

TRAINING CELL



TRAINING ACTIVITIES EXTERNAL

- **Nomination of participants against slots at RTI training in consultation with Group Officers /Branch officers.**
- **Nomination of Faculty training Programmes conducted by RTI Chennai, Audit Offices of IA&AD and other training Institutions viz. RBI staff Training college, IIT Chennai etc**

TRAINING ACTIVITIES IN HOUSE

- **Annual Calendar of Inhouse Training for the year 2022-23, is drawn on the basis of Training Needs Analysis (TNA) conducted and approved by the TNA committee, which is chaired by the AG, with Group Officers as members and PD/RTI as Ex-officio Member.**
- **In-house Training Programmes (IHTP) are conducted as per the Calendar of Training Programme (COTP).**

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Overview of the various In House Training Programmes

- **Preparatory Training for departmental examinations such as SAS Exam, Assistant Supervisors Exam, DA Grade Exam etc.**
- **Training for mandatory Departmental Regional Language Test, for newly recruited officials of our office, who have not studied Tamil upto Matric Level is conducted periodically**
- **Conduct of various IHPTs as per the approved Calendar of Training Programmes**



LOOKING BACK

Fifteen Inhouse Training Programmes were conducted from April 2022 to October 2022 on various functional topics - 269 officials participated.

A Training on “Leadership and Team Building “ was conducted during September 2022 .

From April 2022 – October 2022, 44 slots allotted by RTI, Chennai for 20 courses were utilised.

One Officer was nominated to attend Training Programme on “Natural Resource Accounting ” at International Centre for Environment Audit and Sustainable Development (iCED), Jaipur during May 2022.

Two officers were nominated to attend Training Programme on “All India Course on GST” at RTI, Nagpur during July/2022

Two officers was nominated to attend Training Programme on Mid Career Training Programme (MCTP) LEVEL 5 at Arun Jaitley National Institute of financial Management (AJNIFM) Faridabad, Haryana.

18 Officers from our office were nominated as faculty for various Training Programmes conducted by RTI, Chennai , PAG(Audit) and IIT Chennai from April to October 2022.



In House Training Programmes to be conducted from November to March 2023

- Induction training for newly recruited DAs
- Workshop on GPF functions
- Training on RTI Act Handling of Court cases and Records Management.
- RBD, Appropriation and Finance Accounts
- Training on Establishment Rules
- Office Procedure
- Preparatory Training for SAS Exam 1 & 2 of 2023 and CPD Exams
- Handling Correspondence and Records Management in Pension wing
- Awareness about ISSAI

TRAINING CELL THANKS EVERYONE FOR THE COOPERATION AND ENCOURAGEMENT ALL THROUGH THE YEAR AND EXPECTS THE SAME TO BE CONTINUED TO BE ABLE TO FULFILL IT'S MANDATE

