

RTI TRAININGS FOR THE YEAR 2020-2021

General Courses

Sl. No.	Programme Title	Period & Duration	Target Group	No. of slots
1.	Soft skills (clients orientation, GOI's sevottam model of citizen services, e-governance)	04-05 May 2020 (2 days)	Sr. Acctts to SAOs	02
2.	Course on Disciplinary Proceedings, legal issues & handling of court cases, Estate Matter, Entitlements & Administrative matter, RTI	11-15 May 2020 (5 days)	Sr. Acctts to SAOs	03
3.	Course on Inspection of Treasuries and IT Audit on Inspection of Treasuries, Data extraction including visit to a Treasury	18-23 May 2020 (6 days)	Sr. Acctts to SAOs	05
4.	Course on Preparation & Certification of Finance A/cs & Appropriation A/cs including FAAM & Central Audit Approach	01-06 June 2020 (6 days)	Sr. Acctts to SAOs	03
5.	Mandatory training to AAOs eligible for promotion to SAOs (Hqrs. Course)	31 Aug. -25 Sept. 2020 (2-4 weeks)	AAOs	
6.	GST Accounting, payment and deduction related to PAO function of GST and reports	19-21 Oct 2020 (3 days)	Sr. Acctts to SAOs	03
7.	Mid Career Training Programme (MCTP) (Hqrs. Course)	02-06 Nov 2020 (1 week)	Group B	
8.	Mid Career Training Programme (MCTP) (Hqrs. Course)	09-13 Nov 2020 (1 week)	Group B	
9.	Course on Maintenance of Broadsheets, Debt Deposits and Remittance Head, Adverse Balance in the Public Accounts and improper operation of PLA, Personal Deposits, Lapsed Deposits, Clearance of Suspense Head, Maintenance of GPF Accounts and Disposal of Fund, GAD, Pension Cases and Complaint Cases	07-11 Dec 2020 (5 days)	Sr. Acctts to SAOs	03
10.	Course on Common Administrative Issues, iBEMS, Income Tax Calculation , TDS procedure, Reservation Roster, Writing of APAR and GeM	11-15 Jan 2021 (5 days)	Sr. Acctts to SAOs	03
11.	Induction course for newly recruited/promoted Accountants/Auditors/DEOs	15-26 Mar. 2021 (10 days)	Sr. Acctts to SAOs	03

EDP Courses

Sl. No.	Programme Title	Period & Duration	Target Group	No. of slots
1.	Computer Skills-MS Office, Power Point, Word and Excel (Advanced)	13-18 April 2020 (6 days)	Sr. AO to MTS	04
2.	Audit in IT Environment (Hqrs Course)	20-25 April 2020 (6 days)	Sr. AO to MTS	01
3.	Computer Skills-MS Office, Power Point Word and Excel (Advanced)	27 Apr.-02 May 2020 (6 days)	Sr. AO to MTS	01
4.	IT Audit (Basic)	04-09 May 2020 (6 days)	Sr. AO to MTS	02
5.	IDEA 10.1	11-16 May 2020 (6 days)	Sr. AO to MTS	02
6.	Tableau as Data Analytics Tool	26-28 May 2020 (3 days)	Sr. AO to MTS	01
7.	IT Audit (Advanced)	16-26 Nov 2020 (10 days)	Sr. AO to MTS	02
8.	Tableau as Data Analytics Tool	01-03 Dec 2020 (3 days)	Sr. AO to MTS	01
9.	Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF GeM and other software used by Hqrs. and field offices and maintenance of Bhavishya Nidhi	14-19 Dec 2020 (6 days)	Sr. AO to MTS	03
10.	Big Data Analytic (Using Tableau and KNIME)	11-15 Jan 2021 (6 days)	Sr. AO to MTS	02

IN-HOUSE TRAININGS FOR THE YEAR 2020-2021

General Courses

Sl. No.	Title of the course	Duration of training (in sessions @ 75 minutes per session)	Month during which training will be conducted	Slots (no. of participants allotted)
1.	Office Procedure: Diarising of letters, Punctuality in Attendance, Maintenance of Records, Files and Registers, Disposal of Old Record. Writing of APAR Noting, Drafting and File Management	6 sessions @ 2 sessions per day for 3 days	March, 2020	10
2.	Income Tax	4 sessions @ 2 sessions per day for 2 days	April, 2020	10
3.	Awareness of International Standards of Supreme Audit Institutions (ISSAI) and Workshop on Treasury Inspection and Application	8 sessions @ 2 sessions per day for 4 days	May, 2020	10
4.	Functions of Administration: Preparation of Roster, TA, LTC, Medical Rules, Preparation and fixation of pay, Maintenance of Leave Account.	6 sessions @ 2 sessions per day for 3 days	June, 2020	10
5.	Maintenance of GPF Accounts: Posting of fund schedules, claims of missing credit/ unposted items. Processing of Final Payment of GPF Balance, RB, Transfer & DLIS Cases. GPF VLC System	8 sessions @ 2 sessions per day for 4 days	July, 2020	10
6.	Main Divisions of Accounts: Basis of classification, Major and Minor heads of Accounts. Treasury Accounting, System of compilation of Accounts. Preparation of classified abstracts, consolidated abstract and maintenance of Broadsheet, Treasury Suspense, Objection Book, etc.	8 sessions @ 2 sessions per day for 4 days	August, 2020	10
7.	Course on maintenance of Pension Accounts and disposal of Pension,	10 sessions @ 2 sessions per	September, 2020	10

	Gratuity, Family Pension, NPS, etc. SAI Pension Project.	day for 5 days		
8.	Accounting procedure of Public Works and Forest Accounts, Maintenance of various broadsheets.	6 sessions @ 2 sessions per day for 3 days	October, 2020	10
9.	Accounting of Debt, Deposits and clearance of suspense balances, T.Es adverse balance in Public Account, Personal Deposit and Personal Ledger Account. Types of Personal Deposit. Role of AG in opening PLAs. Accounting procedure of PLA.	4 sessions @ 2 sessions per day for 2 days	November, 2020	10
10.	Special Course on Disciplinary Proceedings	4 sessions @ 2 sessions per day for 2 days	December, 2020	10
11.	Right to Information Act, 2005	4 sessions @ 2 sessions per day for 2 days	January, 2021	10

EDP Courses

Sl. No.	Title of the course	Duration of training (in sessions @ 75 minutes per session)	Month during which the training will be conducted	Slots (no. of participants allotted)
1.	MS Word, MS Office & Basics of Computer	6 sessions @ 2 sessions per day for 3 days	May, 2020	10
2.	MS Excel	6 sessions @ 2 sessions per day for 3 days	June, 2020	10
3.	MS Access, RDBMS	6 sessions @ 2 sessions per day for 3 days	July, 2020	10
4.	PFMS/EIS	4 sessions @ 2 sessions per day for 2 days	August, 2020	10
5.	IDEA including I.T. Audit of inspection of Treasuries	6 sessions @ 2 sessions per day for 3 days	September, 2020	10
6.	Data Analysis	6 sessions @ 2 sessions per day for 3 days	November, 2020	10
7.	SAI Pension Application	4 sessions @ 2 sessions per day for 2 days	January, 2021	10
8.	Troubleshooting (H/w & S/w)	4 sessions @ 2 sessions per day for 2 days	February, 2021	10
9.	Bhavishya	4 sessions @ 2 sessions per day for 2 days	February, 2021	10