Annexure 'A'

TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2021 TO 31.03.2022

Sr. No	Name of the Course	Duration/S ion Per c	- 1	Slots	Date of training	Proposal received from	Category of function.
1	Preparatory training for SAS examination (* SAS mains exam likely to be held in the month of June 2021. Hence we may commence the training from 22 nd March 2021 so that training course is completed	2 months	04	Slots will be intimated by HRM- II	22/03/2021 21/05/2021	HRM-II	Non IT/Non- Core
2	well in advance.) Induction Course for newly recruited DA probationer	12days	04	Slots will be intimated by WW	06/04/2021 to 26/04/2021	WW and H.Q office OM dt.11/03/2 019	Non-IT/Non- Core Function
3	Pre-examination training for appearing Marathi Language Exam for newly recruited employees	15days	02	Slots will be intimated by HRM- II	28/04/2021 to 19/05/2021	HRM-II	Non-IT/Non- Core
4	Induction Course for newly recruited staff (Clerk)	12 day	04	Slots will be intimated by WW	to	H.Q office OM dt.11/03/2 019	Core Function
5	In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet. Power Point, Web Browsing)		02	10	24/05/2021 to 31/05/2021	D.I 2016 vide para no 5.3 suggested	IT/ Core Function

of Sexual Harassment of Working Women at Workplace 7 New procedure for check of classifications. (Validation of Vouchers in Accounts Offices) 8 Mandatory Training to Sr. Acctt. fro Promotion to the post of Assistant Supervisor 9 Workshop 1 More Accounts Offices (Assistant Supervisor) 9 Workshop 1 More Accounts Offices (Assistant Supervisor) 10 June 1 J	DAG (Admn) TM H.Q Circular No.09 Dt.15/02/2 021 HRM-I	Non-IT/ Non-core Function IT/ Core Function Non-IT/ Non-core Function
7 New procedure for check of classifications. (Validation of Vouchers in Accounts Offices) 8 Mandatory Training to Sr. Acctt. fro Promotion to the post of Assistant Supervisor 9 Workshop on Iday 02 20 10/06/2021 H	H.Q Circular No.09 Ot.15/02/2	Non-IT/ Non-core Function
classifications. (Validation of Vouchers in Accounts Offices) 8 Mandatory Training to Sr.Acctt. fro Promotion to the post of Assistant Supervisor 9 Workshop on Iday 02 20 10/06/2021 HT	H.Q Circular No.09 Ot.15/02/2	Non-IT/ Non-core Function
Sr.Acctt. fro Promotion to the post of Assistant Supervisor 9 Workshop Orange to 12 day 04 Slots will 14/06/2021 House to 29/06/2021 No 1 section 12 day 04 Slots will 14/06/2021 House to 29/06/2021 No 1 section 02	Circular No.09 Ot.15/02/2	core Function
01 + 10ay = 02 + 20 + 10/06/2021 + H	łRM-I	
APARs for Sr. AOs/AOs/AAOs (Mandatory)		Non-IT/core Function
(AAOs/Sr.Acctts/Acctts. In Fund wing)	520 20	Non IT/Core Function
11 Accounting and Posting/ 1 day 02 20 30/06/2021 PN Pairing of Pension Payment Vouchers		IT/Core Function
DA (Prob) to be inti by	1	Non-IT/Non- Core
Training of 'Menus' in 1 day 02 20 20/07/2021 FM Sec		IT/Core Function
be intimated by WW OM OM OM OTHER OF THE OTHER OF THE OTHER OTHER OF THE OTHER	M (11/03/2 F	Non-IT/Non- Core Function
Working in SAI Package 1 day 02 20 10/08/2021 PM Bldg		T/Core

