

Calendar of Training Programmes for the year 2024-25

(EDP Courses)

EDP LAB-I

Course No	Course Code	Programme Title	Duration (Days)	Period		Office	Slot Allocation	
				From	To		Slot	Total
April-2024								
1.	GEM	Audit of procurement through GeM	03	08-04-2024	10-04-2024	AG(A&E-II),UP,PRG	03	25
						PAG(Audit-I),UP,PRG	04	
						DA,DLW,VNS	01	
						DA DS CC PRG	01	
						PDA,NCR,PRG	02	
						DA DS CC Merrut	01	
						AG(A&E,DDN,UK	01	
						AG(Audit-II),LKO	04	
						DA,FNC,LKO	01	
						PDA(NER),GKP	02	
						AG(Audit),UK,DDN	05	
May-2024								
2.	WRD (Level-II)	Advance Course on MS Word & Power point	05	06-05-2024	10-05-2024	A G (A & E)-I,U.P PRG.	05	19
						DA,AF,DDN	01	
						A G (A & E)-II,U.P PRG.	02	
						PDA,NCR,PRG	02	
						DA,FNC,Audit	01	
						DA,DS,CC,PRG	01	
						DA,DS,CC,Merrut	01	
						PAG(A&E),DDN	02	
						PAG(Audit-I),PRG	02	
						PDA (NER) ,GKP	01	
						PAG(Audit-II),PRG	01	
June- 2024								
3.	MSA -E (Level-II)	Advance Course on M S Access & MS Excel (For those who have basic knowledge of Computer)	08	18-06-2024	26-06-2024	A G (A & E)-I,U.P PRG.	05	19
						AG(Audit-II),LKO	01	
						PAG(A&E),DDN	05	
						AG(Audit-II),PRG	01	
						DA,AF, DDN	01	
						PDA(C),LKO	01	
						DA,DS,CC,Merrut	01	
						DA,DS,CC,PRG	03	
DA,OF,KNP	01							

July- 2024								
4.	XLS (Level-II)	Advance Course on MS Excel (For those who have basic knowledge of Computer)	06	22-07-2024	27-07-2024	DA FNC Audit LKO	02	18
						AG (A&E-II), UP PRG	02	
						PDA (NER) ,GKP	02	
						PAG (AUDIT-I), UP PRG	04	
						AG (AUDIT-II), LKO	02	
						DGA NR,NDLS	01	
						AG (AUDIT-II), PRG	02	
						AG(A&E),UK,DDN	01	
						PDA(C),LKO	01	
						DA,DS,CC,PRG	01	
August-2024								
5.	WRD (Level-II)	Advance Course on MS Word & Power point	05	05-08-2024	09-08-2024	PAG (A & E)-I,U.P PRG.	04	15
						AG (AUDIT-II), Alld	02	
						DA,DS,CC,Merrut	01	
						PDA(C),LKO	02	
						DA,MAB-II at DDN	01	
						PDA(NCR),PRG	01	
						AG(A&E),DDN	02	
						PAG(Audit-I),PRG	02	
September-2024								
6.	IDEA (Level-II)	IDEA (For those who have basic knowledge of Computer)	05	23-09-2024	27-09-2024	AG (A & E)-I,U.P PRG.	03	17
						DA,DS,CC,Merrut.	01	
						DA,DS,CC,PRG	02	
						DA,OF,KNP	01	
						AG(A&E),UK,DDN	01	
						DA FNC Audit LKO	02	
						PAG(Audit-I),PRG	01	
						AG(Audit)-II, UP, PRG	02	
						PDA (NER) ,GKP	03	
PDA (NCR) PRG	01							
October-2024								
7.	XLS (Level-II)	Advance Course on MS Excel (For those who have basic knowledge of Computer)	06	14-10-2024	19-10-2024	PDA (NER) ,GKP	02	15
						AG (AUDIT-II), PRG	02	
						DA,DS,CC,Merrut	01	
						AG (A & E)-I,U.P PRG.	03	
						DA,OF,Kanpur	01	
						AG (A&E-II), UP PRG	02	
						PDA,NCR,PRG	01	
PAG(Audit-I),PRG	03							

