

Annexure 'A'

In-house TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2024 TO 31.03.2025

Sr. No	Name of the Course	Duration/Session Per day	Slots	Date of training	Proposal received from	Category of function.
1	Preparatory training for SAS examination (* SAS mains exam likely to be held in the month of May 2024. Hence, we may commence the training from March 2024 onwards)	2 months /4 Sessions Per day	Slots will be intimated by HRM-II		HRM-II	Non-IT/Non-Core
2	Mandatory Training to AAO for Promotion to the post as Sr.AO	3 weeks /4 Sessions Per day	Slots will be intimated by HRM-I section	01/04/2024 to 23/04/2024	H.Q Circular 3.12.2019	Non-IT/ Non-core Function
3	Pre-examination training for appearing Marathi Language Exam for newly recruited employees	15 days / 2 Sessions Per day	Slots will be intimated by HRM-II	24/04/2024 to 14/05/2024	HRM-II	Non-IT/Non-Core
4	e-Office (All officers and officials)	1 day / 4 Sessions	20	17/05/2024	FAC-I & WAC-I, TM	IT/ Core Function
5	Preparatory training on IT for Incentive Examination for AAOs/SAOs	5 days /4 Sessions Per day	Slots will be intimated by HRM-II	Will be decided by RCB&KI, Nagpur	HRM-II	IT/ Core (at RTI)
6	PFMS/ iBEMS (Public Financial Management System) & Budget related Matters	5 days / 2 Sessions Per day	15	17/05/2024 to 31/05/2024	Payroll	IT/Core
7	Training of DAO-II for promotion to the post of DAO-I	12 days /4 Sessions Per day Online training	Slots will be intimated by WM-I	20/05/2024 to 31/05/2024	WM-I	Non-IT/ Non-core Function

8	Mandatory Training to Sr.Acctt. for Promotion to the post of Assistant Supervisor	12 days /4 Sessions Per day	Slots will be intimated by HRM-I section	05/06/2024 to 20/06/2024 (As per H.Q email Dt.20/03/2023)	H.Q Circular No.09 Dt.15/02/2021	Non-IT/ Non-core Function
9	e-Office (All officers and officials)	1 day / 04 Sessions	20	24/06/2024	FAC-I & WAC-I, EIS, TM	IT/ Core Function
10	Induction Course for newly recruited Divisional Accountant (Prob)	12 days /4 Sessions Per day	Slots will be intimated by WM-I	26/06/2024 to 11/07/2024	WM-I H.Q office (DOPT OM No.28020 dt.11/03/2019)	Non-IT/Non-Core Function
11	Pre-examination training for Newly Recruited DA (Prob)	30 days /4 Sessions Per day	Slots will be intimated by WM-I section	15/07/2024 to 27/08/2024	Slots will be intimated by WM-I Section	Non-IT/Non-Core
12	In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing)	5 days /2 Sessions Per day	10	02/09/2024 to 06/09/2024	EIS, TM	IT/ Core Function
13	Induction Course for newly Steno Gr-II	12 days /4 Sessions Per day	Slots will be intimated by HRM-I	10/09/2024 to 26/09/2024	HRM-I H.Q office (DOPT OM No.28020 Dt. 11/03/2019)	Non-IT/Non-Core Function
14	Training of Data Entry Operator Gr-B for Promotion to the Post of	10 days /4 Sessions Per day	Slots will be intimated by	01/10/2024 to	Headquarters email dated	Non-IT/core Function

