

REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, RANCHI

DRAFT CALENDAR OF TRAINING PROGRAM FOR THE YEAR 2024-25

IS COURSE							
Sl. No.	Course Title	Duration	Pre-requisite	Proposed Date		Slot Allocation	
				From	To	Office	Slots
APRIL,2024							
1	Information System Backup Policy and Recovery	3	Basic Knowledge of Computer	18.04.2024	20.04.2024		21
						PAG (A&E) Jharkhand	1
						AG(Audit)Jharkhand	1
						DGA Steel Ranchi	
						DGA(Coal), Kolkata, Ranchi	
						PD Central Branch Ranchi	
						AG(Audit) Bihar	5
						PAG (A&E) Bihar	3
						PD Central Branch Patna	
						Defence Audit Patna	1
						ECR Rly Hajipur	1
						F&C Audit Patna	1
						AG(Audit -I) Odisha	2
						PAG(Audit-II) Odisha	1
						ECoR Rly BBSR	
						F&C Audit Cuttack	1
						DG Central Branch BBSR	1
						PAG (A& E) Odisha	3
2	Advance MS Access with MS Excel and VB	6	Basic Knowledge of MS Office	22.04.2024	27.04.2024		24
						PAG (A&E) Jharkhand	3
						AG(Audit)Jharkhand	1
						DGA Steel Ranchi	2
						DGA(Coal), Kolkata, Ranchi	
						PD Central Branch Ranchi	
						AG(Audit) Bihar	2
						PAG (A&E) Bihar	2
						PD Central Branch Patna	
						Defence Audit Patna	2
						ECR Rly Hajipur	1
						F&C Audit Patna	1
						AG(Audit -I) Odisha	2
						PAG(Audit-II) Odisha	3
						ECoR Rly BBSR	
						F&C Audit Cuttack	2
						DG Central Branch BBSR	1
						PAG (A& E) Odisha	2
MAY, 2024							
3	Data Analytics	5	Basic Knowledge of RDBMS	13.05.2024	17.05.2024		20
						PAG (A&E) Jharkhand	1
						AG(Audit)Jharkhand	2
						DGA Steel Ranchi	1
						DGA(Coal), Kolkata, Ranchi	
						PD Central Branch Ranchi	
						AG(Audit) Bihar	5
						PAG (A&E) Bihar	
						PD Central Branch Patna	
						Defence Audit Patna	1
						ECR Rly Hajipur	
						F&C Audit Patna	1
						AG(Audit -I) Odisha	3
						PAG(Audit-II) Odisha	1
						ECoR Rly BBSR	1
						F&C Audit Cuttack	1
						DG Central Branch BBSR	1
						PAG (A& E) Odisha	2
						PAG (A&E) Jharkhand	
						AG(Audit)Jharkhand	5
						DGA Steel Ranchi	3
						DGA(Coal), Kolkata, Ranchi	

4	IT Audit	5	Basic Knowledge of IT	27.05.2024	01.06.2024	PD Central Branch Ranchi		19
						AG(Audit) Bihar		
						PAG (A&E) Bihar		
						PD Central Branch Patna		
						Defence Audit Patna	1	
						ECR Rly Hajipur		
						F&C Audit Patna		
						AG(Audit -I) Odisha	2	
						PAG(Audit-II) Odisha	5	
						ECoR Rly BBSR	2	
						F&C Audit Cuttack	1	
						DG Central Branch BBSR		
PAG (A& E) Odisha								

JUNE, 2024

5	MS Excel- Advanced	5	Basic Knowledge of MS Office	08.06.2024	07.06.2024	PAG (A&E) Jharkhand	2	23
						AG(Audit)Jharkhand	4	
						DGA Steel Ranchi		
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	3	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna		
						Defence Audit Patna	1	
						ECR Rly Hajipur	2	
						F&C Audit Patna	1	
						AG(Audit -I) Odisha	1	
						PAG(Audit-II) Odisha	2	
						ECoR Rly BBSR	2	
F&C Audit Cuttack	1							
DG Central Branch BBSR	1							
PAG (A& E) Odisha	1							

6	Audit in IT Environment	6	Basic Knowledge of IT	24.06.2024	29.06.2024	PAG (A&E) Jharkhand	1	16
						AG(Audit)Jharkhand	1	
						DGA Steel Ranchi	1	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	3	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna	2	
						Defence Audit Patna		
						ECR Rly Hajipur	2	
						F&C Audit Patna		
						AG(Audit -I) Odisha	1	
						PAG(Audit-II) Odisha	2	
						ECoR Rly BBSR		
F&C Audit Cuttack	1							
DG Central Branch BBSR								
PAG (A& E) Odisha								

