No: Admn/47-4//In-house Trg./2023/ 279   Dated: 03 -04-2024
                                                            05

To
The Director General /Training,
Office of the Comptroller and
Auditor General of India,
9, Deen Dayal Upadhyaya Marg,
New Delhi – 110124.

   Sub: Annual Calendar for in-house Training programme for the year
   2024-25
   Ref: Headquarter's Circular letter No.210/In-house trg/35-2012 dated
   03.09.2012.

Sir,

   In inviting a reference to Headquarter's Circular letter mentioned above on
the subject I am to forward herewith the Annual Calendar for In-house Training
programme of this office for the year 2024-25. The Annual Calendar has been
finalised after discussion with Director General /RCBKI/Kolkata, the ex-officio
member of the Training Needs Analysis Committee. Copy of the minutes of the
meeting is enclosed herewith.

   This issues with the approval of Director General of Audit.

                                                      Yours faithfully,

Enclo: As above.

                                                      Director

Minutes of the Meeting on Finalisation of Annual COTP for In-house Training Programme for 2024-25 of O/o the Director General of audit, South Eastern Railway, Garden reach, Kolkata, held in the chamber of Director General of audit, South Eastern Railway on 26.04.2024.

Officers Present:

| Ms. Reena Saha | Director General of Audit, South Eastern Railway, Kolkata |
| Shri Anadi Mishra | Director General, Regional Capacity Building and knowledge Institute, Kolkata |

At the outset Director General of Audit, South Eastern Railway welcomed Director General, Regional Capacity Building and knowledge Institute (RCBKI), Kolkata and thanked him for attending the meeting to finalise the In House Training calendar of the Office of the Director General of Audit, South Eastern Railway, Kolkata for 2024-25.

Director General of Audit informed DG, RCBKI that in terms of HQs circular dated 03.09.2012 it was required to conduct seven compulsory courses every year and all the seven compulsory courses have been included in the In House Training calendar of this office for 2024-25.

It was further informed that Headquarters office vide letters dated 29.08.2022 and 23.09.2022 had instructed to conduct two more In-house courses on (i) Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in the public life and (ii) IBEMS/PFMS application and budget related matter. Also, as per e-mail dated 27.03.2024 received from RCBKI/Kolkata, as directed by Headquarters' K&CB wing, this office is to conduct two additional In-house courses on (i) MS Excel Basis and (ii) Noting and drafting. Accordingly, abovementioned four courses have also been included in the in house Training Calendar of this office for 2024-25 alongwith the seven mandatory courses and some EDP courses.

DG/RCBKI/Kolkata suggested to merge course at Sl. No. 1& 2, 5 & 7 and 4 & 6 and course duration of these merged courses be made 3 working days.

Accordingly, revised In-house COTP for 2024-25 is finalised as detailed in attached Annexure A.

Director General,
Regional Capacity Building and Knowledge
Institute, Kolkata

Director General of Audit,
South Eastern Railway,
Garden Reach, Kolkata-700043
26/04/2024

Schedule of Programme for In-house Training

General Course

EDP Course

2024-25

O/o the Director General of audit

South Eastern Railway

Course at a glance (General & EDP) 2024-25

Srl. No	Group	Course Title	No of courses	No.of slots	Course duration (working days)
1	Admn	Office Procedure and APAR & writing of Performance Appraisal. (For all)	1	6	03 days
2	Audit	Documentation of various stages of Audit, Report Writing (AAO to Ar.)	2	3+3	03 days
3	General	Awareness about ISSAIs, Evidence gathering and analysis AAO to Ar./Sr.Ar.	1	6	03 days
4	Admn	Right to information Act. and Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life. (AAO to Ar./Sr.Ar.)	2	8+8	03 days
5	General	iBEMS/PFMS application and Budget related matters	2	5+5	05 days
6	General	Noting and Drafting (AAO to Ar./Sr.Ar.)	1	3	03 days
7	EDP	e- office (AAO to Ar./Sr.Ar.)	1	5	02 days
8	EDP	IPAS (AAO to Ar./Sr.Ar.)	1	5	03 days
9	EDP	IDEA (AAO to Ar./Sr.Ar.).	1	5	03 days
10	EDP	MS Excel Basic (AAO to Ar./Sr.Ar.).	1	5	03 days

Detailed schedule for In-house Training

Sl. No	Programme Title	Duration (working days)	Period		Slots allocation
			From	To	
General course					
May 2024					
1	Office Procedure and APAR & writing of Performance Appraisal. (For all)	03 Days	15.05.2024	17.05.2024	6
June 2024					
2	Documentation of various stages of Audit, Report Writing (AAO to Ar).	03 Days	24.06.2024	26.06.2024	3
July 2024					
3	Awareness about ISSAIs, Evidence gathering and analysis AAO to Ar./Sr.Ar.)	03 Days	22.07.2024	24.07.2024	6
August 2024					
4	Right to information Act. and Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life. (AAO to Ar./Sr.Ar.)	03 Days	21.08.2024	23.08.2024	8
September 2024					
5	iBEMS/PFMS application and Budget related matters (AAO to Ar).	05 Days	09.09.2024	13.09.2024	5
October 2024					
6	Noting and Drafting (AAO to Ar./Sr.Ar.)	03 days	23.10.2024	25.10.2024	3
November 2024					
7	Right to information Act. and Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life. (AAO to Ar./Sr.Ar.	03 days	25.11.2024	27.11.2024	8

December 2024					
8	iBEMS/PFMS application and Budget related matters (AAO to Ar).	05 Days	16.12.2024	20.12.2024	5
January 2025					
9	Documentation of various stages of Audit, Report Writing (AAO to Ar./Sr.Ar.)	03 Days	20.01.2025	22.01.2025	3
EDP Course					
June 2024					
10	E-Office (AAO to Ar.Sr.Ar.)	02 days	06.06.2024	07.06.2024	5
September 2024					
11	IPASS (AAO to Ar.Sr.Ar.)	03 days	23.09.2024	25.09.2024	5
February 2025					
12	IDEA (AAO to Ar.Sr.Ar.)	03 days	17.02.2025	19.02.2025	5
March 2025					
13	MS Excel Basic (AAO to Ar./Sr.Ar.).	03 days	05.03.2025	07.03.2025	5