		1 1	02	20	5/8/2021	DAG	Non-IT/ Non-
16	Workshop on 110 contract	1 day	02	(207onlin	3/8/2021	(Admn)	core Function
	of Sexual Harassment of			e)		(Tunn)	
	Working Women at						
	Workplace				12/02/2021	D) (Non IT/Core
17	Dealing with Court Case &	1day	02	15	13/08/2021	PM	Non 11/Core
	Departmental Enquiry					TIDA (I	Non-IT/Non-
18	Training of DEO Grade 'A'	10 days	04	Slots will	27/09/2021	HRM-I	Core
	for promotion to the post of			be	to		Core
	DEO Grade 'B'			intimated	08/10/2021		
				by HRM-I			
10	Mandatory Training to	12 day	04	Slots will	28/09/2021	H.Q	Non-IT/ Non-
19	Sr. Acett. fro Promotion to	12 44)	0.	be	to	Circular	core Function
	the post of Assistant			intimated	13/10/2021	No.09	
	Supervisor			by HRM-		Dt.15/02/	
	Super visor			I section		2021	
20	Pre-examination training for	15days	02	Slots will	08/11/2021	HRM-II	Non-IT/Non-
20	appearing Marathi Language	-		be	to		Core
	Exam for newly recruited			intimated	29/11/2021		
	employees			by HRM-		*	
				II			
21	Induction Course for newly	12 day	04	Slots will	10/11/2021	H.Q office	Non-IT/Non-
21	recruited staff (Accountant)	12 009	9.	be	to	OM	Core Function
	recruited starr (Accountant)			intimated	26/11/2021	dt.11/03/	
		-		by WW		2019	
					2.1/1.1/2021	TD) (Non IT/Core
22	Working of Fund wing	1day		20	24/11/2021	FM	function
	(About working in the	02					Tunction
	section & operating of GPF						
	&VLC Modules)						
23	RTI Act 2005 (Mandatory)	1day		20	2/12/2021	RTI Cell/	Non IT/Core
23	KII / Not 2005 (Manualory)	04				Trg Sect.	Function
24	Workshop on Prevention	1 day		20	3/12/2021	DAG	Non-IT/ Non-
	of Sexual Harassment of					(Admn)	core Function
	Working Women at						
25	Workplace In-House IT Training	5 days		10	06/12/2021	D.I 2016	IT/ Non Core
25	(Basics of Ms Office, Ms-	1		10	to	vide para	Function
	Word, Ms-Excel, Internet,	1		,	10/12/2021	no 5.3	
	Power Point, Web Browsing)	1				suggested	
	Tower rome, weo browsing)						
							ACC. 100 TO 100

