

CALENDAR OF (TNA) TRAINING PROGRAMMES for the year 2024-25

GENERAL COURSES and EDP Courses

(For Sr.AOs/AAOs)

S. No.	Course Title	Duration (Working days)	Dated	Allotted Slots
1.	6 Week orientation Training for DRAAOs/DPAAOs/Supervisors	6 Week	04.04.2024 to 17.05.2024	3
2.	Performance Audit	5	06.05.2024 to 10.05.2024	2
3.	Rules and Principals of Govt. Accounting.	5	13.05.2024 to 17.05.2024	3
4.	Works Accounts.	3	10.06.2024 to 12.06.2024	2
5.	MCTP Level-3	6	24.06.2024 to 29.06.2024	9
6.	Accounting Standards including Ind. AS (Online).	5	05.08.2024 to 09.08.2024	3
7.	MCTP Level-2	6	02.09.2024 to 07.09.2024	5
8.	All India Seminar on Performance Audit	2	30.09.2024 to 01.10.2024	5
9.	Audit of Works Accounts	5	07.10.2024 to 11.10.2024	10
10.	Accounting Standards including Ind. AS (Online).	5	14.10.2024 to 18.10.2024	2
11.	Compliance & Financial Audit of Autonomous Bodies.	5	21.10.2024 to 25.10.2024	3
12.	All India Workshop on Performance Audit	2	11.11.2024 to 12.11.2024	5
13.	Rules and Principals of Govt. Accounting.	5	18.11.2024 to 22.11.2024	3
14.	Performance Audit	5	02.12.2024 to 06.12.2024	2
15.	Compliance & Financial Audit of Autonomous Bodies.	5	16.12.2024 to 20.12.2024	3
16.	e-HRMS	2	02.01.2025 to 03.01.2025	11
17.	Financial Management.	3	06.01.2025 to 08.01.2025	2
18.	All India Seminar on 'Performance Audit'.	2	16.01.2025 to 17.01.2025	4
19.	6 Week orientation Training for DRAAOs/DPAAOs/Supervisors	6 Week	03.02.2025 to 13.03.2025	1
20.	Audit of Procurement	3	10.03.2025 to 12.03.2025	5
	Total			83

EDP COURSES

1.	MS Office (Advanced)	5	22.04.2024 to 26.04.2024	5
2.	OIOS	3	20.05.2024 to 22.05.2024	9
3.	e-Office (Online)	2	15.07.2024 to 16.07.2024	3
4.	MS Office (Advanced)	5	22.07.2024 to 26.07.2024	5
5.	MS Office (Advanced)	5	09.09.2024 to 13.09.2024	6
6.	e-Office (Online)	2	28.10.2024 to 29.10.2024	3
7.	Audit in IT Environment	5	25.11.2024 to 29.11.2024	2
8.	Audit in IT Environment	5	27.01.2025 to 31.01.2025	1
9.	OIOS	3	05.02.2025 to 07.02.2025	07
	Total			41

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) RAJASTHAN, JAIPUR

IN-HOUSE TRAINING CALENDER FOR THE YEAR 2024-2025

Sl. No.	Subject of In-house Training	Level of Participants	Group	Period of Training		Working days	No. of Participa
				From	To		
1.	Financial Attest Audit of SPUs	Sr.AOs/AAOs	AMG-I	25.04.2024	---	01	15
2.	Code of Ethics	Sr.AOs/AAOs Asstt.Sup./ Sup./Sr.Ar./Ar.	AMG-I, II, III Admn.Group	20.05.2024	22.05.2024	03	15
3.	IFMS/Workflow Management System in PWD, Price Variation in Works Department	Sr.AOs/AAOs/Sup./ Asstt.Sup./ Sr.Ar./Ar.	AMG-II	05.06.2024	06.06.2024	02	15
4.	Training on IBEMS/PFMS applications and Budget related matters	Sr.AOs/AAOs Sup./Asstt.Sup./ Sr. Ar./Ar.	Admn.Group	24.06.2024	28.06.2024	05	15
5.	Training on OIOS application	Sr.AOs/AAOs	AMG-I, II, III Admn.Group	09.07.2024	---	01	15
6.	Commercial Audit (Topic Related to RSMM & RSWC)	Sr.AOs/AAOs	AMG-I	18.07.2024	--	01	15
7.	Workshop/Seminar on various Schemes and their Implementation by Agriculture & Horticulture Department	Sr.AOs/AAOs/ Asstt.Sup./Sup./ Sr.Ar./Ar.	AMG-III	23.07.2024	24.07.2024	02	15
8.	Workshop/Seminar on "Functioning of Animal Husbandry Department & their Schemes"	Sr.AOs/AAOs/ Asstt.Sup./Sup. /Sr.Ar./Ar.	AMG-III	07.08.2024	---	01	15
9.	Office Procedure, E-office, MS-office, MS-Word, Excel, Power Point	Sup./Asstt.Sup. Sr. Ar./Ar./Au. Clerk	AMG-I, II, III Admn.Group	21.08.2024	23.08.2024	03	30
10.	Drafting, Evidence gathering and Audit of Power purchase agreement.	Sr.AOs/AAOs	AMG-I	11.09.2024	---	01	15
11.	Right to Information Act, Importance and writing of Annual Performance Appraisal Reports (APARs).	Sr.AOs/AAOs	AMG-I, II, III Admn.Group	25.09.2024	---	01	15
12.	Training on OIOS application	Sr.AOs/AAOs	AMG-I, II, III Admn.Group	15.10.2024	---	01	15
13.	Indian Road Congress (Objectives & Guidelines of Indian Road Congress, Evaluation & Valediction)	Sr.AOs/AAOs/ Asstt. Sup. / Sup. /Sr.Ar./Ar	AMG-II	05.11.2024	---	01	15
14.	Works and Project	Sr.AOs/AAOs /Asstt. Sup. / Sup. /Sr.Ar./Ar.	AMG-II	07.01.2025	08.01.2025	02	15

