

Annexure 'A'


TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2021 TO 31.03.2022

| Sr. No | Name of the Course   | Duration/Session Per day | Slots                             | Date of training               | Proposal received from                         | Category of function.       |
|--------|--|--------------------------|-----------------------------------|--------------------------------|--|-----------------------------|
| 1      | Preparatory training for SAS examination<br><br>(* SAS mains exam likely to be held in the month of June 2021. Hence we may commence the training from 22 <sup>nd</sup> March 2021 so that training course is completed well in advance. ) | 2 months 04              | Slots will be intimated by HRM-II | 22/03/2021<br>21/05/2021       | HRM-II   | Non IT/Non-Core             |
| 2      | Induction Course for newly recruited DA probationer  | 12days 04                | Slots will be intimated by WW     | 06/04/2021<br>to<br>26/04/2021 | WW<br>and<br>H.Q office<br>OM<br>dt.11/03/2019 | Non-IT/Non-Core<br>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<br>to<br>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     | 24/05/2021<br>to<br>09/06/2021 | H.Q office<br>OM<br>dt.11/03/2019              | Non-IT/Non-Core<br>Function |
| 5      | <b>In-House IT Training</b><br>(Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing )  | 5 days 02                | 10                                | 24/05/2021<br>to<br>31/05/2021 | D.I 2016<br>vide para<br>no 5.3<br>suggested   | IT/ Core<br>Function        |

|    |  |        |    |  |                          |   |                           |
|----|--|--------|----|--|--------------------------|---|---------------------------|
| 6  | Workshop on Prevention of Sexual Harassment of Working Women at Workplace                | 1 day  | 02 | 20                                       | 02/6/2021                | DAG (Admn)                              | Non-IT/ Non-core Function |
| 7  | New procedure for check of classifications. (Validation of Vouchers in Accounts Offices) | 1 day  | 02 | 20                                       | 09/06/2021               | TM                                      | IT/ Core Function         |
| 8  | Mandatory Training to Sr.Acctt. fro Promotion to the post of Assistant Supervisor        | 12 day | 04 | Slots will be intimated by HRM-I section | 14/06/2021 to 29/06/2021 | H.Q Circular No.09 Dt.15/02/2021        | Non-IT/ Non-core Function |
| 9  | Workshop on Reporting/Reviewing of APARs for Sr. AOs/AOs/AAOs (Mandatory)                | 1day   | 02 | 20                                       | 10/06/2021               | HRM-I                                   | Non-IT/core Function      |
| 10 | Noting & Drafting (AAOs/Sr.Acctts/Acctts. In Fund wing)                                  | 1 day  | 02 | 20                                       | 23/06/2021               | EDP(F)                                  | Non IT/Core Function      |
| 11 | Accounting and Posting/ Pairing of Pension Payment Vouchers                              | 1 day  | 02 | 20                                       | 30/06/2021               | PM                                      | IT/Core Function          |
| 12 | Pre-examination training for DA (Prob)   | 30days | 04 | 29                                       | 07/07/2021 to 18/08/2021 | Slots will be intimated by WM-I Section | Non-IT/Non-Core           |
| 13 | Training of 'Menus' in VLC-GPF   | 1 day  | 02 | 20                                       | 20/07/2021               | FM Section                              | IT/Core Function          |
| 14 | Induction Course for newly recruited staff (MTS)   | 12 day | 04 | Slots will be intimated by WW            | 22/07/2021 to 06/08/2021 | H.Q office OM dt.11/03/2019             | Non-IT/Non-Core Function  |
| 15 | Working in SAI Package   | 1 day  | 02 | 20                                       | 10/08/2021               | PM (Old Bldg)                           | IT/Core                   |

