

CDA RTC (SR) BENGALURU
Draft balance of Annual Course Calendar - 2015-16
Incorporating decisions arrived at 4th TAC

SL NO.	COURSE NAME	LEVEL	NO.OF DAYS	DATES	Remarks	
<u>APRIL 2015</u>						
1	Training for SAS part I candidates	Staff	6	20 th to 25 th (Sat) April	Conducted as planned	
2	Outreach at Avadi Course on DRDO Pay, Procurement, Audit etc for AO (R&D) Avadi	Vertical Mix	2	29 th to 30 th April		
3	Outreach at Secunderabad SAS part I training	Vertical Mix	3	27 th to 29 th April		
<u>MAY 2015</u>						
4	DFMC (ARMY)	Army Officers	5	11 th to 15 th May	Conducted as planned	
5	Course for M and Store section – Regional CDA	-do-	3	20 th to 22 nd May		
6	Secretarial Practice for PS/PA/Steno Covering Record Management, Noting and drafting/etiquette and fundamental duties.	PS/PA/Steno	3	25 th to 27 th May		
<u>June 2015</u>						
7	Course on Audit of sanction and supply orders	Vertical Mix AAO – staff	2	4 th to 5 th June	Conducted as planned	
8	Course for CDA (R&D) Orgn – M-Section covering contracts in DRDO, EMU bills etc and Store section – PMD provisions and import of stores.	Vertical Mix AAO – staff	3	10 th to 12 th June		
9	EDP training for creating II level – including Networks, Hardware Maintenance etc.	Vertical Mix AAO - staff	3	13 th to 15 th May		
10	Course on General Financial Management covering GFR/DFPR/ FR/ PPFM in R&D	Officers SAO/AO/ AAO/SO(A)	3	17 th to 19 th June		
11	Course on Official language – including noting and drafting (for officials with knowledge of Hindi only)	Vertical Mix	2	22 nd to 23 rd June		
12	Outreach at AO (R&D) NPOL Kochi On R&D issues	Vertical Mix	2	25 th to 26 th June		
<u>July 2015</u>						
13	Course on application packages	Vertical Mix	3	1 st to 3 rd July		Conducted as planned

	CMP,ECS,NEFT,RTGS,NPS etc				
14	Course for MTS – covering basic duties, etiquette, handling fire fighting equipments etc	MTS	2	6 th to 7 th July	
15	Course on duties and functions of O&M section and preparation of case study.	Vertical Mix	2	9 th to 10 th July	
16	Course on Internal Audit for LAOs covering – CAG Reports, Draft Para, observations, MFAI, IAR (including drafting)-	Vertical mix	3	15 th to 17 th July	
17	Course on application of DPM and TPC issues including drafting of TPC Minutes	Officers	3	22 nd to 24 th July	Conducted as planned
<u>August 2015</u>					
18	Training for Trainers	Officers	3	5 th to 7 th August	Conducted as planned
19	Course on E-section including works contracts	AAO & Staff	3	19 th to 21 st August	Conducted as planned
<u>September 2015</u>					
20	Course on RTI	Vertical Mix	2	3 rd to 4 th Sep	Conducted as planned
21	Course for Staff of AO GEs	Staff	3	9 th to 11 th Sep	Conducted as planned
22	Course on Anti corruption/ grievances/court cases/ judgments	SAO/AO/ AAO/SO(A)	2	22 nd to 23 rd Sep	Conducted as planned
<u>October 2015</u>					
23	Outreach course -SAS Training for Part II Candidates at CDA Secunderabad	All Part II candidates at CDA, Secunderabad and CDA (R&D) Hyd	5	5 th to 9 th Oct	Nomination from CDA, Secunderabad and CDA (R&D) Hyd
24	<u>SAS Training for Part II Candidates at RTC (SR)</u>	Part II candidates	5	12 th to 16 th Oct	Nomination from PCDA, Blr CDA Chennai CDA (R&D) Blr
<u>November 2015</u>					
25	Induction Course for Newly recruited Auditors / Clerks	New staff	40	2 nd Nov to 18 th Dec (Saturdays to be	As many possible out of PCDA Blr – 24 CDA, Chennai

				working days)	– 13 CDA, Sec CDA (R&D) Hyd CDA (R&D) Blr - As available.
26	EDP Course on Linux and Windows administration – 1	Vertical Mix	6	16 th to 21 st Nov	Dates subject to confirmation. Nomination from HQrs
<u>December 2015</u>					
27	Training on IFA System – by NADFM Pune	Vertical Mix	5	14 th to 19 th Dec	Subject to confirmation from NADFM. Nomination BY DTC/CENTRAD
28	EDP Course on Linux and Windows administration – 2	Vertical Mix	6	7 th to 11 th Dec	Dates subject to confirmation. Nomination from HQrs
<u>January 2016</u>					
29	Course on various taxes including IT (194 C) to focus on various points to be seen at every level from RFP to passing of bills.	Vertical Mix	3	6 th to 8 th Jan 2016	PCDA Blr - 6 CDA Chennai- 6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3
30	Work shop on cash Inspection	Vertical Mix	1	11 th Jan 2016	PCDA Blr - 6 CDA Chennai- 6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3
31	Work shop on Foreign Procurement	Vertical Mix	1	12 th Jan 2016	CDA (R&D) Hyd- 6 CDA (R&D) Blr- 6
32	EDP Course on Linux and Windows administration – 3	Vertical Mix	6	18 th to 23 rd Jan 2016	Dates subject to confirmation. Nomination from HQrs
33	Course on Estt and AN	Vertical Mix	5	18 th to 22 nd Jan 2016	PCDA Blr - 6 CDA Chennai- 6

					CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr-3
34	Outreach Course on Project Audit of DRDO Labs including RG Project	Vertical Mix	2	28th & 29th Jan 2016	CDA (R&D) Hyd
<u>February 2016</u>					
35	Course on Accounts section work including dealing with suspense heads and linking of CMP payments etc.	Vertical Mix	5	1 st to 5 th Feb 2016	PCDA Blr - 6 CDA Chennai-6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr-3
36	Pension Course for DPDO Staff under the aegis of CDA, Chennai	Vertical Mix	3	8 th to 10 th Feb	Nomination of participants and faculty by CDA Chennai
37	Outreach course for AO GE Staff at CDA, Chennai	Staff	2	15th to 16th Feb	- Do-
38	Course on Pay Sn work including AN Pay and DRDO Pay fixation	Staff	3	15 th to 17 th Feb	PCDA Blr - 6 CDA Chennai-6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr-3
39	Course for Auditors due for promotion as Sr. Aud	Auditors	10	22 nd Feb to 4 th March	As per availability