		01 / 11	117:11 ba	HPM-II	IT/ Core
11characol)	•		11111	UVIAI-II	(at RTI)
for Incentive Examination	04				(at KII)
for AAOs/SAOs		The same of the sa	KII		×
			=		
			22/12/2021	A.C.	Non-IT/ Non
Course on ISSAI	V-2	20	1	AU	Core
(Mandatory)	02				Core
			E-01 9000 100000	TIDA (I	Non-IT/ Non
Gender Sensitization (All	1.00	20	04/01/2022	HKIVI-I	Core
employees with equal gender	03			ē	Core
representations)					
		1.0	10/01/2022	D I 2016	IT/ Core
In-House IT Training	-	10	and the same section of the same section of		Function
	02		1.5	-	Tunction
			14/01/2022		
Power Point, Web Browsing)				suggested	
			1		
			12/01/2022	DAC	Non-IT/ Non-
Workshop on Prevention	1 -	20	13/01/2022		core Function
of Sexual Harassment of	02			(Admin)	core i direction
Working Women at		<i>**</i>			
	1 day	20	18/01/2022	WW	Non IT/Core
Code of Essays	02	8			function
Course on Pacard	2days	Will be	02/02/2022	L&S	Non IT/Core
	1		l to		function
Management					
Course on Administrative	1 day	20	01/03/2022	DAG	Non IT Core
Course	1			(Entt)	Function
iviations (iviationatory)	102				
C.D.E. Final Darment	1 day	20	02/03/2022	FM	IT/Core
0.2				Section	Function
Module	02				a
Workshop on 'Transfe	r 1 day	20	16/03/2022	WAC-I	IT/Core
	Liday	20			Function
110111110	02		1	Section	runction
Entries in Accounts Wing"	02	D.		Section	runction
	for Incentive Examination for AAOs/SAOs Course on ISSAI (Mandatory) Gender Sensitization (All employees with equal gender representations) In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing) Workshop on Prevention of Sexual Harassment of Working Women at Working Women at Workplace Code of Ethics in IA&AD Course on Record Management Course on Administrative Matters (Mandatory)	for Incentive Examination for AAOs/SAOs Course on ISSAI (Mandatory) Gender Sensitization (All employees with equal gender representations) In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing) Workshop on Prevention of Sexual Harassment of Working Women at Workplace Code of Ethics in IA&AD Course on Record Management Course on Administrative Aday O2 Course on Administrative I day O2 G.P.F. Final Payment I day	for Incentive Examination for AAOs/SAOs for Incentive Examination for AAOs/SAOs O2 Course on ISSAI (Mandatory) Gender Sensitization (All employees with equal gender representations) In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing) Workshop on Prevention of Sexual Harassment of Working Women at Workplace Code of Ethics in IA&AD Course on Record Management Course on Administrative Mandatory O2 Course on Administrative I day Matters (Mandatory) G.P.F. Final Payment I day O2 G.P.F. Final Payment Module	Preparatory training on 11 for Incentive Examination for AAOs/SAOs O4 D5 D6 D6 D7 D7 D7 D8 D8 D8 D8 D8 D8 D8	Preparatory Haming on Iron Incentive Examination for Incentive Examination for AAOs/SAOs Course on ISSAI (Mandatory) Gender Sensitization (All employees with equal gender representations) In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing) Workshop on Prevention of Sexual Harassment of Working Women at Workplace Code of Ethics in IA&AD Course on Record Management Day Be intimated by HRM-I 1 day 02 10/01/2022 D.I 2016 vide para no 5.3 suggested 10/01/2022 D.J 2016 vide para no 5.3 suggested 1 day 02 1 day 02 DAG (Admn) DAG (Admn) Course on Record Management Day O2 Course on Administrative Matters (Mandatory) I day 02 Course on Administrative Matters (Mandatory) DAG (Entt) DAG (Entt) DAG (Entt)

So. Accounts Officer /Training

Annexure 'A'

TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2022 TO 31.03.2023

Sr. No	Name of the Course	Duration/s Per d		Slots	Date of training	Proposal received from	Category of function.
1	Preparatory training for SAS examination (* SAS mains exam likely to be held in the month of April 2022. Hence we may commence the training from 22 nd Feb 2022 so that training course is completed well in advance.)	2 months	04	Slots will be intimated by HRM-II	22/02/2022 to 13/04/2022	HRM-II	Non IT/Non- Core
2	Induction Course for newly recruited Accountant / MTS/DEO Gr-A/ Steno Gr- II/Jr.Hindi Translator	12 days	04	Slots will be intimated by Welfare Wing &HRM-I	04/04/2022 to 21/04/2022	WW and HRM-I H.Q office (DOPT OM No.28020 dt.11/03/20 19)	Non- IT/Non- Core Function
3	Pre-examination training for appearing Marathi Language Exam for newly recruited employees	15 days	02	Slots will be intimated by HRM-II	04/04/2022 to 26/04/2022	HRM-II	Non- IT/Non- Core
4	Induction Course for newly recruited staff DA (Probationer)	12 day	04	Slots will be intimated by WW	02/05/2022 to 18/05/2022	WM-1 H.Q office (DOPT OM No.28020 dt.11/03/ 2019)	Non- IT/Non- Core Function
5	Induction Course for newly recruited staff Clerk	12 day	04	Slots will be intimated by WW	02/05/2022 to 18/05/2022	H.Q office (DOPT OM No.28020 dt.11/03/20 19)	Non- IT/Non- Core Function