|    |  |            |  |                          |                                     |                           |
|----|--|------------|--|--------------------------|-------------------------------------|---------------------------|
| 16 | Workshop on Prevention of Sexual Harassment of Working Women at Workplace                                  | 1 day 02   | 20<br>(207online)                        | 5/8/2021                 | DAG<br>(Admn)                       | Non-IT/ Non-core Function |
| 17 | Dealing with Court Case & Departmental Enquiry   | 1day 02    | 15                                       | 13/08/2021               | PM                                  | Non IT/Core               |
| 18 | Training of DEO Grade 'A' for promotion to the post of DEO Grade 'B'                                       | 10 days 04 | Slots will be intimated by HRM-I         | 27/09/2021 to 08/10/2021 | HRM-I                               | Non-IT/Non-Core           |
| 19 | Mandatory Training to Sr.Acctt. fro Promotion to the post of Assistant Supervisor                          | 12 day 04  | Slots will be intimated by HRM-I section | 28/09/2021 to 13/10/2021 | H.Q Circular No.09 Dt.15/02/2021    | Non-IT/ Non-core Function |
| 20 | Pre-examination training for appearing Marathi Language Exam for newly recruited employees                 | 15days 02  | Slots will be intimated by HRM-II        | 08/11/2021 to 29/11/2021 | HRM-II                              | Non-IT/Non-Core           |
| 21 | Induction Course for newly recruited staff (Accountant)  | 12 day 04  | Slots will be intimated by WW            | 10/11/2021 to 26/11/2021 | H.Q office OM dt.11/03/2019         | Non-IT/Non-Core Function  |
| 22 | Working of Fund wing (About working in the section & operating of GPF & VLC Modules)                       | 1day 02    | 20                                       | 24/11/2021               | FM                                  | Non IT/Core function      |
| 23 | RTI Act 2005 (Mandatory)   | 1day 04    | 20                                       | 2/12/2021                | RTI Cell/ Trg Sect.                 | Non IT/Core Function      |
| 24 | Workshop on Prevention of Sexual Harassment of Working Women at Workplace                                  | 1 day 02   | 20                                       | 3/12/2021                | DAG (Admn)                          | Non-IT/ Non-core Function |
| 25 | <b>In-House IT Training</b> (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing ) | 5 days 02  | 10                                       | 06/12/2021 to 10/12/2021 | D.I 2016 vide para no 5.3 suggested | IT/ Non Core Function     |

|    |  |              |                                   |                          |                                     |                           |
|----|--|--------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 26 | Preparatory training on IT for Incentive Examination for AAOs/SAOs   | 5 days<br>04 | Slots will be intimated by HRM-II | Will be decided by RTI   | HRM-II                              | IT/ Core (at RTI)         |
| 27 | Course on ISSAI (Mandatory)  | 3 days<br>02 | 20                                | 22/12/2021 To 24/12/2021 | AG                                  | Non-IT/ Non Core          |
| 28 | Gender Sensitization (All employees with equal gender representations)                                     | 1 day<br>03  | 20                                | 04/01/2022               | HRM-I                               | Non-IT/ Non Core          |
| 29 | <b>In-House IT Training</b> (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing ) | 5 days<br>02 | 10                                | 10/01/2022 to 14/01/2022 | D.I 2016 vide para no 5.3 suggested | IT/ Core Function         |
| 30 | Workshop on Prevention of Sexual Harassment of Working Women at Workplace                                  | 1 day<br>02  | 20                                | 13/01/2022               | DAG (Admn)                          | Non-IT/ Non-core Function |
| 31 | Code of Ethics in IA&AD  | 1 day<br>02  | 20                                | 18/01/2022               | WW                                  | Non IT/Core function      |
| 32 | Course on Record Management  | 2days<br>04  | Will be intimated by L&S          | 02/02/2022 to 03/02/2022 | L&S                                 | Non IT/Core function      |
| 33 | Course on Administrative Matters (Mandatory)   | 1 day<br>02  | 20                                | 01/03/2022               | DAG (Entt)                          | Non IT Core Function      |
| 34 | G.P.F. Final Payment Module  | 1 day<br>02  | 20                                | 02/03/2022               | FM Section                          | IT/Core Function          |
| 35 | Workshop on 'Transfer Entries in Accounts Wing'  | 1 day<br>02  | 20                                | 16/03/2022               | WAC-I Section                       | IT/Core Function          |

  
 Sr. 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/Session Per day | Slots  | Date of training         | Proposal received from                                      | Category of function.    |
|--------|---|--------------------------|--|--------------------------|---|--------------------------|
| 1      | Preparatory training for SAS examination<br><br>(* SAS mains exam likely to be held in the month of April 2022. Hence we may commence the training from 22 <sup>nd</sup> 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<br>H.Q office (DOPT OM No.28020 dt.11/03/2019) | 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<br>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.11/03/2019)                 | Non-IT/Non-Core Function |