	Data Entry Operator Gr-D		HRM-I	15/10/2024	22.12.2022	
15	Induction Course for newly recruited Jr. Hindi Translator	12 days /4 Sessions Per day	Slots will be intimated by HRM-I	16/10/2024 to 31/10/2024	HRM-I H.Q office (DOPT OM No.28020 dt.11/03/20 19)	Non-IT/Non-Core Function
16	Workshop on Reporting/Reviewing of APARs for Sr. AOs/AOs/AAOs (Mandatory)	1 day /02 Sessions	20	04/11/2024	HRM-III	Non-IT/core Function
17	Pre-examination training for appearing Marathi Language Exam for newly recruited employees	15 days /2 Sessions Per day	Slots will be intimated by HRM-II & WM-I	05/11/2024 to 26/11/2024	HRM-II & WM-I	Non-IT/Non-Core
18	RTI Act 2005 (Mandatory)	1 day / 4 Sessions	20	12/11/2024	RTI Cell/ Trg Sect.	Non-IT/Core Function
19	Course on Administrative Matters (Mandatory)	1 day / 2 Sessions	20	20/11/2024	DAG (Entt)	Non-IT Core Function
20	Mandatory Training to Sr.Acctt. for Promotion to the post of Assistant Supervisor	12 day /4 Sessions Per day	Slots will be intimated by HRM-I section	27/11/2024 to 12/12/2024	H.Q Circular No.09 Dt. 15/02/2021	Non-IT/ Non-core Function
21	Induction Course for newly recruited DEO Gr A	12 days /4 Sessions Per day	Slots will be intimated by	13/12/2024 to	HRM-I H.Q office (DOPT	Non-IT/Non-Core

			HRM-I	31/12/2024	OM No.28020 dt.11/03/20 19)	Function
22	G.P.F. Final Payment Module	1 day / 2 Sessions	20	02/01/2025	FM	IT/Core Function
23	Government Accounting, Public Works audit and Public Works Accounts	1day /4 Sessions	Slots will be intimated by WM-I	07/01/2025	H.Q Circular Dt.19/10/2 022	Non- IT/core Function
24	Training of DEO Grade 'A' for promotion to the post of DEO Grade 'B'	10 days /4 Sessions Per day	Slots will be intimated by HRM-I	08/01/2025 to 21/01/2025	HRM-I	Non- IT/Non- Core
25	Pre-examination training for Newly Recruited DA (Prob) (Grade Exam)	30 days /4 Sessions Per day	Slots will be intimated by WM-I section	22/01/2025 to 04/03/2025	Slots will be intimated by WM-I Section	Non- IT/Non- Core
26	Working in WAC Section	1 day / 2 Sessions	20	13/02/2025	WAC-I Section	Non-IT /Core Function
27	OLQ and Ethics for newly recruited staff (Including DA cadre)	1 day / 2 session	Slots will be decided as per requirement	13/02/2025	Slot will be intimated by HRM-I and WM-I	Non- IT/Non- Core Function
28	Induction Course for newly recruited Accountant /Clerk	12 days /4 Sessions Per day	Slots will be intimated by HRM-I	05/03/2025 to 20/03/2025	HRM-I H.Q.office (DORT OM No.28020 dt.11/03/20 19)	Non- IT/Non- Core Function

29	New procedure for checking classifications. (Validation of Vouchers in Accounts Offices)	1 day / 2 Sessions	20	21/03/2025	TM	IT/ Core Function
30	Code of Ethics in IA&AD & Gender Sensitization (All employees with equal gender representations)	1 day / 2 Sessions	40	24/03/2025	HRM-I	Non-IT/ Non-Core
31	'Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life''	3 day / 4 Sessions	20	17/03/2025 to 19/03/2025	Head Quarters Office email dated 02/05/2023	Non-IT/ Non-Core
32	Introduction to Data Analytics.	1 day/2 sessions	20	20/03/2025	Suggested by DTC.	IT/ Core Function
33	Introduction to AI & Machine learning	1 day/2 sessions	20	20/03/2025	Suggested by DTC.	IT/ Core Function
34	Introduction to OIOS for treasury inspection teams	1 day/2 sessions	Will be decided as per requirement by section.	21/03/2025	Suggested by DTC.	IT/ Core Function
35	Workshop on Prevention of Sexual Harassment of Working Women at Workplace	1 day / 1 Session	30	25/03/2025	DAG (Admn)	Non-IT/ Non-Core
36	Clearance of Missing Credits and Un-posted credit items and part want/full want credits items	1 day / 2 Sessions	20	27/03/2025	FM	Non-IT/Core Function


 4/7/2024
 Sr. Accounts Officer/Training