

**REGIONAL TRAINING CENTRE - MEERUT  
FINAL ANNUAL TRAINING CALENDAR FOR THE  
F.Y. 2015 -2016 AND THE SLOTS ALLOTMENT**

**(AS ON 04.09.2015)**

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
	APRIL 2015					
	NIL					
	MAY 2015					
1.	Course on SanghkiRajbhashaNitiAurRajbhashaNiyam/ Reports & Returns in respect of Implementation of Official Language-Hindi, Completion of Inspection questionnaire relating to Committee of Parliament on Official languages	SAOs to Auditors	2 Day's	05/05/15-06/05/15	20 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2)	Immediately
2.	Right to Information Act, 2005	SAOs to Auditors	2 Day's	07/05/15-08/05/15	24 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, PC (R&D)=2, (Army)=6, (PD)=3, (FUNDS)=2)	Immediately
3.	Course on (i) Accounts Work including maintenance of Debt Head Register, Clearance of Suspense, adjustment of DIDS/ CIDS/ Unlinked Cheques, dealing with MROs /DEA & AROB (4 days), Project DIDS (ii) CMP & Accounting Procedure under CMP (Role & duties of Accounts Section) (1 day)	SAOs to Auditors	5 Day's	11/05/15-15/05/15	16 (PC (NC)=2, PC (WC)=4, PC (AF)=1, PC (SWC)=2, (Army)=4, (PD)=2, (FUNDS)=1)	Immediately
4.	Working of AAO (BSO) & Project Bhawan	AAOs to Auditors	3 Day's	11/05/15-13/05/15	14 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5)	Immediately
5.	Course on 'Concepts of Pre-audit & Post-audit' in Audit Section's ('E') (3 day's) Works Procedure (covering DAD Works) (1 Day) Project Vishwak (1 Day)	SAOs to Auditors	5 Day's	18/05/15-22/05/15	14 (PC (NC)=4, PC (WC)=4, PC (SWC)=2, (Army)=5)	Immediately

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6.	(i) Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures (2 ½ days) (ii) Settlement of Public Grievances, redressal of complaints, handling of Centralized Public Grievances Redress And Monitoring System (CPGRAMS) & the role of Single Window Clearance System (2 ½ days)	SAOs to Auditors	5 Day's	18/05/15-22/05/15	22 (PC (NC)=2, PC (WC)=5, PC (SWC)=2, PC (AF)=1, (Army)=5, (PD)=5, (FUNDS)=2)	Immediately
7.	Course on Establishment and working of Administration Section: Recruitment, appointment, clearance of probation, confirmation, service books, handling of APARs, CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965, promotions, forwarding of applications for outside employment, Review under FR 56 (j), audit and handling of claims (pay and allowances including pay fixation, MACP, TA/DA, Medical reimbursement, LTC, CEA), National Pension System (NPS), leave matters, etc.	SAOs to Auditors	5 Day's	25/05/15-29/05/15	22 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)=3, (FUNDS)=2)	Immediately
8.	Course for Local Audit Offices	SAOs to Auditors	5 Day's	01/06/15-05/06/15	14 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5)	Immediately
9.	Course on working of PAOs: Project Dolphin- (i) Disposal of dak & viewing dak status, (ii) FSA module; SBI-CMP in PAOs, maintenance of Imprest A/c's of Units, clearance of various suspense heads in PAOs & DIDS, booking of expenditure, preparation of punching medium, MIS, clearance of EDP generated reports, watching progress of DO II published by Units (unrecycled/ unprocessed/ rejection), payment procedure (AGIF & PLI Directorates), working of 'T' Section, TA entitlements of JCOs/ORs and adjustment of claims, handling & disposal of complaints	SAOs to Auditors	5 Day's	08/06/15-12/06/15	16 (PC (NC)=4, PC (WC)=5, (Army)=7)	Immediately