|    |  |            |  |                          |   |                           |
|----|--|------------|--|--------------------------|---|---------------------------|
| 6  | New procedure for check of classifications. (Validation of Vouchers in Accounts Offices) | 1 day 02   | 20                                       | 25/05/2022               | TM                                      | IT/ Core Function         |
| 7  | Public Financial Management System (PFMS)  | 1 day 02   | 15                                       | 31/05/2022               | Payroll                                 | IT/ Core Function         |
| 8  | Mandatory Training to Sr.Acctt. for Promotion to the post of Assistant Supervisor        | 12 day 04  | Slots will be intimated by HRM-I section | 01/06/2022 to 16/06/2022 | H.Q Circular No.09 Dt.15/02/2021        | Non-IT/ Non-core Function |
| 9  | Workshop on Reporting/Reviewing of APARs for Sr. AOs/AOs/AAOs (Mandatory)                | 1 day 02   | 20                                       | 08/06/2022               | HRM-III                                 | Non-IT/core Function      |
| 10 | Pre-examination training for DA (Prob)   | 30 days 04 | 29                                       | 01/07/2022 to 29/07/2022 | Slots will be intimated by WM-I Section | Non-IT/Non-Core           |
| 11 | e-Office (All officers and officials)  | 1 day 02   | 20                                       | 23/08/2022               | EIS                                     | IT/ Core Function         |
| 12 | Mandatory Training to AAO for Promotion to the post as Sr.AO                             | 3 weeks 04 | Slots will be intimated by HRM-I section | 01/09/2022 to 21/09/2022 | H.Q Circular 3.12.2019                  | Non-IT/ Non-core Function |
| 13 | Training of DEO Grade 'A' for promotion to the post of DEO Grade 'B'                     | 10 days 04 | Slots will be intimated by HRM-I         | 27/09/2022 to 11/10/2022 | HRM-I                                   | Non-IT/Non-Core           |
| 14 | Mandatory Training to Sr.Acctt. for Promotion to the post of Assistant Supervisor        | 12 day 04  | Slots will be intimated by HRM-I section | 01/11/2022 to 17/11/2022 | H.Q Circular No.09 Dt.15/02/2021        | Non-IT/ Non-core Function |
| 15 | Pre-examination training for appearing Marathi Language                                  | 15 days 02 | Slots will be intimated by               | 09/11/2022 to            | HRM-II                                  | Non-IT/Non-               |

|    |   |           |                                   |                                |  |                                |
|----|---|-----------|-----------------------------------|--------------------------------|--|--------------------------------|
|    | Exam for newly recruited employees  |           | HRM-II                            | 29/11/2022                     |  | Core                           |
| 16 | RTI Act 2005 ( <b>Mandatory</b> )   | 1 day 04  | 20                                | 01/12/2022                     | RTI Cell/<br>Trg Sect.                       | Non<br>IT/Core<br>Function     |
| 17 | <b>In-House IT Training</b><br>(Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing ) | 5 days 02 | 10                                | 12/12/2022<br>to<br>16/12/2022 | D.I 2016<br>vide para<br>no 5.3<br>suggested | IT/ Non<br>Core<br>Function    |
| 18 | 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<br>(at RTI)           |
| 19 | Code of Ethics in IA&AD & Gender Sensitization (All employees with equal gender representations)              | 1 day 03  | 20                                | 28/12/2022                     | HRM-I  | Non-IT/<br><b>Non<br/>Core</b> |
| 20 | Basic Training on Hardware and Networking (for the officials having basic IT knowledge)                       | 3 days 02 | 20                                | 03/01/2023                     | EIS  | IT/ Core<br>function           |
| 21 | Clearance of Missing Credits and Un-posted credit items and part want/full want credits items                 | 1 day 02  | 20                                | 24/01/2023                     | FM   | Non-<br>IT/Core<br>Function    |
| 22 | Course on Administrative Matters ( <b>Mandatory</b> )   | 1 day 02  | 20                                | 21/02/2023                     | DAG<br>(Entt)                                | Non IT<br>Core<br>Function     |
| 23 | G.P.F. Final Payment Module   | 1 day 02  | 20                                | 02/03/2023                     | FM Section                                   | IT/Core<br>Function            |
| 24 | Training of 'Menus' in VLC-GPF  | 1 day 02  | 15                                | 07/03/2023                     | VLC  | IT/Core<br>Function            |
| 25 | Workshop on 'Transfer Entries in Accounts Wing'   | 1 day 02  | 20                                | 21/03/2023                     | WAC-I<br>Section                             | IT/Core<br>Function            |