November-2024								
8.	WRD (Level-II)	Advance Course on MS Word & Power point	05	04-11-2024	08-11-2024	PAG (A & E)-I,U,P PRG..	04	15
						AG (Audit-II), UP ,PRG	02	
						DA,DS,CC,PRG	01	
						PAG (AUDIT-I), UP PRG	04	
						DGA(NER),GKP	01	
						DA,MAB-II, UK,DDN	01	
						DA,FNC,Audit,LKO	01	
						AG(A&E),UK,DDN	01	
December-2024								
9..	MSA (Level-II)	Advance Course on M S Access (For those who have basic knowledge of Computer)	08	02-12-2024	10-12-2024	AG (A & E) - I, U.P, PRG.	04	17
						AG (A & E) - II, U.P, PRG.	04	
						DA,DS,CC,Merrut	01	
						DA,MAB-II, UK,DDN	01	
						DA,DS,CC,PRG	01	
						DGA(NER),GKP	04	
						DA,FNC,Audit,LKO	02	
January 2025								
10.	e-Office (Level-II)	Course on e-Office with eHRMS	03	13-01-2025	15-01-2025	AG (A&E-I), PRG	04	24
						AG (A&E-II), PRG	02	
						PAG(Audit-I),UP,PRG	03	
						DA,FNC,LKO	01	
						DA DLW VRNS	01	
						AG(A&E),DDN,UK	04	
						AG (Audit-II), PRG	04	
						AG (Audit-II), LKO	01	
						DA DS CC PRG	03	
						DA AF DDN UK	01	
Feburary-2025								
11.	ITA (Level-III)	Workshop on IT Audit & IDEA (For those who have undergone training in Level-II or have good knowledge of computer)	10	17-02-2025	27-02-2025	AG(Audit)-II, UP, PRG	01	22
						AG(Audit)-II, UP, LKO	04	
						DA(AF),DDN,UK	01	
						DA,DS,CC,Merrut.	01	
						DA,DS,CC,PRG	03	
						PDA NER,GKP	04	
						PDA,NCR,PRG	01	
						PAG(Audit)-I, UP, PRG	05	
						DA FNC Audit,LKO	02	
March-2025								
12	PFMS (Level-II)	Course on PFMS &iBEMS (For those who have basic knowledge of Computer)	02	20-03-2025	21-03-2025	DA,DLW,VNS	01	20
						PDA NER,GKP	01	
						AG (A & E) - II,U.P, PRG.	04	
						AG(Audit-II),UP,LKO	02	
						PAG(Audit)-I, UP, PRG	04	
						DA ,FNC ,Audit ,LKO	02	
						DA,OF,KNP	01	
						AG(A&E),UK,DDN	01	
						AG(Audit-II),UP,PRG	04	

Calendar of Training Programmes for the year 2024-25

(EDP Courses) EDP LAB-II

Course No	Course Code	Programme Title	Duration (Days)	Period		Office	Slot Allocation	
				From	To		Slot	Total
April-2024								
1.	e-Office (Level-II)	Course on e-Office with eHRMS	03	22-04-2024	24-04-2024	PAG (A&E-I), PRG	04	22
						DA,FNC,LKO	01	
						AG (A&E-II), PRG	02	
						PAG(Audit-I),UP,PRG	03	
						AG(A&E),DDN,UK	04	
						AG (Audit-II), PRG	04	
						AG (Audit-II), LKO	01	
						DA DS CC PRG	03	
May-2024								
2.	OIOS (Level-II)	Course on OIOS (For those who have undergone training in MS Office or have basic knowledge of Computer)	03	13-05-2024	15-05-2024	AG (Audit-II), PRG	07	25
						AG (Audit-II), LKO	02	
						DA,FNC,LKO	03	
						PDA,NCR,PRG	02	
						PAG (Audit-I), PRG	06	
						DA DLW VRNS	01	
						PAG(Audit),UK,DDN	04	
June-2024								
3.	NTI (Level-II)	Principles of Networking, Internet and Network Security (For those who have undergone training in MS Office or have basic knowledge of Computer)	05	03-06-2024	07-06-2024	A G (A & E)-II,U.P PRG.	01	19
						A G (A & E)-I,U.P PRG.	05	
						DA,F&C,Audit,LKO	02	
						PDA,NCR,PRG	02	
						PDA(C),LKO	01	
						PAG(Audit),DDN,UK	03	
						PDA,NER,GKP	03	
						PAG(Audit-I),UP PRG	02	
July-2024								
4.	XLS (Level-II)	Advance Course on MS Excel (For those who have basic knowledge of Computer)	06	01-07-2024	06-07-2024	A G (A & E) - I, U.P, PRG.	02	16
						AG (AUDIT-II), UP LKO	02	
						PAG (AUDIT-I), UP PRG	02	
						PDA,NER,GKP	02	
						AG(A&E-II),UP,PRG	02	
						PAG(Audit),DDN,UK	03	
						DA,AF,DDN,UK	01	
						AG(A&E),DDN,UK	02	