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
10.	Course on National Pension System (NPS) with practical sessions and types of problems faced and their solutions	SAOs to Auditors	2 Day's	11/06/15-12/06/15	20 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, PC (R&D)=3, (Army)=5, (PD)=2, (FUNDS)=2)	Immediately
11.	Insight on various kinds of taxes covering Income Tax - Do's & Don't covering how to prepare Form 16, actions to be performed for e-filing of returns, various Forms to be filled and important aspects thereof, Service Tax, Central Excise duty, Customs, VAT, EPF/ESI contributions, etc.	SAOs to Auditors	5 Day's	15/06/15-19/06/15	23 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (R&D)=2, (Army)=6, (PD)=3, (FUNDS)=2)	Immediately
12.	(i) Civil Works, Project Management & Contracting (AO (GE's) (3 Day's) (ii) Project Vishwak (2 Day's)	AAOs to Auditors serving in AO (GE's) offices	5 Day's	22/06/15-26/06/15	14 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5)	Immediately
13.	PC Awareness Programme	AAOs to Auditors serving in o/o CDA (Funds), Meerut	10 Day's	22/06/15-03/07/15	13 participants from o/o CDA (Funds), Meerut	Immediately
14.	Course on 'Concepts of Pre-audit & Post-audit' in Audit Section's (Stores)	SAOs to Auditors	5 Day's	29/06/15-03/07/15	16 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, PC (R&D)=3, (Army)=5)	Immediately
15.	Handling of Personal claims : Rules, audit, check lists, etc. in regard to TA/DA, LTC, CTG, MEDICAL (CGHS & CS (MA)), CEA, ETC.	SAOs to Auditors	5 Day's	06/07/15-10/07/15	24 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, PC (R&D)=2, (Army)=6, (PD)=3, (FUNDS)=2)	Immediately
16.	Training Manager's Conference	Training Manager's From Client Office's	1 Day	10/07/15		

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
17.	Course on 'Concepts of Pre-audit & Post-audit' in Audit Section's - (Misc.)	SAOs to Auditors	2 Day's	13/07/15-14/07/15	12 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=4)	Immediately
18.	Post-Audit of ECHS Vouchers - 'WHY', 'HOW' & 'EXTENT' of post-audit with other important aspects	SAOs to Auditors	3 Day's	15/07/15-17/07/15	12 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=4)	Immediately
19.	Training for Trainers	SAOs to AAOs	5 Day's	13/07/15-17/07/15	14 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, (Army)=4, (PD)=2, (FUNDS)=1)	Immediately
20.	Course on working of 'FA (Internal Audit)' Section: (i) Role, functions, monitoring of LAO offices (1 ½ day). (ii) C&AG of India - organization, role, duties and powers, functioning, dealing with observations raised/ LTARs/Draft Paras (1 day). (iii) MFAI/ Internal Audit Reports/ Financial Advice (1 ½ day). (iv) AAC (1 day).	SAOs to Auditors	5 Day's	20/07/15-24/07/15	18 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, PC (AF)=1, PC (R&D)=2, (Army)=5, (PD)=2, (FUNDS)=1)	Immediately
21.	Course on working of 'Pay' Section: Fixation of pay, grant of MACP benefits, removal of anomalies, NPS, audit and handling of various types of claims (TA/DA, LTC, medical reimbursement, CEA, etc.)	SAOs to Auditors	5 Day's	27/07/15-31/07/15	15 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, (Army)=5, (PD)=2, (FUNDS)=1)	Immediately
22.	Audit of Sanctions - various conditions for issue, audit, validity, actions required, checks and balances, etc.	SAOs to Auditors	5 Day's	27/07/15-31/07/15	18 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, PC (AF)=1, PC (R&D)=2, (Army)=5, (PD)=2, (FUNDS)=1)	Immediately

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
22-A	Training Programme for Junior Hindi Translators	Junior Hindi Translators	10 Day's	03/08/15-14/08/15	25 (CG=2, PC (Navy)=2, PC (AF)=1, PC (CC)=1, PC (Pen)=2, PC (WC)=1, PC (FY)=3, PC (SC)=1, PC(BR)=1, PC ND=1, (AF) ND=3, (ARMY)=2, JBP=1, Patna=1, (PD)=1, (R&D), B'luru=1, Chennai=1)	
23.	(i) Working of 'D' Section with emphasis on SBI CMP - its effect in working of 'D' Section, uploading & authorization of CMP files, checks to be observed, risks involved and security measures to be adopted (3 day's) (ii) Accounting Procedure under CMP (Role & duties of A/C's Section) (2 day's) <b>POSTPONED to Sl. No. 31-A</b>	SAOs to Auditors	5 Day's	03/08/15-07/08/15 <b>[POSTPONED]</b>		08/05/2015
24.	Course on 'Concepts of Pre-audit & Post-audit' in Audit Section's ('E') (3 day's) Works Procedure (covering DAD Works) (1 Day) Project Vishwak (1 Day) <b>POSTPONED to Sl. No. 34-A</b>	SAOs to Auditors	5 Day's	10/08/15-14/08/15 <b>[POSTPONED]</b>		08/05/2015
25.	Course on (i) Accounts Work including maintenance of Debt Head Register, Clearance of Suspense, adjustment of DIDS/ CIDS/ Unlinked Cheques, dealing with MROs/ DEA, AROB & Project DIDS (4 day's), (ii) CMP & Accounting Procedure under CMP (Role & duties of Accounts Section) (1 day)	SAOs to Auditors	5 Day's	31/08/15-04/09/15	15 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=4, (PD)=2, (FUNDS)=1)	08/05/2015
26.	Induction Course for Newly Promoted SO (A/c's)	Newly Promoted SO (A/c's) (to be posted in near future)	10 Day's	07/09/15-18/09/15	Slots to be allotted based on provisioning in client offices (PC (R&D)=2)	