  
 Sr. Accounts 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/Session Per day | Slots   | Date of training         | Proposal received from   | Category of function.    |
|--------|--|--------------------------|---|--------------------------|--|--------------------------|
| 1      | Preparatory training for SAS examination<br><br>(* 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          |
| 2      | Pre-examination training for appearing Marathi Language Exam for newly recruited employees   | 15 days 02               | Slots will be intimated by HRM-II                     | 13/04/2023 to 04/05/2023 | HRM-II   | Non-IT/Non-Core          |
| 3      | PFMS/ iBEMS (Public Financial Management System) & Budget related Matters  | 5 days 02                | 15  | 17/04/2023 To 21/04/2023 | Headquarters circular Dated 23/09/2023 & Payroll                       | IT/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 & WM-I | 08/05/2023 to 23/05/2023 | WW / WM-I and HRM-I<br><br>H.Q office (DOPT OM No.28020 dt.11/03/2019) | Non-IT/Non-Core Function |



|    |   |            |  |  |                                     |                           |
|----|---|------------|--|--|-------------------------------------|---------------------------|
| 5  | Mandatory Training to AAO for Promotion to the post as Sr.AO  | 3 weeks 04 | Slots will be intimated by HRM-I section | 11/05/2023 to 31/05/2023<br>(As per H.Q email Dt.20/03/2023) | H.Q Circular 3.12.2019              | Non-IT/ Non-core Function |
| 6  | e-Office<br>(All officers and officials)  | 1 day 02   | 20                                       | 10/05/2023   | EIS                                 | IT/ Core Function         |
| 7  | <b>In-House IT Training</b><br>(Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing ) | 5 days 02  | 10                                       | 22/05/2023 to 26/05/2023                                     | EIS                                 | IT/ Core Function         |
| 8  | New procedure for check of classifications. (Validation of Vouchers in Accounts Offices)                      | 1 day 02   | 20                                       | 25/05/2023   | TM                                  | IT/ Core Function         |
| 9  | Workshop on Prevention of Sexual Harassment of Working Women at Workplace                                     | 1 day 02   | 20                                       | 31/05/2023   | DAG (Admn)                          | Non-IT/ Non-Core Function |
| 10 | Mandatory Training to Sr.Acctt. for Promotion to the post of Assistant Supervisor                             | 12 day 04  | Slots will be intimated by HRM-I section | 05/06/2023 to 20/06/2023<br>(As per H.Q email Dt.20/03/2023) | H.Q Circular No.09 Dt.15/02/2021    | Non-IT/ Non-core Function |
| 11 | Training of Data Entry Operator Gr-B for Promotion to the Post of Data Entry Operator Gr-D                    | 10 days 04 | Slots will be intimated by HRM-I         | 19/06/2023 to 30/06/2023                                     | Headquarters email dated 22.12.2022 | Non-IT/core Function      |

|    |  |            |   |                          |   |                          |
|----|--|------------|---|--------------------------|---|--------------------------|
| 12 | Pre-examination training for Newly Recruited DA (Prob)   | 30 days 04 | Slots will be intimated by WM-I section               | 03/07/2023 to 11/08/2023 | Slots will be intimated by WM-I Section                         | Non-IT/Non-Core          |
| 13 | Workshop on Reporting/Reviewing of APARs for Sr. AOs/AOs/AAOs (Mandatory)                                | 1 day 02   | 20  | 18/08/2023               | HRM-III   | Non-IT/core Function     |
| 14 | Government Accounting, Public Works audit and Public Works Accounts                                      | 1day 04    | Slots will be intimated by WM-I                       | 23/08/2023               | H.Q Circular Dt.19/10/2022                                      | Non-IT/core Function     |
| 15 | Training of DEO Grade 'A' for promotion to the post of DEO Grade 'B'                                     | 10 days 04 | Slots will be intimated by HRM-I                      | 18/09/2023 to 29/09/2023 | HRM-I   | Non-IT/Non-Core          |
| 16 | Induction Course for newly recruited Accountant /DA/ MTS/DEO Gr-A/ Steno Gr-II/Jr.Hindi Translator/Clerk | 12 days 04 | Slots will be intimated by Welfare Wing &HRM-I & WM-I | 03/10/2023 to 18/10/2023 | WW / WM-I and HRM-I H.Q office (DOPT OM No.28020 dt.11/03/2019) | Non-IT/Non-Core Function |
| 17 | Pre-examination training for appearing Marathi Language Exam for newly recruited employees               | 15 days 02 | Slots will be intimated by HRM-II & WM-I              | 16/10/2023 to 07/11/2023 | HRM-II & WM-I   | Non-IT/Non-Core          |

|    |  |         |    |   |                          |  |                           |
|----|--|---------|----|---|--------------------------|--|---------------------------|
| 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 ( <b>Mandatory</b> )  | 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/ <b>Non Core</b>   |
| 22 | Basic Training on Hardware and Networking (for the officials having basic IT knowledge)                | 1 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 ( <b>Mandatory</b> )  | 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 & WM-I | 11/03/2024 to 26/03/2023 | WW / WM-I and HRM-I H.Q office (DOPT OM No.28020 dt.11/03/ 2019) | Non-IT/Non-Core Function  |
| 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