

**ANNUAL TRAINING CALENDAR FOR THE F.Y. 2018-2019 AND
THE SLOTS ALLOTMENT (AS ON 15.05.2018)**

Sl. No.	Course	Level of participation	Duration	Date/Period	Tentative Slots allotment	Nomination to be sent by
APRIL 2018						
1.	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 including sessions for 'RAJBHASHA SANGOSHTHI'	SAOs to Auditors	3 Days	02/04/18-04/04/18	24 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2, PC(R&D)=3, AO (PSB)=1)	Immediately
2.	Working of AAO (BSO) & Project Bhawan (including a session by the rep of PCDA (O))	AAOs to Auditors	3 Days	04/04/18-06/04/18	16 (PC (NC)=3, PC (WC)=4, PC (SWC)=4, (Army)=5)	Immediately
3.	Training in relation to duties of the Higher Post on promotion from (i) Adr. to Sr. Adr (ii) Jr. Translators (iii) Steno Gd-II	Auditors/ Jr. Translators / Steno	10 Days	09/04/18-20/04/18	The slots will be allotted based on demand to be invited from the client offices	Immediately
4.	(i) Advanced Accounting Concepts covering entire working of Accounts Section including Project DIDS, role of A/C's section in SBI CMP, etc. (3 Days) (ii) New Compilation System (2 Days) (iii) Accrual Accounting Concepts (iv) One (1) Session on PROJECT TULIP	SAOs to Auditors	5 Days	23/04/18-27/04/18	21 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, PC (AF)=1, (Army)=4, (PD)=2, (FUNDS)=1, PC(R&D)=3, AO (PSB)=2)	Immediately
MAY 2018						
5.	Course on National Pension System (NPS) with practical sessions and types of problems faced and their solutions (2 days) and uploading of data etc.	SAOs to Auditors	2 Days	01/05/18-02/05/18	20 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, (PD)=1, (FUNDS)=2, PC(R&D)=3, AO (PSB)=1)	Immediately

Sl. No.	Course	Level of participation	Duration	Date/Period	Tentative Slots allotment	Nomination to be sent by
6.	<p>Insight on various kinds of taxes covering</p> <p>(i) 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, (1 day)</p> <p>(ii) GST, (1½ Day)</p> <p>(iii) EPF/ESI contributions, etc. (½ Day)</p>	SAOs to Auditors	3 Days	02/05/18-04/05/18	21 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5, (FUNDS)=2, PC(R&D)=3, AO (PSB)=2)	Immediately
7.	<p>(i) Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures (2 ½ days)</p> <p>(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)</p> <p>(iii) JCM related matters.</p>	SAOs to Auditors	5 Days	07/05/18-11/05/18	22 (PC (NC)=2, PC (WC)=5, PC (SWC)=2, PC (AF)=1, (Army)=5, (PD)= 2, (FUNDS)=2, PC(R&D)=3)	Immediately
8.	<p>Concepts of Pre/ Post Audit in 'Stores Section'</p> <p>(a) "Store Contract" Section: (i) Pre-audit of bills, scheduling of vouchers. (ii) S&S Imprest, Adjustment of contractor bills (post-audit of 95% adjustment bills and 100% payment bills), CHT bills. (iii) Post scrutiny of Contracts. (iv) Procurement of Stores. (v) Audit of Sanctions (vi) Two (2) sessions on project 'TULIP'</p> <p>(b) "Store Audit" Section: Scrutiny of monthly and Annual Accounts of Military Farms, adjustment of PBD vouchers and foreign purchase vouchers, audit of sale commission bills, audit of sale accounts in respect of obsolete stores. Scrutiny of loss statements including pricing of Short Receipts/ Loss of imported stores, Transit Losses, M.T Accidents, Down gradation of Ammunition before its prescribed shelf life.</p>	SAOs to Auditors	5 Days	14/05/18-18/05/18	16 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, PC(R&D)=3)	Immediately

Sl. No.	Course	Level of participation	Duration	Date/Period	Tentative Slots allotment	Nomination to be sent by
9.	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, maintenance of Service Books, liaison skills & event management <u>(With two sessions on project 'TULIP' and two session on 'SPARROW')</u>	SAOs to Auditors	5 Days	21/05/18-25/05/18	25 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)= 2, (FUNDS)=2, PC(R&D)=3, AO (PSB)=1)	Immediately
10.	Course for Local Audit Offices	SAOs to Auditors	5 Days	28/05/18-01/06/18	19 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5, PC(R&D)=3, AO (PSB)=2)	Immediately
11.	ON THE JOB TRAINING at o/o the CDA (Funds), Meerut	SAOs to Auditors	2 Days	28/05/18-29/05/18	Nominations to be decided by o/o the CDA (Funds)	Immediately
JUNE & JULY 2018						
12.	Induction Course for newly recruited Auditor's/ Clerk's	Newly recruited Auditor's / Clerk's	2 wks (10 Days)	04/06/18-15/06/18	39 (PC (AF)=23, (Army)=7, (PD)=9)	
12A	-do-	-do-	-do-	25/06/18-06/07/18	40 (PC (WC)=37, PC (SWC)=01 PC (R&D)=02)	
12B	-do-	-do-	-do-	16/07/18-27/07/18	The slots will be allotted based on demand projected by the client offices	
13.	ON THE JOB TRAINING at PAO (ORs) BEG & C, Roorkee under o/o the CDA (Army), Meerut	SAOs to Auditors	2 Days	13/06/18-14/06/18	Nominations to be decided by o/o the CDA (Army)	02/04/18
14.	ON THE JOB TRAINING at o/o the PCDA (AF), Dehradun	SAOs to Auditors	2 Days	28/06/18-29/06/18	Nominations to be decided by o/o the PCDA (AF)	02/04/18
15.	ON THE JOB TRAINING at PAO (ORs) GRRC, Lansdowne under o/o the CDA (Army), Meerut	SAOs to Auditors	2 Days	04/07/18-05/07/18	Nominations to be decided by o/o the CDA (Army)	01/05/18