JULY, 2024

7	Information System Backup Policy and Recovery	3	Basic Knowledge of Computer	03.07.2024	05.07.2024	PAG (A&E) Jharkhand	1	19
						AG(Audit)Jharkhand	1	
						DGA Steel Ranchi	1	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	4	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna		
						Defence Audit Patna		
						ECR Rly Hajipur	1	
						F&C Audit Patna		
						AG(Audit -I) Odisha	3	
PAG(Audit-II) Odisha								

						ECoR Rly BBSR		
						F&C Audit Cuttack	1	
						DG Central Branch BBSR	1	
						PAG (A& E) Odisha	4	
8	IDEA	5	Basic Knowledge of RDBMS	22.07.2024	26.07.2024	PAG (A&E) Jharkhand	2	18
						AG(Audit)Jharkhand	1	
						DGA Steel Ranchi	2	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	2	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna		
						Defence Audit Patna	1	
						ECR Rly Hajipur		
						F&C Audit Patna	1	
						AG(Audit -I) Odisha	1	
						PAG(Audit-II) Odisha	1	
						ECoR Rly BBSR	3	
						F&C Audit Cuttack	1	
						DG Central Branch BBSR	1	
						PAG (A& E) Odisha		
AUGUST, 2024								
9	MS Access- Advance	5	Basic Knowledge of Database and Excel	05.08.2024	09.08.2024	PAG (A&E) Jharkhand	1	14
						AG(Audit)Jharkhand		
						DGA Steel Ranchi		
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	4	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna		
						Defence Audit Patna		
						ECR Rly Hajipur	2	
						F&C Audit Patna		
						AG(Audit -I) Odisha	2	
						PAG(Audit-II) Odisha		
						ECoR Rly BBSR	2	
						F&C Audit Cuttack	1	
						DG Central Branch BBSR		
						PAG (A& E) Odisha		
10	Audit in IT Environment	6	Basic Knowledge of IT	19.08.2024	24.08.2024	PAG (A&E) Jharkhand		14
						AG(Audit)Jharkhand	2	
						DGA Steel Ranchi	1	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	2	
						PAG (A&E) Bihar		
						PD Central Branch Patna		
						Defence Audit Patna	1	
						ECR Rly Hajipur	2	
						F&C Audit Patna		
						AG(Audit -I) Odisha	1	
						PAG(Audit-II) Odisha	3	
						ECoR Rly BBSR		
						F&C Audit Cuttack	1	
						DG Central Branch BBSR	1	
						PAG (A& E) Odisha		
SEPTEMBER, 2024								
						PAG (A&E) Jharkhand		
						AG(Audit)Jharkhand	4	
						DGA Steel Ranchi	1	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		

11	Hardware/Software Troubleshooting	5	Basic Knowledge of Computer	02.09.2024	06.09.2024	AG(Audit) Bihar		24
						PAG (A&E) Bihar	2	
						PD Central Branch Patna	1	
						Defence Audit Patna	1	
						ECR Rly Hajipur	2	
						F&C Audit Patna	1	
						AG(Audit -I) Odisha	4	
						PAG(Audit-II) Odisha		
						ECoR Rly BBSR	1	
						F&C Audit Cuttack	1	
						DG Central Branch BBSR	2	
PAG (A& E) Odisha	4							
12	MS Excel- Advanced	5	Basic Knowledge of MS Office	23.09.2024	27.09.2024	PAG (A&E) Jharkhand	2	23
						AG(Audit)Jharkhand	4	
						DGA Steel Ranchi		
						DGA(Coal), Kolkata, Ranchi	1	
						PD Central Branch Ranchi	1	
						AG(Audit) Bihar	3	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna		
						Defence Audit Patna	1	
						ECR Rly Hajipur	2	
						F&C Audit Patna	1	
AG(Audit -I) Odisha	1							
PAG(Audit-II) Odisha	1							
ECoR Rly BBSR								
F&C Audit Cuttack	1							
DGA Central Branch BBSR	2							
PAG (A& E) Odisha	1							
OCTOBER, 2024								
13	RDBMS Oracle	10	Basic Knowledge of RDBMS	14.10.2024	23.10.2024	PAG (A&E) Jharkhand	3	21
						AG(Audit)Jharkhand		
						DGA Steel Ranchi		
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	2	
						PAG (A&E) Bihar	2	
						PD Central Branch Patna		
						Defence Audit Patna		
						ECR Rly Hajipur		
						F&C Audit Patna		
AG(Audit -I) Odisha	2							
PAG(Audit-II) Odisha	5							
ECoR Rly BBSR	1							
F&C Audit Cuttack								
DGA Central Branch BBSR	2							
PAG (A& E) Odisha	4							
DECEMBER, 2024								
14	Advance MS Access with MS Excel and VB	5	Basic Knowledge of MS Office	09.12.2024	13.12.2024	PAG (A&E) Jharkhand	4	20
						AG(Audit)Jharkhand	1	
						DGA Steel Ranchi	1	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	3	
						PAG (A&E) Bihar		
						PDA Central Branch Patna	1	
						Defence Audit Patna	2	
						ECR Rly Hajipur		
						F&C Audit Patna		
AG(Audit -I) Odisha	2							
PAG(Audit-II) Odisha	3							
ECoR Rly BBSR								