	New procedure for check of	1 day	02	20	25/05/2022	TM	IT/ Core Function
	classifications. (Validation of	1					Tunction
	Vouchers in Accounts						
	Offices)				21/05/2022	Payroll	IT/ Core
7	Public Financial	1 day	02	15	31/05/2022	rayion	Function
1	Management System						
	(PFMS)	-		'11 1	01/06/2022	H.Q	Non-IT/
8	Mandatory Training to	12 day	04	Slots will be	to	Circular	Non-
o	Sr.Acett. for Promotion to			intimated by	16/06/2022	No.09	core
	the post of Assistant			HRM-I	10/00/2022	Dt.15/02/2	Function
	Supervisor			section		021	
				20	08/06/2022	HRM-III	Non-
9	Workshop on	1	02	20	08/00/2022		IT/core
	Reporting/Reviewing of						Function
	APARs for Sr.						
	AOs/AOs/AAOs						
	(Mandatory)	122.1	04	29	01/07/2022	Slots will	Non-
10	Pre-examination training for	· 30 days	04	27	to	be	IT/Non-
	DA (Prob)				29/07/2022	2 intimated	Core
					500 100 200	by WM-I	
						Section	
	1	1 day	02	20	23/08/202	2 EIS	IT/ Core
1		1 day	02				Function
	officials)				01/00/202	2 H.Q	Non-IT/
1	2 Mandatory Training to AA	3 week	s 04	Slots will b	l l	Circular	Non-
1	for Promotion to the post a	as		intimated b	y to 21/09/202		
	Sr.AO			HRM-I	21/09/202	3.12.2017	Function
	51.710			section			
				111	be 27/09/202	22 HRM-I	Non-
-	13 Training of DEO Grade 'A'	10 day	s 04	Slots will		22 1110112	IT/Non-
1	for promotion to the post of			intimated HRM-I		22	Core
	DEO Grade 'B'			HRM-1	11/10/20		
					be 01/11/20)22 H.Q	Non-IT/
-	14 Mandatory Training	to 12 day	y 04			Circular	Non-
	Sr. Acett. fro Promotion	to		intimated	17/11/20		core
	the post of Assist	ant		HRM-I	1//11/20	Dt.15/02	1/2 Function
	Supervisor			section		021	
						*	
				2 Slots wil	1 be 09/11/2	022 HRM-II	Non-
-	15 Pre-examination training	for 15 da	ıys C	2 Slots wil		5	IT/Non-
	appearing Marathi Langu	age		Intimated	. 05		

Γ	Even for and	T		TTD3 6 ***	T 00/11/2	Ţ	-T-12
	Exam for newly recruited employees			HRM-II	29/11/2022		Core
	Chiproyees	,				2	
16	RTI Act 2005 (Mandatory)	1 days	0.4	20	01/12/2022	DTI G III	2.7
10	KIT Act 2003 (Wandatory)	1 day	04	20	01/12/2022	RTI Cell/	Non
		2				Trg Sect.	IT/Core
17	In-House IT Training	5 days	02	10	12/12/2022	D 1 2016	Function
1 7	(Basics of Ms Office, Ms-	Juays	02	10	12/12/2022	D.I 2016	IT/ Non
	Word, Ms-Excel, Internet,				to	vide para	Core
	Power Point, Web Browsing)				16/12/2022	no 5.3	Function
	1 ower rollit, web Browsing)					suggested	
18	Preparatory training on IT	5 days	04	Slots will be	Will be	HRM-II	IT/ Core
	for Incentive Examination			intimated	decided by		(at RTI)
	for AAOs/SAOs			by HRM-II	RTI		
19	Code of Ethics in IA&AD &	1 day	03.	20	28/12/2022	HRM-I	Non-IT/
	Gender Sensitization (All						Non
	employees with equal gender						Core
20	representations)						
20	Basic Training on Hardware	3 days	02	20	03/01/2023	EIS	IT/ Core
	and Networking (for the						function
	officials having basic IT						
21	knowledge)	1 1					
21	Clearance of Missing Credits and Un-posted credit items	1 day	02	20	24/01/2023	FM	Non-
	and part want/full want						IT/Core
	credits items						Function
-							A
22	Course on Administrative	1 day	02	20	21/02/2023	DAG	Non IT
	Matters (Mandatory)					(Entt)	Core
-							Function
23	G.P.F. Final Payment	1 day	02	20	02/03/2023	FM Section	IT/Core
	Module						Function
24	Training of 'Menus' in	1 day	02	15	07/03/2023	VLC	IT/Core
	VLC-GPF				,		Function
25	Workshop on 'Transfer	1 day	02	20	21/03/2023	WAC-I	IT/Core
	Entries in Accounts Wing"			*		Section	Function