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16.	ON THE JOB TRAINING at o/o the PCDA (WC), Chandigarh	SAOs to Auditors	2 Days	19/07/18-20/07/18	Nominations to be decided by o/o the PCDA (WC)	01/05/18
17.	Course on 'CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965'	SAOs to Auditors	5 Days	30/07/18-03/08/18	25 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)= 2 , (FUNDS)=2, PC(R&D)=3, AO (PSB)=1)	01/05/18
AUGUST 2018						
18.	(i) Civil Works, Project Management & Contracting (AO (GE's) (3 Days) (ii) Project Vishwak (2 Days)	SAOs to Auditors serving in AO (GE's)/AAOs (GE) offices	5 Days	06/08/18-10/08/18	14 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5)	01/06/18
19.	ON THE JOB TRAINING at o/o the PCDA (NC), Jammu	SAOs to Auditors	2 Days	09/08/18-10/08/18	Nominations to be decided by o/o the PCDA (NC)	01/06/18
20.	Post-Audit of ECHS Vouchers - 'WHY' & 'HOW' of post-audit with other important aspects	SAOs to Auditors	2 Days	13/08/18-14/08/18	13 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=4 AO (PSB)=1)	01/06/18
21.	Working of 'Misc.' Section: (i) Pre Audit & Post Audit of Bills in various grants like ACG, ATG, TTG, FP&TG, TT&IEG, etc., Printing charges bills, scrutiny and vetting of draft conservancy agreements of Cantonment Boards and payment thereof. (ii) Two (2) Sessions on project 'TULIP'	SAOs to Auditors	2 Days	16/08/18-17/08/18	16 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, PC(R&D)=3)	01/06/18
22.	(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 (2 Days) & Accounting Procedure under CMP (Role & duties of A/C's Section) (1 day) (ii) One (1) session on project 'TULIP'	SAOs to Auditors	2 Days	20/08/18-21/08/18	24 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, PC (AF)=1, (Army)=5, (PD)=2, (FUNDS)=4, PC(R&D)=3, AO (PSB)=1)	01/06/18

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23.	Course on Office Automation Package for Controllers' Main Offices i.e. Project 'TULIP'	SAOs to Auditors	2 Days	23/08/18-24/08/18	20 (PC (NC)=4, PC (WC)=4, PC (SWC)=2, (Army)=5, (PD)=2, (FUNDS)=2, AO (PSB)=1)	01/06/18
24.	(i) Handling of Personal claims : Rules, audit, check lists, etc. in regard to TA/DA, LTC, CTG, MEDICAL (CGHS & CS (MA)), CEA, ETC. (ii) 4 sessions on project 'TULIP' (iii) 2 sessions on filing of 24G & 24Q in r/o TDS from salaries.	SAOs to Auditors	5 Days	27/08/18-31/08/18	27 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)=4, (FUNDS)=2, PC(R&D)=3, AO (PSB)=1)	01/06/18
SEPTEMBER 2018						
25.	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 including sessions for 'RAJBHASHA SANGOSHITHI'	SAOs to Auditors	3 Days	05/09/18-07/09/18	20 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=2, (FUNDS)=2, AO (PSB)=1)	02/07/18
26.	Course on working of 'Internal Audit' Section (formerly FA Section): (i) Role, functions, monitoring of LAO offices (1 day). (ii) C&AG of India - organization, role, duties and powers, functioning, dealing with observations raised/ LTARs/Draft Paras (1 day). (iii) Audit of Sanctions (1 day) (iv) MFAL/ Internal Audit Reports/ Financial Advice (1 day). (v) AAC (1 day).	SAOs to Auditors	5 Days	10/09/18-14/09/18	15 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, PC (AF)=1, (Army)=5, (FUNDS)=1, AO (PSB)=1)	02/07/18
27.	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 Days	17/09/18-19/09/18	24 (PC (NC)=2, PC (WC)=4, PC (SWC)=2, (Army)=5, (PD)=3, (FUNDS)=4, PC(R&D)=3, AO (PSB)=1)	02/07/18