						F&C Audit Cuttack	1	
						DGA Central Branch BBSR		
						PAG (A& E) Odisha	2	
JANUARY, 2025								
15	Data Analytics	5	Basic Knowledge of RDBMS	06.01.2025	10.01.2025	PAG (A&E) Jharkhand	1	22
						AG(Audit)Jharkhand	3	
						DGA Steel Ranchi	2	
						DGA(Coal), Kolkata, Ranchi	1	
						PD Central Branch Ranchi		
						AG(Audit) Bihar	5	
						PAG (A&E) Bihar	2	
						PDA Central Branch Patna	1	
						Defence Audit Patna	1	
						ECR Rly Hajipur		
						F&C Audit Patna		
						AG(Audit -I) Odisha	2	
						PAG(Audit-II) Odisha		
						ECoR Rly BBSR		
						F&C Audit Cuttack	1	
						DGA Central Branch BBSR	2	
						PAG (A& E) Odisha	1	
16	IDEA	5	Basic Knowledge of RDBMS	20.01.2025	24.01.2025	PAG (A&E) Jharkhand		14
						AG(Audit)Jharkhand	1	
						DGA Steel Ranchi	1	
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	3	
						PAG (A&E) Bihar	1	
						PDA Central Branch Patna		
						Defence Audit Patna		
						ECR Rly Hajipur		
						F&C Audit Patna	1	
						AG(Audit -I) Odisha	1	
						PAG(Audit-II) Odisha	2	
						ECoR Rly BBSR	3	
						F&C Audit Cuttack		
						DGA Central Branch BBSR	1	
						PAG (A& E) Odisha		
FEBRUARY, 2025								
17	MS Office (Word, Power Points) Advance	5	Basic Knowledge of MS Office	24.02.2025	28.02.2025	PAG (A&E) Jharkhand	3	24
						AG(Audit)Jharkhand		
						DGA Steel Ranchi		
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	2	
						PAG (A&E) Bihar	2	
						PDA Central Branch Patna	1	
						Defence Audit Patna		
						ECR Rly Hajipur	4	
						F&C Audit Patna		
						AG(Audit -I) Odisha	4	
						PAG(Audit-II) Odisha	3	
						ECoR Rly BBSR		
						F&C Audit Cuttack		
						DGA Central Branch BBSR	3	
						PAG (A& E) Odisha	2	

MARCH, 2025

18	MS Excel Advance	5	Basic Knowledge of MS Office	03.03.2025	07.03.2025	PAG (A&E) Jharkhand	2	23
						AG(Audit)Jharkhand	5	
						DGA Steel Ranchi		
						DGA(Coal), Kolkata, Ranchi		
						PD Central Branch Ranchi		
						AG(Audit) Bihar	4	
						PAG (A&E) Bihar	3	
						PDA Central Branch Patna		
						Defence Audit Patna	1	
						ECR Rly Hajipur		
						F&C Audit Patna		
						AG(Audit -I) Odisha	2	
						PAG(Audit-II) Odisha	1	
						ECoR Rly BBSR	2	
						F&C Audit Cuttack	1	
DGA Central Branch BBSR	1							
PAG (A& E) Odisha	1							
TOTAL								359