38. Account officer/Training

Annexure 'A'

In-house Training Calendar for the Period from 01.04.2023 to 31.03.2024

Sr. No	Name of the Course	Duration/Sessio Per day	n Slots	Date of training	Proposal received from	Category of function.
1	Preparatory training for SAS examination (* SAS mains exam likely to be held in the month of May 2023. Hence we may commence the training from March 2023 onwards)	2 months 04	Slots will be intimated by HRM-II		HRM-II	Non IT/Non- Core
3	Pre-examination training for appearing Marathi Language Exam for newly recruited employees PFMS/ iBEMS (Public Financial Management System) & Budget related Matters	15 days 02 5 days 02	Slots will be intimated by HRM-II	13/04/2023 to 04/05/2023 17/04/2023 To 21/04/2023	Headquarte rs circular Dated 23/09/2023 & Payroll	Non- IT/Non- Core
4	Induction Course for newly recruited Accountant /DA/MTS/DEO Gr/ Steno Gr-II/Jr.Hindi Translator/Clerk	12 days 04	Slots will be intimated by Welfare Wing &HRM-I &	08/05/2023 to 23/05/2023	WW / WM-I and HRM-I H.Q office (DOPT OM No.28020 dt.11/03/20 19)	Non- IT/Non- Core Function

; [Mandatory Training to AAO 3	weeks	04	Slots will be	11/05/2023	11.0	Non-IT/
)	for Promotion to the post as			intimated by	to	Circular 3	Non-
				HRM-I	31/05/2023	3.12.20	core
	Sr.AO			section	(As per		Function
					H.Q email		
					Dt.20/03/		
					2023)		
		1 day	02	20	10/05/2023	EIS	IT/ Core
6	e-onice	1 day	02				Function
	(All officers and officials)						TEL C
7	In-House IT Training	5 days	02	10	22/05/2023	EIS	IT/ Core
•	(Basics of Ms Office, Ms-			. Wi	to		Function
	Word, Ms-Excel, Internet,				26/05/2023		
	Power Point, Web Browsing)						
8	New procedure for check of	1 day	02	20	25/05/2023	TM	IT/ Core
O	classifications. (Validation of						Function
	Vouchers in Accounts						
	Offices)						
9		1 day	02	20	31/05/2023	DAG	Non-IT/
9	Sexual Harassment of					(Admn)	Non-
	Sexual Transcenti						Core
	Working						Function
	Workplace Mandatory Training to	12 day	04	Slots will be	05/06/2023	B H.Q	Non-IT/
1	3			intimated by		Circular	Non-
	Sr.Acett. for Promotion to			HRM-I	20/06/202	3 No.09	core
	The post			section	(As per	Dt.15/02/2	Function
	Supervisor				H.Q emai	1 021	
	y				Dt.20/03/	,	
					2023)		
		10.1	0.4	Slots will b		3 Headquarte	e Non-
	11 Training of Data Entry	10 days	04	intimated b		rs email	IT/core
	Operator Gr-B for Promotion	1			30/06/202		Functio
	to the Post of Data Entry			HRM-I	30/00/202	22.12.2023	
	Operator Gr-D					22.12.202.	(w)

