IT Courses2020-21

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No.** | **Programme Title** | **Duration (Working days)** | **Period** | **Slots Allocation** |
| **From** | **To** | **Office** | **Slots** | **Total** |
| 1 | MS Office/ Special Course for DEO | 03 | 05.10.2020 | 07.10.2020 | DGA (ESD) | 06 | 20 |
| DGA (Central) | 02 |
| PAG(Audit-II) | 12 |
| 2 | MS Excel as CAAT | 03 | 02.11.2020 | 04.11.2020 | DGA (Coal) | 01 | 18 |
| DGA (Mines) | 01 |
| PAG (Audit-I) | 06 |
| PDA (Fin &Comm) | 01 |
| DGA (Central) | 04 |
| PAG (Audit-II) | 04 |
| DGA (ESD) | 01 |
| 3 | Advanced MS Excel for Data Analysis | 03 | 14.12.2020 | 16.12.2020 | DGA (Coal) | 01 | 12 |
| DGA (Mines) | 01 |
| DGA (Central) | 06 |
| PAG (Audit –I) | 03 |
| PDA (Fin &Comm) | 01 |
| 4 | MS Office/ Special Course for DEO | 03 | 18.01.2021 | 20.01.2021 | DGA(ESD) | 06 | 20 |
| PAG(Audit-II) | 14 |
| 5 | MS Excel as CAAT | 03 | 08.02.2021 | 10.02.2021 | DGA (Coal) | 01 | 17 |
| DGA (Mines) | 01 |
| PAG (Audit-I) | 05 |
| DGA(ER) | 01 |
| DGA(Central) | 04 |
| PAG(Audit-II) | 04 |
| PDA (Fin &Comm) | 01 |
| 6 | Advanced MS Excel for Data Analysis | 03 | 08.03.2021 | 10.03.2021 | DGA(ER) | 01 | 12 |
| DGA(OF) | 01 |
| DGA (Coal) | 01 |
| DGA (Mines) | 01 |
| DGA (Central) | 03 |
| PAG (Audit-I) | 03 |
| DGA(AF&WR) | 01 |
| PDA (Fin &Comm) | 01 |
| \*\*7 | Table Structure and data Flow in VLC | 02 | 15.03.2020 | 16.03.2020 | PAG (A&E) | 10 | 18 |
| PAG (Audit-I) | 05 |
| PAG(Audit-II) | 03 |

\*\* Subject to resumption of offline classroom training.