

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.11/03/2019)	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	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

9	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	11/06/2025 to 26/06/2025 (As per H.Q email Dt.20/03/2023)	H.Q Circular No.09 Dt.15/02/2021	Non-IT/Non-core Function
10	Induction Course for newly recruited Divisional Accountant (Prob)	12 days /4 Sessions Per day	Slots will be intimated by WM-I	26/06/2025 to 11/07/2025	WM-I	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	15/07/2025 to 26/08/2025	Slots will be intimated by WM-I Section	Non-IT/Non-Core
12	Induction Course for newly recruited Staff (MTS, Clerk, Accountant, DEO, Steno, Jr. Hindi Translator)	12 days /4 Sessions Per day	Slots will be intimated by HRM-I	18/08/2025 to 03/09/2025	HRM-I H.Q office (DOPT OM No.28020 dt.11/03/2019)	Non-IT/Non-Core Function
13	Training of Data Entry Operator Gr-B for Promotion to the Post of Data Entry Operator Gr-D	10 days /4 Sessions Per day	Slots will be intimated by HRM-I	08/09/2025 to 19/09/2025	Headquarters email dated 22.12.2022	Non-IT/core Function
14	In-House IT Training (Basics of Ms Office, Ms-Word, Ms-Excel, Internet, Power Point, Web Browsing)	5 days /2 Sessions Per day	10	6/10/2025 to 10/10/2025	All officials	IT/ Core Function
15	Workshop on Reporting/Reviewing of APARs for AAOs (Mandatory)	1 day /02 Sessions	20	15/10/2025	HRM-III	Non-IT/core Function

16	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	03/11/2025 to 24/11/2025	HRM-I & WM-I	Non-IT/Non-Core
17	RTI Act 2005 (Mandatory)	1 day / 4 Sessions	20	25/11/2025	RTI Cell/ Trg Sect.	Non-IT/Core Function
18	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	24/11/2025 to 09/12/2025	H.Q Circular No.09 Dt. 15/02/2021	Non-IT/ Non-core Function
19	Course on Administrative Matters (Mandatory)	1 day / 2 Sessions	20	12/12/2025	DAG (Entt)	Non-IT Core Function
20	G.P.F. Final Payment Module(GEMS)	1 day / 2 Sessions	20	17/12/2025	FM	IT/Core Function
21	Government Accounting, Public Works audit and Public Works Accounts	1 day /4 Sessions	Slots will be intimated by WM-I	23/12/2025	H.Q Circular Dt.19/10/2022	Non-IT/core Function
22	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	01/01/2026 to 14/01/2026	HRM-I	Non-IT/Non-Core
23	Pre-examination training for Newly Recruited DA (Prob) (Grade Exam)	30 days /4 Sessions Per day	Slots will be intimated by WM-I section	05/01/2026 to 16/02/2026	Slots will be intimated by WM-I Section	Non-IT/Non-Core
24	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	05/01/2026 to 24/01/2026	H.Q Circular 3.12.2019	Non-IT/ Non-core Function
25	Working in WAC Section	1 day / 2 Sessions	20	17/02/2026	WAC-I Section	Non-IT /Core Function

26	Workshop on Transfer Entries in Accounts wing	1 day / 2 Sessions	20	18/02/2026	WAC-I Section	IT /Core Function
27	New procedure for check of classifications. (Validation of Vouchers in Accounts Offices)	1 day / 2 Sessions	20	19/02/2026	TM	IT/ Core Function
28	Induction Course for newly recruited Staff (MTS, Clerk, Accountant, DEO, Steno, Jr. Hindi Translator)	12 days /4 Sessions Per day	Slots will be intimated by HRM-I	16/02/2026 to 03/03/2026	HRM-I H.Q office (DOPT OM No.28020 dt.11/03/2019)	Non-IT/Non-Core Function
29	Workshop on Prevention of Sexual Harassment of Working Women at Workplace	1 day /2 Session	20	06/03/2026	HRM-I	Non-IT/ Non-Core
30	Code of Ethics in IA&AD & Gender Sensitization (All employees with equal gender representations)	1 day / 2 Sessions	20	10/03/2026	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	11/03/2026 to 13/03/2026	Head Quarters Office email dated 02/05/2023	Non-IT/ Non-Core
32	Introduction to Data Analytics.	1 day/2 sessions	20	17/03/2026	Suggested by DTC year 2024	IT/ Core Function
33	Introduction to AI &Machine learning	1 day/2 sessions	20	18/03/2026	Suggested by DTC year 2024-25	IT/ Core Function

34	Introduction to OIOS for treasury inspection teams	1 day/2 sessions	Will be decided as per requirement by section.	20/03/2026	Suggested by DTC year 2024-25	IT/ Core Function
35	Workshop on Prevention of Sexual Harassment of Working Women at Workplace	1 day /1 Session	20	23/03/2026	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	25/03/2026	FM	Non-IT/Core Function


 S. Accounts Officer / Trainy Sn