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
27.	IT Training Programme: Introduction to MS Word, MS Excel, MS Powerpoint, RDBMS, Internet, WAN, concept of cyber security, etc.	SAOs to Auditors	5 Day's	07/09/15-11/09/15	18 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, PC (AF)=1, PC (R&D)=2, (Army)=4, (PD)=2, (FUNDS)=1)	08/05/2015
28.	(i) Civil Works, Project Management & Contracting (AO (GE's) (3 Day's) (ii) Project Vishwak (2 Day's)	AAOs to Auditors serving in AO (GE's) offices	5 Day's	14/09/15-18/09/15	14 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5)	08/05/2015
29.	Course on the provisions of GFR, DFPR, DPM-2009, Receipts & Payment Rules, procurement and disposal of stores  <b>POSTPONED TO Sl. No. 45-A</b>	SAOs to Auditors	5 Day's	21/09/15-25/09/15 <b>POSTPONED</b>		08/06/2015
30.	Right to Information Act, 2005	SAOs to Auditors	2 Day's	28/09/15-29/09/15	21 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2)	08/06/2015
31.	Personnel Management, Stress Management, Time Management, Values, Attitudes & Ethics, Leadership, etc.	SAOs to AAOs	5 Day's	05/10/15-09/10/15	21 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2)	10/07/2015
31-A	(i) Working of 'D' Section with emphasis on SBI CMP - its effect in working of 'D' Section, uploading & authorization of CMP files, checks to be observed, risks involved and security measures to be adopted (3 day's) (ii) Accounting Procedure under CMP (Role & duties of A/C's Section) (2 day's) <b>(Brought from Sl. No. 23)</b>	SAOs to AAOs	5 Day's	05/10/15-09/10/15	22 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, PC (AF)=1, PC (R&D)=2, (Army)=5, (PD)=2, (FUNDS)=4)	

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32.	Training for Trainers	SAOs to AAOs	5 Day's	12/10/15-16/10/15	14 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, (Army)=4, (PD)=2, (FUNDS)=1)	10/07/2015
33.	Course on working of PAOs: Project Dolphin- (i) Disposal of dak & viewing dak status, (ii) FSA module; SBI-CMP in PAOs, maintenance of Imprest A/c's of Units, clearance of various suspense heads in PAOs & DIDS, booking of expenditure, preparation of punching medium, MIS, clearance of EDP generated reports, watching progress of DO II published by Units (unrecycled/ unprocessed/ rejection), payment procedure (AGIF & PLI Directorates), working of 'T' Section, TA entitlements of JCOs/ ORs and adjustment of claims, handling & disposal of complaints, Role of EDP in MPS.	SAOs to Auditors	5 Day's	12/10/15-16/10/15	16 (PC (NC)=4, PC (WC)=5, (Army)=7)	10/07/2015
34.	Course on 'CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965'	SAOs to Auditors	5 Day's	26/10/15-30/10/15	22 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)=3, (FUNDS)=2)	10/07/2015
34-A	Course on 'Concepts of Pre-audit & Post-audit' in Audit Section's ('E') (3 day's) Works Procedure (covering DAD Works) (1 Day) Project Vishwak (1 Day) <b>(Brought from Sl. No. 24)</b>	SAOs to Auditors	5 Day's	26/10/15-30/10/15	14 (PC (NC)=4, PC (WC)=4, PC (SWC)=2, (Army)=5)	
35.	Course on 'Concepts of Networking, VPN, WAN & Project Sugam'	SAOs to Auditors	5 Day's	16/11/15-20/11/15	17 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, (PD)=2, (FUNDS)=2)	07/08/2015

