

कार्यालय महालेखाकार (लेखापरीक्षा-II), महाराष्ट्र, नागपुर
Annual In-House Training Calender 2026-27

Sr. No.	Name of the Courses	Proposed details of Slots	Training conducting Sections	Proposed month and duration (half day/ two sessions)
1.	APAR and writing of Performance Appraisals (Compulsory Course)	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Legal & APAR Cell	July 2026
2.	iBEMS/PFMS application and Budget related matters (Compulsory Course)	5 AAOs & 7 Sr. Adr./Adr.	OE-I	July 2026 (5 days)
3.	Office Procedures (Compulsory Course)	10 Sr. Adr./Adr.	Administration	August 2026
4.	Right to Information Act (Compulsory Course)	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Legal & APAR Cell	August 2026
5.	Evidence Gathering and analysis (Compulsory Course)	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Report-I	August 2026
6.	OIOS and CAG Connect Portal	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	IT Section	September 2026 (3 sessions)
7.	Checking of Monthly accounts including PWD & Forest accounts along with Noting & Drafting of Paras and Defining money value paras in CAPs	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	FAW-II/CAP	September 2026 (one day)
8.	Report Writing – PAs/ SSCAs /MLs /IRs /DPs (Compulsory Course)	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Report-II	October 2026 (2 half days)
9.	Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life by employees of IA&AD (Compulsory Course)	5 Sr. AOs, 10 AAOs, 5 Sr. Adr./Adr.	Co-ordination	October 2026 (3 days) (During vigilance awareness week)
10.	Management Skills for	5 Sr. AOs & 10 AAOs (Hqrs) and	Co-ordination	October 2026

	Sr. AOs and AAOs (Based on positive feedback received in TC of 2025-26)	10 Sr. AOs (Field) & 15 AAOs (Field)		(First Week)
11.	Constitution of DPC panels and DPC Proceedings	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Administration	November 2026
12.	Training on application of Python software and PG Admin. (Faculty from IIIT, Nagpur or similar institute)	5 Sr. AOs, 10 AAOs, 5 Sr. Adr./Adr.	DAC	November 2026 (2 days)
13.	Risk Analysis using Data analytical tools	5 Sr. AOs, 10 AAOs, 5 Sr. Adr./Adr.	DAC	December 2026
14.	Predictive and AI Generative Tools like chat GPT, Gamma AI etc. (Faculty from IIIT, Nagpur or similar institute)	5 Sr. AOs, 10 AAOs, 05 Sr. Adr./Adr.	DAC & IT	December 2026 (1 day)
15.	Processing of Pay Fixation	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Administration	January 2027
16.	Documentation for various stages of audit (Compulsory Course)	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	AMG-IV	January 2026
17.	Awareness about ISSAIs (Compulsory Course)	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Co-ordination	January 2026
18.	Processing of Pension cases and medical reimbursement claim	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	Administration	February 2027
19.	Preparation and certification of Finance and Appropriation Accounts	4 Sr. AOs, 5 AAOs, 5 Sr. Adr./Adr.	FAW-I	February 2026

वरिष्ठ लेखापरीक्षा अधिकारी/IHT Cell