

**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 |

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|---------|--|---|----------|-------------------|---|--------------------------|
| 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 | | |

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| 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 |

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|---------|---|---|----------|--|---|--------------------------|
| 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) POSTPONED to Sl. No. 31-A | SAOs to Auditors | 5 Day's | 03/08/15-07/08/15 [POST-PONED] | | 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) POSTPONED to Sl. No. 34-A | SAOs to Auditors | 5 Day's | 10/08/15-14/08/15 [POST-PONED] | | 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) | |

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|---------|---|---|----------|---------------------------------------|---|--------------------------|
| 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 POSTPONED TO Sl. No. 45-A | SAOs to Auditors | 5 Day's | 21/09/15-25/09/15 POSTPONED | | 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) (Brought from Sl. No. 23) | 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) (Brought from Sl. No. 24) | 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 |

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|---------|--|------------------------|----------|---------------------------------------|--|--------------------------|
| 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 POSTPONED to Sl. No. 45-B | SAOs to Auditors | 2 Day's | 26/11/15-27/11/15 POSTPONED | | 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 | |

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|---------|--|-------------------------------------|------------------|--|---|--|
| 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 | | | | | |
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