

Annual Course Calendar for the year 2015-16

REGIONAL TRAINING CENTRE, LUCKNOW							
<i>Sl No</i>	<i>Name of Course</i>	<i>Duration</i>	<i>Dates</i>	<i>Level of participation</i>	<i>No. of Participant</i>	<i>CDA-wise slots</i>	
1.	Course on Taxation and e-filing	3	15.04.2015 To 17.04.2015	Vertical mix upto SAO		PCDA(CC)-10 PCDA(P)-5 CDA Jbl-7 AO(R&D)Kan-APR	Cover e-filing of TDS, preparation and downloading of Form 16, Service Tax, VAT, etc
2.	Course on Training for Trainers	3	22.04.2015 To 24.04.2015	Vertical mix from SO(A) to SAO		PCDA(CC)-APR PCDA(P)-APR CDA Jbl-APR AO(R&D)Kan-APR	Nomination may be intimated by 10.04.2015
3.	Training Course for developing competencies for auditors, AAOs, posted in "Store" section	3	29.04.2015 TO 01.05.2015	Vertical mix upto AAO		PCDA(CC)-8 CDA Jbl-7	
4.	Orientation course for Newly promoted SO(A)	10	11.05.2015 to 22.05.2015	Newly promoted SO(A)/SAS PASSED (who have not undergone through induction/orientation/refresher course)		PCDA(CC)-APR PCDA(P)-APR CDA Jbl-APR AO(R&D)Kan-APR	Nomination may be intimated by 10.04.2015
5.	Course on Establishment and Administration	3	25.05.2015 To 27.05.2015	Vertical mix upto AAO		PCDA(CC)-6 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	Cover RTI APAR, Recruitment Appointment clearance of probation, confirmation service books etc.
6.	Training Course for developing competencies for auditors, AAOs, posted	2	28.05.2015 To 29.05.2015	Vertical mix upto AAO		PCDA(CC)-8 CDA Jbl-7	

	in "M" section						
7.	Monthly Pay System of PAO(ORs)	05	01.06.2015 to 05.06.2015	Vertical mix upto SAO		PCDA(CC)-12 CDA Jbl-10 (more staff can be nominated, if required)	<i>Will cover office automation in PAO(ORs) and working of ledger, CC, DO-II Cell, DO II rejections, TA, etc.</i>
8.	Course on E Section & AO GE including Office Automation	03	08.06.2015 To 10.06.2015	Upto SAO from E section & <i>SA/Aud from AOGE</i>		PCDA(CC)-8 CDA Jbl-7 AO(R&D)Kan-APR	
9.	Course on AAO BSO including office automation	02	11.06.2015 to 12.06.2015	Vertical mix upto AAO		PCDA(CC)-8 CDA Jbl-7	
10.	Course on EDP Section/Workshop on Microsoft Office(Word, Excel, Power Point & Access)	5	15.06.2015 to 19.06.2015	Vertical mix upto SAO		PCDA(CC)-APR PCDA(P)-APR CDA Jbl-07 AO(R&D)Kan-APR	
11.	Induction Course for New recruited clerks/auditors followed by Confirmatory Test	40	22.06.2015 to 14.08.2015	Newly recruited Auditors/Cler ks		PCDA(CC)-APR PCDA(P)-APR CDA Jbl-APR AO(R&D)Kan-APR	<i>Required slots may be intimated by 20.05.2015 and nomination may be made on the confirmation of slots from RTC</i>
12.	Database Management: my SQL(Advance)	5	17.08.2015 to 21.08.2015	Vertical mix upto SAO		PCDA(CC)-5 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	<i>More officers/staff can be nominated, if required</i>
13.	DFMC Lucknow	5	24.08.2015 to 28.08.2015	Army Officers		<i>Central Command</i>	
14.	Internal Audit & LAO	5	31.08.2015 to 04.09.2015	Vertical mix upto SAO		PCDA(CC)-8 PCDA(P)-5	<i>Cover CAG report, draft para Risk based Internal Audit, Report</i>