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
36.	Local Audit in Air Force	SAOs to Auditors	3 Day's	18/11/15-20/11/15	As per demand from o/o the PCDA (AF), Dehradun	07/08/2015
37.	Course on National Pension System (NPS) with practical sessions and types of problems faced and their solutions	SAOs to Auditors	2 Day's	23/11/15-24/11/15	17 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, (PD)=2, (FUNDS)=2)	07/08/2015
38.	Right to Information Act, 2005 <b>POSTPONED to Sl. No. 45-B</b>	SAOs to Auditors	2 Day's	26/11/15-27/11/15 <b>POSTPONED</b>		07/08/2015
39.	Course on working of 'Pay' Section (Defence Civilians): Fixation of pay, grant of MACP benefits, removal of anomalies, NPS, audit and handling of various types of claims (TA/DA, LTC, medical reimbursement, CEA, etc.)	SAOs to Auditors	5 Day's	30/11/15-04/12/15	15 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, (Army)=5, (PD)=2, (FUNDS)=1)	07/08/2015
40.	Insight on various kinds of taxes covering Income Tax - Do's & Don't covering how to prepare Form 16, actions to be performed for e-filing of returns, various Forms to be filled and important aspects thereof, Service Tax, Central Excise duty, Customs, VAT, EPF/ESI contributions, etc.	SAOs to Auditors	5 Day's	30/11/15-04/12/15	21 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2)	07/08/2015
41.	Handling of Legal Matters in CAT, AFT, Consumer Courts & Other Courts/Tribunals	SAOs to Auditors	5 Day's	07/12/15-11/12/15	22 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, (AF)=1, (Army)=6, (PD)=3, (FUNDS)=2)	07/09/2015
42.	Advanced Accounting Concepts covering Accrual Accounting Concepts, Project DIDS, role of A/C's section in SBI CMP, etc.	SAOs to Auditors	5 Day's	14/12/15-18/12/15	15 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=4, (PD)=2, (FUNDS)=1)	07/09/2015



Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
43.	IT Training Programme: Introduction to MS Word, MS Excel, MS Powerpoint, RDBMS, Internet, WAN, concept of cyber security, etc.	SAOs to Auditors	5 Day's	14/12/15-18/12/15	15 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=4, (PD)=2, (FUNDS)=1)	07/09/2015
44.	Course on Sangh ki Rajbhasha Niti Aur Rajbhasha Niyam/ Reports & Returns in respect of Implementation of Official Language-Hindi, Completion of Inspection questionnaire relating to Committee of Parliament on Official languages	SAOs to Auditors	2 Day's	21/12/15-22/12/15	20 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2)	07/09/2015
45.	Project Nidhi, Processing of FW/FS cases with emphasis on the check list provided by the office of the CDA (Funds), Meerut	SAOs to Auditors	3 Day's	21/12/15-23/12/15	19 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, (PD)=2, (FUNDS)=4)	07/09/2015
45-A	Course on the provisions of GFR, DFPR, DPM-2009, Receipts & Payment Rules, procurement and disposal of stores  (Brought from Sl. No. 29)	SAOs to Auditors	5 Day's	28/12/15-01/01/16	23 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (R&D)=2, (Army)=6, (PD)=3, (FUNDS)=2)	
45-B	Right to Information Act, 2005  (Brought from Sl. No. 38)	SAOs to Auditors	2 Day's	28/12/15-29/12/15	21 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2)	
45-C	Training programme for Auditor's	Auditors' (due for promotion as Sr. Adr.'s)	10 Day's	04/01/16-15/01/16	The slots will be allotted based on demand invited from the client offices	

Sl. No.	Course	Level of participation	Duration	Date/Period	Proposed Slots allotment	Nomination to be sent by
46.	Foundation Course for newly recruited Auditor's/ Clerk's	Newly recruited Auditor's / Clerk's	8 wks (40 day's)	18/01/16-11/03/16 (with addl. classes on 30.01.16 in lieu of closed holiday on 26.01.16)	The slots will be allotted based on demand to be invited from the client offices (PC (R&D)=1)	04/01/16 - 26/02/16 (with addl. classes on 20.02.16 in lieu of closed holiday on 26.01.16)
	MARCH 2016 : NIL					