

2

**Calendar of Training Programme 2020-2021**

**General Courses:**

Sl No	Course title	Period	Target Group	No of slot	Name & Designation of the nominated official
I.	Course on Government Accounts-the process flow, VLC, PW/forest Accounts, Account Current Module of VLC (Practical Sessions) and Management Issues	Cancelled	Actts/Ars. to AAOs	01	-----
II.	Soft Skills (clients oreintation, GOI's Sevottam model of citizen services, e-governance)	04-05 May 2020	Sr.Ars/Accts to SAOs	01	-----
III.	Course on Inspection of Treasuries and IT Audit on Inspection of Treasuries, Data Extraction including visit to a Treasury	18-23 May 2020	Sr.Acctt to Sr.AO	02	1. Y. Deben Singh, AAO
IV.	Companies Act 2013, Balance Sheet Audit and Applicable Indian Accounting Standards	26-30 May 2020	Sr.Ars to Sr.AO	04	1. Raman Kumar, Sr. Auditor 2. Abhishek Tiwari, Sr. Auditor 3. Anand Kumar, Sr. Auditor 4. Minlun Lhouvum, AAO
V.	Course on preparation and Certification of Finance and Appropriation Accounts including Financial Attest Audit Manual (FAAM) and Central Audit Approach	01-06 June 2020	Sr.Accts to Sr.AO	02	1. Naiyer Sultan Ali, Sr. Accountant 2. M. Songbiakson, Sr. Accountant
VI.	Preparation of State Finance Audit Report (SFAR)	08-10 June 2020	Sr.Ars to Sr.AO	02	1. Idarihun Sawian, Sr. Auditor 2. Lalthanguri, Sr. Auditor
VII.	GST Accounting, Payment and Deduction related to PAO function of GST and Reports	19-21 October 2020	Sr.Acctts/Sr.Ars to SAOs	01	1. Manish Verma, AAO 2. Anand Kumar, Sr. Auditor
VIII.	Induction Course for newly promoted AAOs/SAS Passed Officials	16-27 Nov 2020 <i>Rescheduled</i>	AAOs/SAS Passed officials	04	1. Manvendra, Sr. Acctt. 2. Ashis Kumar Mishra, Sr. Acctt. 3. Zawed Ali, DEO 'B' 4. Kamal, DEO
IX.	Course on GST and Audit of Revenue Receipts	01-05 December 2020	Sr.Ars to SAOs	02	1. Mark Zomawia Zote, Sr. AO 2. Idarihun Sawian, Sr. Auditor
X.	Course on Maintenance of Broadsheets, Debt Deposits and Remittance Head, Adverse Balance in the Public Accounts and Improper Operation of PLA, Personal Deposits, Clearance of Suspense Heads, Maintenance of GPF Accounts and Disposal of Fund, GAD, Pension cases and Complaint Cases	07-11 Dec 2020 <i>Rescheduled</i> 25/11/20 to 27/11/20	Acctts./Ars to AAOs	02	1. N. Rajeshwar Singh, AAO 2. Francis Mangliankap, AAO
XI.	Course on Audit of PRIs and Urban Local Bodies/Municipal Corporations	14-16 Dec 2020 <i>Rescheduled</i> 11/12/20 to 13/12/20	Sr.Ars to Sr.AOs	02	1. Vikram Singh, AAO 2. Kapremvel Pulamte, Sr. Auditor
XII.	Course on Audit of Autonomous District Councils	17-19 Dec 2020 <i>Rescheduled</i> 14/12/20 to 16/12/20	Sr.Ars to Sr.AOs	03	1. Uma Shankar, AAO 2. Pawan K. S. Rajput, AAO 3. Idarihun Sawian, Sr. Auditor

XIII.	Course on common Administrative Issues, iBEMS, Income Tax Calculation, TDS procedure, Reservation Roster, Writing of APAR and GeM	11-15 Jan 2021 <i>51/12/20 to 23/12/20</i>	Sr.Ars/Sr.Ac tts to Sr.AOs	01	1. M. Sanatomba Singh, AAO 2. Deepak Kushwaha, AAO
XIV.	Course on Audit of Public Works, Audit of Projects, Tender and contracts and PPP	22-26 Feb 2021	Sr.Ars to Sr.Aos	02	1. Benzamin Guite, Sr. AO 2. L. Bounpui, DEO
XV.	Induction Course for newly recruited/promoted Accountants/Auditors/DEOs	15-26 March 2021	Actts/Ars./ DEOs	02	1. Abhishek Kumar, DEO 'B' 2. Vikash Kumar, DEO 'B'

**EDP Courses:**

Sl No	Course title	Period	Target Group	No of slot	Name & Designation of the nominated official
I.	IT Audit (Basic)	18-23 May 2020	MTS to Sr.AO	01	1. Y. Deben Singh, AAO
II.	Tableau as Data Analytics Tool	26-28 May 2020	MTS to Sr.AO	01	1. Vipin, DEO
III.	Use of VLC Data for Audit	1-6 June 2020	MTS to Sr.AO	01	1. Amit Kumar, DEO
IV.	IT Audit (Advanced)	16-26 Nov 2020	MTS to Sr.AO	01	1. Smith Kumar Das, Accountant 2. Jaspreet Kaur, Clerk
V.	Tableau as Data Analytics Tool	1-3 December 2020	MTS to Sr.AO	01	1. Pawan K. S. Rajput, AAO
VI.	PFMS use of BEMS/iBEMS/EIS/PF GeM and other softwares used by Hqrs. And field offices and maintenance of Bhavishya Nidhi	14-19 December 2020	MTS to Sr.AO	01	1. Abhishek Kumar, DEO 'B' 2. Duhzuali, Sr. Auditor
VII.	Big Data Analytic (Using Tableau and KNIME)	11-16 January 2021	MTS to Sr.AO	02	1. Nishant Jain, Auditor 2. G. Santosh Reddy, Auditor