Annexure 'A'
In-house TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2026 TO 31.03.2027

Sr. No	Name of the Course	Duration/Session Per day	Slots	Date of training	Proposal received from	Category of function.
1	e-Office (All officers and officials)	1 day / 4 Sessions	20	13/04/2026	WAC-I & officials	IT/ Core Function
2	PFMS/ iBEMS (Public Financial Management System) & Budget related Matters	2days / 2 Sessions Per day	15	16/04/2026 to 17/04/2026	L & S-I	IT/Core
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	20/04/2026 to 11/05/2026	HRM-II & WM-I	Non-IT/Non-Core
4	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)
5	Training of DA for Promotion to the post of DAO-II	12 days /4 Sessions Per day	Slots will be intimated by WM-I	04/05/2026 to 19/05/2026	WM-I	Non-IT/ Non-core Function
6	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	01/06/2026 to 16/06/2026 (As per H.Q email Dt.20/03/ 2023)	H.Q Circular No.09 Dt.15/02/2 021	Non-IT/ Non-core Function
7	Induction Course for newly recruited Divisional Accountant (Prob)	12 days /4 Sessions Per day	Slots will be intimated by WM-I	29/06/2026 to 14/07/2026	WM-I	Non-IT/Non-Core Function

8	Pre-examination training for Newly Recruited DA (Prob)	30 days /4 Sessions Per day	Slots will be intimated by WM-I section	17/07/2026 to 28/08/2026	Slots will be intimated by WM-I Section	Non-IT/Non-Core
9	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	06/08/2026 to 21/08/2026	HRM-I H.Q office (DOPT OM No.28020 dt.11/03/2019)	Non-IT/Non-Core Function
10	Workshop on Prevention of Sexual Harassment of Working Women at Workplace	1 day /2 Session	20	03/09/2026	HRM-I	Non-IT/ Non-Core
11	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	07/09/2026 to 21/09/2026	Headquarters email dated 22.12.2022	Non-IT/core Function
12	e-HRMS (All officers and officials)	1 day / 4 Sessions	20	22/09/2026		IT/ Core Function
13	Workshop on Reporting/Reviewing of APARs for AAOs (**Mandatory**)	1 day /02 Sessions	20	23/09/2026	HRM-III	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	25/09/2026 to 01/10/2026	All officials	IT/ Core Function
15	RTI Act 2005 (**Mandatory**)	1 day / 4 Sessions	20	05/10/2026	RTI Cell/ Trg Sect.	Non-IT/Core Function
16	Course on Administrative Matters (**Mandatory**)	1 day / 2 Sessions	20	07/10/2026	DAG (Entt)	Non-IT Core Function
17	Public Finance and Govt. Accounting	1 day / 2 Sessions	20	08/10/2026		

18	G.P.F. Final Payment Module(GEMS)	1 day / 2 Sessions	20	09/10/2026	FM	IT/Core Function
19	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	16/11/2026 to 07/12/2026	HRM-I & WM-I	Non-IT/Non-Core
20	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	16/11/2026 to 07/12/2026	H.Q Circular 3.12.2019	Non-IT/ Non-core Function
21	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	03/12/2026 to 18/12/2026	H.Q Circular No.09 Dt. 15/02/2021	Non-IT/ Non-core Function
22	Government Accounting, Public Works audit and Public Works Accounts	1day /4 Sessions	Slots will be intimated by WM-I	21/12/2026	H.Q Circular Dt.19/10/2 022	Non-IT/core Function
23	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	04/01/2026 to 15/01/2026	HRM-I	Non-IT/Non-Core
24	Pre-examination training for Newly Recruited DA (Prob) (Grade Exam)	30 days /4 Sessions Per day	Slots will be intimated by WM-I section	18/01/2026 to 01/03/2026	Slots will be intimated by WM-I Section	Non-IT/Non-Core
25	Working in WAC Section	1 day / 2 Sessions	20	18/01/2026	WAC-I Section	Non-IT /Core Function
26	Workshop on Transfer Entries in Accounts wing	1 day / 2 Sessions	20	19/01/2026	WAC-I Section	IT /Core Function
27	New procedure for check of classifications. (Validation of Vouchers in Accounts Offices)	1 day / 2 Sessions	20	20/01/2026	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	28/01/2026 to 12/02/2026	HRM-I H.Q office (DOPT OM No. 28020 dt. 11/03/2019	Non-IT/Non-Core Function
29	Code of Ethics in IA&AD & Gender Sensitization (All employees with equal gender representations)	1 day / 2 Sessions	20	15/02/2026	HRM-I	Non-IT/ Non-Core
30	'Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life"	3 day / 4 Sessions	20	16/02/2026 to 18/02/2026	**Head Quarters Office** email dated 02/05/2023	Non-IT/ Non-Core
31	Introduction to Data Analytics.	1 day/2 sessions	20	22/02/2026	Suggested by DTC year 2024	IT/ Core Function
32	Introduction to AI &Machine learning	1 day/2 sessions	20	23/02/2026	Suggested by DTC year 2024-25	IT/ Core Function
33	Introduction to OIOS for treasury inspection teams	1 day/2 sessions	Will be decided as per requirement by section.	25/02/2026	Suggested by DTC year 2024-25	IT/ Core Function
34	Workshop on Prevention of Sexual Harassment of Working Women at Workplace	1 day /1 Session	20	05/03/2026	DAG (Admn)	Non-IT/ Non-Core
35	Clearance of Missing Credits and Un-posted credit items and part want/full want credits items	1 day /2 Sessions	20	12/03/2026	FM	Non-IT/Core Function