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28.	Training for Trainers	SAOs to AAOs	5 Days	24/09/18-28/09/18	15 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, PC (AF)=1, (Army)=4, (PD)=2, (FUNDS)=1)	02/07/18
OCTOBER 2018						
29.	(i) Right to Information Act, 2005 (2 days) (ii) Online RTI Module (1 day)	SAOs to Auditors	3 Days	03/10/18-05/10/18	24 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)=3, (FUNDS)=2, PC(R&D)=3, AO (PSB)=1)	01/08/18
30.	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, payment procedure (AGIF & PLI Directorates), working of 'T' Section, handling & disposal of complaints. (iii) Filing of 24G & 24Q.	SAOs to Auditors	5 Days	08/10/18-12/10/18	16 (PC (NC)=4, PC (WC)=5, (Army)=7)	01/08/18
31.	Insight on various kinds of taxes covering (iv) 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, (1 day) (v) GST, (1½ Day) (vi) EPF/ESI contributions, etc. (½ Day)	SAOs to Auditors	3 Days	15/10/18-17/10/18	18 (PC (NC)=3, PC (WC)=4, PC (SWC)=2, (Army)=5 (FUNDS)=2 AO (PSB)=2)	01/08/18

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32.	Course on the provisions of GFR, DFPR, DPM-2009, Receipts & Payment Rules, procurement and disposal of stores with sessions on <u>e-procurement</u> . Concept of procurement/ outsourcing of services. Post Contract management. An overview on GeM (Government e-Marketplace)	SAOs to Auditors	5 Days	22/10/18-26/10/18	26 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)= 2 , (FUNDS)=2, PC(R&D)=3, AO (PSB)=2)	01/08/18
33.	(i) Handling of Legal Matters in CAT, AFT, Consumer Courts & Other Courts/ Tribunals (ii) Disciplinary Proceedings (iii) Vigilance Matters	SAOs to Auditors	5 Days	29/10/18-02/11/18	22 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)= 2 , (FUNDS)=2 AO (PSB)=1)	01/08/18
NOVEMBER & DECEMBER 2018						
34.	Course on 'Concepts of Pre-audit & Post-audit' in Audit Section's ('E') (3 Days) including a session on Operational Works Procedure Works Procedure (covering DAD Works) (1 Day) Project Vishwak (1 Day)	SAOs to Auditors	5 Days	12/11/18-16/11/18	14 (PC (NC)=4, PC (WC)=4, PC (SWC)=2, (Army)=5)	04/09/18
35.	Induction Course for SAS Part-II passed candidates	SAS Pt-II Passed candidates	4 wks (20 Days)	26/11/18-21/12/18	The slots will be allotted based upon the declaration of result of SAS Pt-II examination and allocation of passed candidates by the HQrs Office.	-----
36.	Defence Financial Management Course for Army Officers of Western Command at Meerut.	Army Officers	5 Days	17/12/18-21/12/18 (TENTATIVE)	To be decided by HQrs Office	

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37.	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 including sessions for 'RAJBHASHA SANGOSHTHI'	SAOs to Auditors	3 Days	26/12/18-28/12/18	19 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)= 2, (FUNDS)=2)	01/10/18
	JAN, FEB & MARCH 2019					
38.	(i) 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.), processing of pension papers, pension sanction and payment procedures (ii) 4 sessions on project 'TULIP' (iii) 2 sessions on filing of 24G & 24Q in r/o TDS from salaries.	SAOs to Auditors	5 Days	07/01/19-11/01/19	22 (PC (NC)=2, PC (WC)=3, PC (SWC)=2, PC (AF)=1, (Army)=5, (PD)= 4, (FUNDS)=1, PC(R&D)=3, AO (PSB)=1)	01/11/18
39.	Personnel Management, including Stress Management, Time Management, Diet Management, Executive Effectiveness, Values, Attitudes & Ethics, Leadership, Body Language etc.	SAOs to Auditors	5 Days	14/01/19-18/01/19	26 (PC (NC)=3, PC (WC)=4, PC (SWC)=3, PC (AF)=1, (Army)=6, (PD)= 2, (FUNDS)=2, PC(R&D)=3, AO (PSB)=2)	01/11/18
40.	Induction Course for newly recruited Auditor's/ Clerk's	Newly recruited Auditor's / Clerk's	2 wks (10 Days)	21/01/19-01/02/19	The slots will be allotted based on demand projected by the client offices	
40A	-do-	-do-	-do-	11/02/19-22/02/19	The slots will be allotted based on demand projected by the client offices	
40B	-do-	-do-	-do-	04/03/19-15/03/19	The slots will be allotted based on demand projected by the client offices	
41.	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 including sessions for 'RAJBHASHA SANGOSHTHI'	SAOs to Auditors	3 Days	25/03/19-27/03/19	20 (PC (NC)=2, PC (WC)=4, PC (SWC)=3, (Army)=6, (PD)= 2, (FUNDS)=2, AO (PSB)=1)	01/01/19