Note: 1. Two DCT trainings and Mandatory Induction training programmes will also be conducted during the year 2024-2025

2. Training at Sr. No. 5 is proposed to be conducted under the guidance of RCB & KI's faculty.

3. Training at Sr. No. 12 & 13 will be conducted at RCB & KI Jaipur

4. Training at Sr. No. 2 & 4 are added as per directions of Head Quarters.

2/10/24
Sr. Audit Officer/Lib. & Trg.

**Nomination for General & EDP Courses Month of January to March,
2025 conducted by RCB&KI, Jaipur.**

General Courses

Sl. No.	Name of General Courses	Period	Allotted Slots	Name of Officials and Designation (S/Shri)
1.	e-HRMS	02.01.2025 to 03.01.2025	11	1. Roop Singh Meena, AAO/AMG-I 2. Sarveshwar Singh, Sr. Ar./AMG-I 3. Rakesh Kumawat, Sr.AO/AMG-II 4. Hemant Maroo, Sr.AO/AMG-III 5. Rajesh Raisinghani, Sr.AO/Lib.& Trg. 6. Hariom Singh, Sr.Ar./ITAS. 7. Saurabh Sharma, Sr.Ar./OE-III 8. Khanesh Kumar, AAO/GD-III 9. Mohit Kumar Duriya, Ar./GD-III 10. Saransh Gupta, Jr.Translator/Rajbhasha 11. Dinbandhu Kumar, Sr.Ar./EDP
2.	Financial Management (for SAO/AAOs)	06.01.2025 to 08.01.2025	2	1. Hariom Meena, AAO/AMG-II 2. Smt. Choudhary Saroj Hanuman, AAO/AMG-II
3.	All India Seminar on Performance Audit. (for SAO/AAOs)	16.01.2025 to 17.01.2025	4	1. Ankit Jain, AAO(C)/AMG-I 2. Babu Lal Meena-IV, AAO/AMG-II 3. Matadeen Meena, AAO/AMG-II 4. Parmod Kumar, AAO/AMG-III
4.	6 Weeks orientation Training for DRAAOs/DPAAOs/ Supervisors.	03.02.2025 to 13.03.2025	1	1. Umashankar Saini, AAO/AMG-III
5.	Audit of procurement	10.03.2025 to 12.03.2025	5	1. Ankit Jain, AAO(C)/AMG-I 2. Dharendra Khanna, AAO(C)/AMG-I 3. Rajendra Siroheya, Sr.AO/AMG-II 4. Kalyan Sahai Raiger, Sr.AO/AMG-III 5. Pankaj Kumar Dhaka, AAO/AMG-III

EDP Courses

S. No.	Name of EDP Courses	Period	Allotted Slots	Name of Officials and Designation (S/Shri)
1.	Audit in IT Environment	27.01.2025 to 31.01.2025	01	1. Satya Narayan Raigar, AAO/AMG-III
2.	OIOS	05.02.2025 to 07.02.2025	07	1. Rahul Bhadala, Auditor/AMG-I 2. Smt. Choudhary Saroj Hanuman, AAO/AMG-II 3. Ms. Praachi Gupta, Auditor/AMG-III 4. Smt. Neha Tatwal, AAO/ITAS 5. Vijay Singh Bhamu, Auditor/GD-III 6. Ajit Singh, Jr.Translator/Rajbhasha 7. Anant Jain, Sr.Ar./Secy.to AG(Au-II)