12	Pre-examination training for	30 days	04	Slots will be	03/07/2023	Slots will	Non-
	Newly Recruited DA (Prob)			intimated by	to	be	IT/Non-
				WM-I	11/08/2023	intimated	Core
				section		by WM-I	
						Section	
13	Workshop on	1 day	02	20	18/08/2023	HRM-III	Non-
	Reporting/Reviewing of						IT/core
	APARs for Sr.						Function
	AOs/AOs/AAOs			*			- unetion
	(Mandatory)						**
14	Government Accounting,	1day	04	Slots will be	23/08/2023	H.Q	Non-
	Public Works audit and			intimated by		Circular	IT/core
	Public Works Accounts	Swi		WM-I		Dt.19/10/2	Function
						022	1 dilotion
15	Training of DEO Grade 'A'	10 days	04	Slots will be	18/09/2023	HRM-I	Non-
	for promotion to the post of			intimated by	to		IT/Non-
	DEO Grade 'B'			HRM-I	29/09/2023		Core
							Core
16	Induction Course for newly	12 days	04	Slots will be	03/10/2023	WW /	Non-
	recruited Accountant /DA/			intimated by	to	WM-I	IT/Non-
	MTS/DEO Gr-A/ Steno Gr-	*		Welfare	18/10/2023		Core
	II/Jr.Hindi Translator/Clerk			Wing		and HRM-I	Function
				&HRM-I		H.Q office	
				,		(DOPT	
				&		OM No.28020	
				WM-I	i.	dt.11/03/20	
				k	-	19)	
17	Pre-examination training for	15 days	02	Slots will be	16/10/2023	HRM-II &	Non-
	appearing Marathi Language	46		intimated by	to	WM-I	IT/Non-
	Exam for newly recruited			HRM-II &	07/11/2023		Core
	employees			WM-I			
					¥		

18	Mandatory Training to Sr.Acctt. for Promotion to the post of Assistant Supervisor	12 day	04	Slots will be intimated by HRM-I section	20/11/2023 to 05/12/2023	H.Q Circular No.09 Dt. 15/02/2021	Non-IT/ Non- core Function
19	RTI Act 2005 (Mandatory)	1 day	04	20	08/12/2023	RTI Cell/ Trg Sect.	Non IT/Core Function
20	Preparatory training on IT for Incentive Examination for AAOs/SAOs	5 days	04	Slots will be intimated by HRM-II	Will be decided by RTI	HRM-II	IT/ Core (at RTI)
21	Code of Ethics in IA&AD & Gender Sensitization (All employees with equal gender representations)	1 day	03	20	20/12/2023	HRM-I	Non-IT/ Non Core
22	Basic Training on Hardware and Networking (for the officials having basic IT knowledge)	I day	02	20	02/01/2024	EIS	IT/ Core function
23	Clearance of Missing Credits and Un-posted credit items and part want/full want credits items	1 day	02	20	18/01/2024	FM	Non- IT/Core Function
24	Pre-examination training for Newly Recruited DA (Prob) (Grade Exam)	30 days	04	Slots will be intimated by WM-I section	22/01/2024 to 29/02/2024	Slots will be intimated by WM-I Section	Non- IT/Non- Core
25	Course on Administrative Matters (Mandatory)	1 day	02	20	05/03/2024	DAG (Entt)	Non IT Core Function
26	Induction Course for newly recruited Accountant /DA/ MTS/DEO Gr/ Steno Gr- II/Jr.Hindi Translator/Clerk	12 days	04	Slots will be intimated by Welfare Wing &HRM-I	11/03/2024 to 26/03/2023	WW / WM-I and HRM-I H.Q office (DOPT OM No.28020	Non- IT/Non- Core Function
				& WM-I		dt.11/03/ 2019)	
27	G.P.F. Final Payment Module	1 day	02	20	14/03/2024	FM	IT/Core Function
28	Workshop on 'Transfer Entries in Accounts Wing'	1 day	02	20	19/03/2024	WAC-I Section	IT/Core Function

Sr. Accounts Officer/Trg