01	
					AMG-IV	02	
					LAD	03	



Sr. Audit Officer (Trg. & Exam.)

General Courses for the Calendar of Training Programme 2026-27

Sl. No.	Month	Name of the Training Courses	Period of Training	Slots
1.	April, '26	Right to Information Act, 2005	20.04.26-21.04.26	09
2.	May, '26	Financial Attest Audit Manual and Financial Audit of State Government Accounts	20.05.26-22.05.26	10
3.	June, '26	Regional Language Training (Bengali)	15.06.26-19.06.26	Depend on the number of new recruits
4.	July, '26	Training Programme for DEOs Gr.-'B' for promotion to the post of DEO Gr.-'D'	20.07.26-31.07.26	Depend on the number of examinees
5.	August, '26	Maintenance of Absolute Integrity, Devotion to Duty, Ethical Standards and Honesty in Public Life	19.08.26-21.08.26	12
6.	September, '26	Documentation for various Stages of Audit	07.09.26-09.09.26	12
		Induction training programme for newly recruited officials	11.09.25-26.09.25	Depend on the number of new recruits
7.	October, '26	Evidence Gathering and Analysis	07.10.26-09.10.26	10
8.	November, '26	Office Procedure	25.11.26-27.11.26	10
9.	December, '26	Training for AAOs for promotion to Sr. AOs (for both Civil and Commercial Branch)	02.12.26-22.12.26	Depend on the number of examinees
10.	January, '27	Preparatory training for Departmental Exam for Auditors	06.01.27-22.01.27	Depend on the number of examinees
		Awareness of ISSAIs	27.01.27-29.01.27	10
11.	February, '27	Report Writing	17.02.27-19.02.27	09
12.	March, '27	APAR and Writing of Performance Appraisals	17.03.27-19.03.27	09



Sr. Audit Officer (Trg. & Exam.)

Calendar of Training Programme for In-house IT Training Courses 2026-27

Sl. No.	Month	Course Title	Duration (working days)	Period		Allocation of slots		
				From	To	Wing/Section	Slots	Total
1.	MAY 2026	Familiarisation with IT Tools- Introduction to IDEA & Tableau	03	20.05.2026	22.05.2026	ITA	2	20
						AMG-III (Non-LAD)	1	
						AMG-I	1	
						AMG-II	1	
						AMG-IV	2	
						AMG-IV(FAW)	2	
3.	JULY 2026	OIOS	03	22.07.2026	24.07.2026	ITA	2	13
						AMG-III (Non-LAD)	1	
						AMG-I	1	
						AMG-II	2	
						AMG-IV	2	
						AMG-III(LAD)	5	
5.	SEPTEMBER 2026	MS-Office (Word, Excel, Access)	03	09.09.2026	11.09.2026	ITA	1	15
						AMG-III (Non-LAD)	1	
						AMG-I	1	
						AMG-II	2	
						AMG-IV	3	
						AMG-IV(FAW)	1	
7.	NOVEMBER 2026	e-Office	03	25.11.2026	27.11.2026	ITA	2	15
						AMG-III (Non-LAD)	1	
						AMG-I	1	
						AMG-II	2	
						AMG-IV	2	
						AMG-IV(FAW)	1	
9.	JANUARY 2027	Familiarisation with IT Tools- Introduction to IDEA &	03	06.01.2026	08.01.2026	AMG-III (Non-LAD)	1	20
						AMG-I	1	
						AMG-II	1	
						AMG-IV	2	

		Tableau				AMG-IV(FAW)	2	
						AMG-III(LAD)	13	
10.	FEBRUARY 2027	MS-Office (Word, Excel, Access)	03	16.02.2027	18.02.2027	ITA	01	10
						AMG-III (Non-LAD)	01	
						AMG-I	01	
						AMG-II	01	
						AMG-IV	02	
						AMG-IV(FAW)	01	
						AMG-III(LAD)	03	

Sr. Audit Officer (EDP)