August-2024								
5.	WRD (Level-II)	Advance Course on MS Word & Power Point	05	20-08-2024	24-08-2024	A G (A& E)-I,U.P PRG..	05	15
						AG(A&E),UK,DDN	01	
						DA F&C LKO	02	
						DA,DS,CC,PRG	01	
						PAG(Audit-II),PRG	02	
						PAG(Audit-I),UP,PRG	03	
						DA,DS,CC,PRG	01	
September-2024								
6.	GEM	Audit of procurement through GeM	03	02-09-2024	04-09-2024	AG(A&E-II),UP,PRG	03	18
						PAG(Audit-I),UP,PRG	01	
						DA,DLW,VNS	01	
						DA DS CC PRG	01	
						DA DS CC Merrut	01	
						DA AF,DDN,UK	01	
						PDA,NCR,PRG	02	
						DA,FNC,LKO	01	
						PDA(NER),GKP	02	
						AG(Audit),UK,DDN	05	
October-2024								
7.	DA (Level-II)	Data Analytics (For those who have basic knowledge of Computer)	05	21-10-2024	25-10-2024	PDA(NER),GKP	04	23
						PAG(Audit-I),UP,PRG	04	
						AG(Audit-II),UP,LKO	02	
						DA DS CC Merrut	01	
						DA, F&C,Audit	02	
						DA MAB(II),at DDN	01	
						DA,DS,CC,PRG	03	
						AG(A&E),UK,DDN	02	
AG(Audit),UK,DDN	04							
November-2024								
8.	AIE (Hqrs) (Level-II)	Audit in IT Environment (for AAOs/AOs/SAOs)	06	25-11-2024	30-11-2024	AG(A&E),UK,DDN	02	20
						DA,MAB-II at DDN	01	
						PDA,NCR,PRG	01	
						DA,DS,CC,PRG	02	
						DA,DS,CC,Merrut	01	
						AG(Audit-II),UP,LKO	02	
						PDA(C),LKO	02	
						AG(Audit),DDN,UK	04	
						DA,F&C,Audit,LKO	02	
PAG(Audit-I),UP,PRG	03							

December-2024								
9.	XLS (Level-II)	Advance Course on MS Excel (For those who have basic knowledge of Computer)	06	16-12-2024	21-12-2024	AG(A&E-I),UP,PRG	02	15
						PAG (AUDIT-I), UP PRG	03	
						AG(Audit-II),LKO	01	
						AG(A&E),UK,DDN	02	
						AG(Audit-II),PRG	01	
						AG (A&E-II), UP PRG	02	
						DA,OF,Kanpur	01	
						AG(Audit),DDN,UK	03	
January -2025								
10.	IDEA-TB (Level-II)	Course on IDEA & Tableau (Level-II)	05	20-01-2025	24-01-2025	DA,FNC,LKO	02	15
						PDA(NER),GKP	04	
						AG(A&E),DDN,UK	01	
						PDA(C),LKO	01	
						PAG(Audit),UK,DDN	02	
						DA DS CC PRG	02	
						PDA,(NCR),PRG	01	
						A G (A & E)-I,U.P PRG.	02	
February-2025								
11.	NTI (Level-II)	Principles of Networking, Internet and Network Security (For those who have undergone training in MS Office or have basic knowledge of Computer)	05	10-02-2025	14-02-2025	DA,F&C,Audit,LKO	02	19
						A G (A & E)-I,U.P PRG.	04	
						AG (Audit-II), LKO	02	
						DG NR NDLS	01	
						A G (A & E)-II,U.P PRG.	02	
						AG(Audit),DDN,UK	03	
						PDA(NER),GKP	03	
						PAG(Audit-I),UP,PRG	02	
March-2025								
12.	RLODA-I	Introductory Course on Red Hat Linux Oracle 11 g with Developer 11g	10	17-03-2025	27-03-2025	PA G (A & E)-I,U.P PRG..	09	21
						A G (A & E) -II, UP, PRG.	04	
						DA,FNC,LKO	02	
						PAG(Audit-I),UP,PRG	02	
						PDA(NER),GKP	03	
						AG(A&E),UK,DDN	01	