

*Draft Calendar Of
Training Programmes
For
IT Courses
2021-22*

Information Technology Courses 2021-22

Sl No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
April 2021							
01	M S Office/ Special course for DEO	05	05.04.21	09.04.21	PAG (A&E)	03	21
					DGA (Coal)	04	
					DGA (OF)	01	
					DGA(Central)	04	
					PAG (Audit-I)	05	
					DGA(ESD)	04	
02	Working with Rich Text Format	01	26.04.21	26.04.21	PAG (A&E)	10	17
					DGA (OF)	01	
					DGA(Central)	01	
					PAG (Audit-I)	01	
					DGA(ESD)	03	
					PDA(RPU&MR)	01	
May 2021							
03	M S Office/ Special course for DEO	05	17.05.21	21.05.21	PAG (A&E)	02	21
					DGA (Coal)	05	
					DGA (OF)	01	
					DGA (ER)	01	
					DGA(Central)	03	
					PAG (Audit-I)	04	
					DGA(ESD)	05	
04	MS Excel as CAAT	05	24.05.21	29.05.21	PAG (A&E)	01	20
					DGA (Coal)	01	
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	05	
					PAG (Audit-II)	06	
					DGA(ESD)	01	
					Fin& Comm	01	
June 2021							
05	Advanced MS Excel	03	01.06.21	03.06.21	PAG (A&E)	01	19
					DGA (Coal)	02	
					DGA(Central)	04	
					PAG (Audit-I)	05	
					PAG (Audit-II)	03	
					DGA(ESD)	03	
					PDA (RPU&MR)	01	
06		05	07.06.21	11.06.21	DGA (SER)	01	19

*No training on 16.04.21 & 17.04.21 and 21.04.21 to 23.04.21 due to State Assembly Elections.

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	MS Excel as CAAT				DGA (Coal)	02	
					DGA (Mines)	01	
					DGA(Central)	03	
					PAG (Audit-I)	05	
					PAG (Audit-II)	05	
					DGA(ESD)	01	
					PDA(RPU&MR)	01	
07	IDEA	05	21.06.21	25.06.21	PAG (A&E)	01	25
					DGA (Coal)	01	
					DGA (Mines)	02	
					DGA (OF)	01	
					DGA(Central)	05	
					PAG (Audit-I)	08	
					PAG (Audit-II)	04	
					DGA(ESD)	01	
					PDA(RPU&MR)	01	
					Fin& Comm	01	
July 2021							
08	Oracle PL SQL	05	05.07.21	09.07.21	PAG (A&E)	10	22
					DGA (Mines)	01	
					DGA(Central)	01	
					PAG (Audit-I)	06	
					PAG (Audit-II)	02	
					DGA(ESD)	01	
					Fin& Comm	01	
09	Auditing in IT Environment	05	12.07.21	16.07.21	DGA (Coal)	01	19
					DGA (Mines)	02	
					DGA (ER)	01	
					DGA(Central)	03	
					PAG (Audit-I)	10	
					DGA(ESD)	01	
					Fin& Comm	01	
10	IT Audit (Theory)	03	20.07.21	23.07.21	PAG (A&E)	01	17
					DGA (Coal)	01	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	05	
					PAG (Audit-II)	04	
					DGA(ESD)	01	
					Fin& Comm	01	
11	IT Audit (Practical)	05	26.07.21	30.07.21	PAG (A&E)	01	18
					DGA (Coal)	01	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	05	
					PAG (Audit-II)	04	

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					DGA(ESD)	01	
					PDA(RPU&MR)	01	
					Fin& Comm	01	
August 2021							
12	Oracle Developer-Forms & Reports	05	02.08.21	06.08.21	PAG (A&E)	03	13
					DGA(Central)	01	
					PAG (Audit-I)	05	
					DGA(ESD)	02	
					Fin& Comm	02	
13	Bhavishya	02	17.08.21	18.08.21	PAG (A&E)	01	19
					DGA (Coal)	03	
					DGA (Mines)	02	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	03	
					DGA(ESD)	04	
					PDA(RPU&MR)	01	
					PDA(AF&WR)	01	
14	E-Governance, PFMS & BEMS	05	23.08.21	27.08.21	DGA (Coal)	01	17
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(ER)	01	
					DGA(Central)	04	
					PAG (Audit-I)	04	
					PAG (Audit-II)	01	
					DGA(ESD)	02	
					PDA(RPU&MR)	01	
					Fin& Comm	01	
September 2021							
15	Data Analytics	05	06.09.21	10.09.21	DGA (SER)	01	22
					DGA (Coal)	02	
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	05	
					PAG (Audit-I)	06	
					PAG (Audit-II)	03	
					DGA(ESD)	01	
					PDA(RPU&MR)	01	
					Fin& Comm	01	
16	Table Structure and data Flow in VLC	02	13.09.21	14.09.21	PAG (A&E)	03	12
					DGA(Central)	01	
					PAG (Audit-I)	05	
					PAG (Audit-II)	01	
					DGA(ESD)	02	
17	MS Access	05	20.09.21	24.09.21	DGA (Coal)	01	17
					DGA (Mines)	01	

