Annexure 'A' In-house TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2025 TO 31.03.2026

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	2 months /4 Sessions Per day	Slots will be intimated by HRM-II		HRM-II	Non- IT/Non- Core
2	Induction Course for newly recruited Staff (Accountant)	12 days /4 Sessions Per day	Slots will be intimated by HRM-I	21/04/2025 to 06/05/2025	HRM-I H.Q office (DOPT OM No.28020 dt.11/03/20 19)	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	15/04/2025 to 06/05/2025	HRM-II & WM-I	Non- IT/Non- Core
4	Workshop on Prevention of Sexual Harassment of Working Women at Workplace	1 day /2 Session	20	07/05/2025	HRM-I	Non-IT/ Non- Core
5	e-Office (All officers and officials)	1 day / 4 Sessions	20	09/05/2025	WAC-I & officials	IT/ Core Function
6	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)
7	PFMS/ iBEMS (Public Financial Management System) & Budget related Matters	2days / 2 Sessions Per day	15	19/05/2025 to 20/05/2025	L & S-I	IT/Core
8	Training of DA for Promotion to the post of DAO-II	12 days /4 Sessions Per day	Slots will be intimated by WM-I	26/05/2025 to 10/06/2025	WM-I	Non-IT/ Non- core Function

	1 St A costs C D		ons Slots wi	11 00	1 11/06/21	125 110	7 -
	Sr. Acett. for Promotion	Per da	1			025 H.Q Circula	Non-
	to the post of Assistant		HRM-		to	No.00	Non-
	Supervisor				26/06/20	Dt.15/0	$\frac{1}{2}$ core
			section	n	(As pe	r 021	Funct
					H.Q ema	ail	
					Dt.20/03	3/	
-	10 Induction Course for				2023)		
	newly recruited	12 days /4 Session			26/06/202	25 WM-I	Non-
	Divisional Accountant	Per day	intimated	by	to		IT/Nor
	(Prob)		WM-I		11/07/202	5	Core
1	1 Pre-examination training	20.1				.5	Function
	for Newly Recruited DA	30 days /4 Sessions	1	1	15/07/202	5 Slots wil	l Non-
	(Prob)	Per day	intimated l	by	to	be	IT/Non
			WM-I section		26/08/202.	intimated	- 010
			Section			by WM-I	
12	2 Induction Course for	12 days /4 a				Section	
	newly recruited Staff	12 days /4 Sessions	Slots will b	4	8/08/2025	HRM-I	Non-
	(MTS, Clerk, Accountant,	Per day	intimated by HRM-I	У	to	H.Q office	IT/Non-
	DEO, Steno, Jr.		111(1/1-1	0	3/09/2025	(DOPT	Core
	Hindi Translator)					OM	Function
						No.28020	
13	Tariti					dt.11/03/20	0
1.5	Training of Data Entry Operator Gr-B for	10 days /4 Sessions	Slots will be	08	3/09/2025	19) Headquarte	
	Promotion to the Post of	Per day	intimated by		to	rs email	Non- IT/core
	Data Entry Operator		HRM-I	10		dated	Function
	Gr-D			19	/09/2025	22.12.2022	
4	In-House IT Training						
	(Basics of Ms Office, Ms-	5 days /2 Sessions	10	6/	10/2025	All	IT/ Core
	Word, Ms-Excel,	Per day			to	officials	Function
	Internet, Power			10/	10/2025		
	Point, Web Browsing)			207	2012023		
5	Workshop on	day /02 Sessions				ä	
	Reporting/Reviewing of	day /02 Sessions	20	15/	10/2025	HRM-III	Non-
-	APARs for AAOs					8	IT/core
((Mandatory)						Function
							ontotiOII