						CDA Jbl-5 AO(R&D)Kan-APR <i>More officers/staff can be nominated, if required</i>	<i>writing, drafting of observations/objections, MFAI, IAR etc.</i>
15.	Course for Auditors before DPC for promotion	10	07.09.2015 TO 18.09.2015	Auditors		PCDA(CC)-APR PCDA(P)-APR CDA Jbl-APR AO(R&D)Kan-APR	<i>Incorporated in the directives of CENTRAD (requirement of slots may be intimated by 05.08.2015 and nomination may be made on the confirmation from RTC)</i>
16.	Delegation of Financial Powers , Procurement of Goods and Services	3	21.09.2015 To 23.09.2015	Vertical mix Upto SAO		PCDA(CC)-8 CDA Jbl-7 AO(R&D)Kan-APR	
17.	Workshop on presentation skill	2	28.09.2015 To 29.09.2015	AAO/AO/SA O/PS/SPS		PCDA(CC)-12 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	<i>Feasibility of course conduction from outside agency would also be explored</i> <i>More officers/staff can be nominated, if required</i>
18.	Training Course for developing competencies for auditors, AAOs, posted in Pay & pay fixation & Medical bills	5	05.10.2015 to 09.10.2015	Vertical mix upto SAO		PCDA(CC)-5 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	<i>More officers/staff can be nominated, if required</i> <i>CEA, F/W, T/Adv and maintenacnce of Demand Register also be covered</i>
19.	Training Course for developing Competencies for	3	14.10.2016 TO 16.10.2016	Vertical mix upto AAO		PCDA(CC)-5 PCDA(P)-5	

	auditors, AAOs, posted in "T" section in Main Office					CDA Jbl-5 AO(R&D)Kan-APR	
20.	Course on CMP	02	19.10.2015 TO 20.10.2015	Vertical mix Upto SAO		PCDA(CC)-5 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	
21.	Course on communication Skill and Noting & Drafting in DAD	02	29.10.2015 TO 30.10.2015	Vertical mix upto SAO		PCDA(CC)-12 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	
22.	DFMC Bareilly	5	02.11.2015 to 06.11.2015	Army Officers		Central Command	
23.	Induction Course for New recruited clerks/auditors followed by Confirmatory Test	40	26.11.2015 to 22.01.2016	Newly recruited Auditors/Clerks		PCDA(CC)-APR PCDA(P)-APR CDA Jbl-APR AO(R&D)Kan-APR	Required slots may be intimated by 20.05.2015 and nomination may be made on the confirmation of slots from RTC
24.	Project Nidhi	02	28.01.2016 TO 29.01.2016	Vertical mix upto AAO		PCDA(CC)-12 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR	
25.	Monthly Pay System of PAO(ORs)	05	01.02.2016 to 05.02.2016	Vertical mix upto SAO		PCDA(CC)-12 CDA Jbl-10 (more staff can be nominated, if required)	cover office automation in PAO(ORs) and working of ledger, CC, DO-II Cell, DO II rejections, TA, etc.
26.	Course on Stress Management/e-governance/ethics/Leadership / Motivation / Morale/TQM/People Management / anti-corruption/Communicatio	5	08.02.2016 TO 12.02.2016	Vertical mix From SO(A) to SAO		PCDA(CC)-12 PCDA(P)-APR CDA Jbl-5 AO(R&D)Kan-APR	

	n etc for AAOs						
27.	Training course & workshop for developing competencies for auditors, AAOs, posted in Accounts Section	05	15.02.2016 TO 19.02.2016	Vertical mix upto AAO		PCDA(CC)-5 PCDA(P)-5 CDA Jbl-5 AO(R&D)Kan-APR <i>More officers/staff can be nominated, if required</i>	Cover Accounts Section work including maintenance of Debt Head Register, Clearance of Suspence, Adjustment of DIDS/CIDS Unlinked Cheque, dealing with MROs/DEA & AROB
28.	Course on Departmental disciplinary proceedings/ grievance s / court Cases/ CAT/judgments etc	5	22.02.2016 TO 26.02.2016	Vertical mix of SO(A) to SAO		PCDA(CC)-06 PCDA(P)-05 CDA Jbl-05 AO(R&D)Kan-APR	<i>More officers/staff can be nominated, if required</i>
29.	Course on NPS	2	29.02.2016 To 01.03.2016	AO/SAO & IDAS officers		(incorporated provisionally) To be conducted by NADFM Pune	