CALENDAR OF IN-HOUSE TRAINING PROGRAMMES FOR THE YEAR 2025-26

S. No.	Name of the Course	Duration	Proposed Month /Date	No. of Participants	Group to Organise
1	Workshop on APAR	1 Half Day	Apr-25	12	**A D M N**
2	Induction Training of Clerks	12 working Days	May-25	3	
3	Induction Training of Stenographers	12 working Days	Jun-25	2	
4	E-Office	Two Half days	Jul-25	8	
5	MS-Office (Basic)	1 Day	Aug-25	8	
6	E-Office	Two Half days	Sep-25	8	
7	Workshop on Rosters & DPC	1 Half Day	Oct-25	10	
8	E-office	Two Half days	Nov-25	8	
9	Workshop on Account Current, GST Cell and Compilation Miscellaneous along with VLC Modules	2 Days	Apr-25	10	**A C C O U N T S**
10	Workshop on Treasury Inspection and NRA Cell along with VLC modules	2 Days	Jun-25	10	
11	Workshop on Civil Accounts Manual, Loans & Advances and Lapsed Deposits and PD Accounts along with VLC Module	2 Days	Aug-25	10	
12	Workshop on e-LOP/WLOP along with VLC Module	2 Days	Oct-25	10	
13	Workshop on Reserve Bank Deposits-Suspense-Recociliation thereof-impact on Finance Accounts & Generation of MCA along with VLC Module	2 Days	Dec-25	10	
14	Workshop on Finace and Appropriation Accounts along with VLC Module	2 Days	Feb-26	10	
15	In House Training on GPF Package(Oracle) and review of linking and verifying with CFMS portal for GPF	1 Day	05-08-2025	10	**F U N D S**
16	Refresher course on GPF	1 Day	06-08-2025	10	
17	Special course on Clearance of Suspense items	1 Day	07-08-2025	10	
18	In House Training on GPF Package(Oracle) and review of linking and verifying with CFMS portal for GPF	1 Day	02-10-2025	10	
19	Refresher course on GPF	1 Day	03-10-2025	10	
20	Special course on Clearance of Suspense items	1 Day	04-10-2025	10	
21	Course on Pension Rules	Half Day	Apr-25	10	**P E N S I O N**
22	Course on Familiarization with Pension Software under PSMIS Package or New Web based Pension Package	Half Day	Apr-25	10	
23	Course on Pension Rules	Half Day	Aug-25	10	
24	Course on Familiarization with Pension Software under PSMIS Package or New Web based Pension Package	Half Day	Aug-25	10	
25	Course on Pension Rules	Half Day	Dec-25	10	
26	Course on Familiarization with Pension Software under PSMIS Package or New Web based Pension Package	Half Day	Dec-25	10	