16	Pre-examination training	15 days /2 Sessions	Slots will be	03/11/2025	HRM-I &	Non-
	for appearing Marathi	Per day	intimated by	to	WM-I	IT/Non-
	Language Exam for newly recruited		HRM-II &	24/11/2025		Core
	employees		WM-I			
17	RTI Act 2005	1 day / 4 Sessions	20	25/11/2025	RTI Cell/	Non-
	(Mandatory)				Trg Sect.	IT/Core Function
18	Mandatory Training to Sr. Acctt. for Promotion to the post of Assistant	12 day /4 Sessions Per day	Slots will be intimated by HRM-I	24/11/2025 to 09/12/2025	H.Q Circular No.09 Dt.	Non-IT/ Non- core
la	Supervisor		section	07/12/2023	15/02/2021	Function
19	Course on Administrative Matters (Mandatory)	1 day / 2 Sessions	20	.12/12/2025	DAG (Entt)	Non-IT Core Function
			20	15/10/0005	EM	IT/C
20	G.P.F. Final Payment Module(GEMS)	1 day / 2 Sessions	20	17/12/2025	FM	IT/Core Function
21	Government Accounting,	1day /4 Sessions	Slots will be	23/12/2025	H.Q	Non-
	Public Works audit and		intimated by		Circular	IT/core
	Public Works Accounts		WM-I		Dt.19/10/2 022	Function
22	Training of DEO Grade	10 days /4 Sessions	Slots will be	01/01/2026	HRM-I	Non-
	'A' for promotion to the	Per day	intimated by	to		IT/Non-
	post of DEO Grade 'B'		HRM-I	14/01/2026		Core
23	Pre-examination training	30 days /4 Sessions	Slots will be	05/01/2026	Slots will	Non-
	for Newly Recruited DA	Per day	intimated by	to 16/02/2026	be	IT/Non-
	(Prob) (Grade Exam)		WM-I	10/02/2020	intimated by WM-I	Core
			section		Section	
24	Mandatory Training to	3 weeks /4 Sessions	Slots will be	05/01/2026	H.Q	Non-IT/
	AAO for Promotion to	Per day	intimated by	to 24/01/2026	Circular	Non-
	the post as Sr.AO		HRM-I	24/01/2020	3.12.2019	core Function
	a de la companya de		section			T direction
25	Working in WAC Section	1 day / 2 Sessions	20	17/02/2026	WAC-I	Non-IT /Core
					Section	Function

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	/2 Sections	20	18/02/2026	WAC-I	IT /Core Function
26	Workshop on Transfer 1 day / 2 Sessions			Section	Function
	Entries in Accounts wing				TT/ Core
		20	19/02/2026	TM	IT/ Core
27	New procedure for check 1 day / 2 Sessions				Function
	of classifications.				
	(Validation of Vouchers	*			
	in Accounts Offices)	,			
	14 Secrions	Slots will be	16/02/2026	6 HRM-I	Non-
28	Induction Course for 12 days /4 Sessions	intimated by		H.Q office	ce IT/Non-
	newly recruited Staff Per day	HRM-I	03/03/2026		Core
	(MTS, Clerk, Accountant,	∐Vī∧ī-ī	05	OM	Function
	DEO, Steno, Jr. Hindi			No.28020 dt.11/03/2	
	Translator)			19)	20
			1200		Non-IT/
	Workshop on Prevention 1 day /2 Session	20	06/03/202	26 HRM-I	Non-
29	9 Workshop on 120				Core
	of Sexual Harassment of				
	Working				T-n IT/
	Workplace On Code of Ethics in IA&AD 1 day / 2 Sessions	20	10/03/202)26 HRM-I	Non-IT/ Non-
3	30 Code of Lines in 22				Core
	& Gender Sensitization				
	(All employees with equal				TITL
	gender representations) 21 (Maistenance of absolute 3 day / 4 Sessions	20	11/03/20	.026 Head	Non-IT/
	31 Maintenance of deserving		to	Quart	ters Core
	integrity, devotion to		13/03/2	2026 Office	e
	duty, ethical standards and				dated
	honesty in public life"			02/05	5/2023
				0.300	vested IT/ Co
	22 Introduction to Data 1 day/2 sessions	20	17/03/2	by D'	OTC Functi
	32 Introduction to			year	2024 Functi
	Analytics.				gested IT/ Co
	22 Introduction to AI I day/2 sessions	20) 18/03/	/2026 Sugg	gested IT/ Co
	33 Introduction			year	r 2024- Funct
	&Machine learning			25	

			xx /*11 1	20/02/2027	Connected	IT/ Core
34	Introduction to OIOS for	1 day/2 sessions	Will be decided as	20/03/2026	Suggested by DTC	Function
	treasury inspection teams		per		year 2024-	runction
			requirement		25	
		-	by section.			
35	Workshop on Prevention	1 day /1 Session	20	23/03/2026	DAG	Non-IT/
	of Sexual Harassment of				(Admn)	Non- Core
	Working Women at					
	Workplace				al .	l.
36	Clearance of Missing	1 day /2 Sessions	20	25/03/2026	FM	Non-
	Credits and Un-posted				2	IT/Core
	credit items and part		The second secon			Function
	want/full want credits					
	items					

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