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					DGA(Central)	03	
					PAG (Audit-I)	08	
					PAG (Audit-II)	01	
					DGA(ESD)	01	
					PDA(AF&WR)	01	
					Fin& Comm	01	
October 2021							
18	Public procurement on GeM portal along with e-procurement (Without EDP Lab)	05	04.10.21	08.10.21	PAG (A&E)	10	29
					DGA (Coal)	02	
					DGA (Mines)	01	
					DGA (OF)	02	
					DGA(ER)	02	
					DGA(Central)	04	
					PAG (Audit-I)	02	
					DGA(ESD)	04	
					PDA(RPU&MR)	01	
					PDA(AF&WR)	01	
November 2021							
19	IT Audit (Theory)	03	15.11.21	17.11.21	PAG (A&E)	01	17
					DGA (SER)	01	
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	04	
					PAG (Audit-II)	04	
					DGA(ESD)	01	
					Fin& Comm	01	
20	IT Audit (Practical)	05	22.11.21	26.11.21	PAG (A&E)	01	17
					DGA (SER)	01	
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	04	
					PAG (Audit-II)	04	
					DGA(ESD)	01	
					Fin& Comm	01	
December 2021							
21	E-Governance, PFMS & BEMS	05	06.12.21	10.12.21	DGA (Coal)	01	16
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	05	
					PAG (Audit-I)	03	
					DGA(ESD)	01	
					PDA(RPU&MR)	02	
					PDA(AF&WR)	01	

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22	Data Analytics	05	13.12.21	17.12.21	Fin& Comm	01	21
					PAG (A&E)	01	
					DGA (Coal)	01	
					DGA (Mines)	02	
					DGA (OF)	01	
					DGA(Central)	05	
					PAG (Audit-I)	05	
					PAG (Audit-II)	03	
					DGA(ESD)	01	
					PDA(AF&WR)	01	
Fin& Comm	01						
23	Table Structure and data Flow in VLC	02	20.12.21	21.12.21	PAG (A&E)	02	11
					DGA(Central)	02	
					PAG (Audit-I)	05	
					PAG (Audit-II)	01	
					DGA(ESD)	01	
January 2022							
24	MS Access	05	03.01.22	07.01.22	PAG (A&E)	01	17
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	02	
					PAG (Audit-I)	08	
					DGA(ESD)	01	
					PDA(RPU&MR)	01	
					Fin& Comm	02	
25	IDEA	05	10.01.22	14.01.22	DGA (SER)	01	25
					DGA (Coal)	01	
					DGA (Mines)	02	
					DGA (OF)	01	
					DGA(Central)	04	
					PAG (Audit-I)	08	
					PAG (Audit-II)	04	
					DGA(ESD)	01	
					PDA(RPU&MR)	01	
					PDA(AF&WR)	01	
					Fin& Comm	01	
February 2022							
26	Advanced MS Excel	03	07.02.22	09.02.22	DGA (Coal)	02	18
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	05	
					PAG (Audit-II)	04	
					DGA(ESD)	02	
					PDA (AF&WR)	01	
27	Oracle DBA	05	21.02.22	25.02.22	PAG (A&E)	03	13
					DGA(Central)	02	

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					PAG (Audit-I)	05	
					DGA(ESD)	02	
					Fin& Comm	01	
March 2022							
28	Oracle PL SQL	05	07.03.22	11.03.22	PAG (A&E)	10	22
					DGA (Coal)	01	
					DGA(Central)	02	
					PAG (Audit-I)	05	
					PAG (Audit-II)	02	
					DGA(ESD)	01	
					Fin& Comm	01	
29	Auditing in IT Environment	05	14.03.22	18.03.22	DGA (Coal)	01	18
					DGA (Mines)	01	
					DGA (OF)	01	
					DGA(Central)	03	
					PAG (Audit-I)	09	
					PAG (Audit-II)	01	
					DGA(ESD)	01	
					Fin& Comm	01	

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