

## CDA (Army), Meerut Cantt.

### FINAL IN-HOUSE TRAINING CALENDAR FOR THE F.Y. 2018 - 2019 (As on 19.06.2018)

Sl. No.	Course	Participation from	Duration	Dates	Station where to be conducted
1.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	02.04.18 - 06.04.18	Meerut
2.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	09.04.18 - 13.04.18	Meerut
3.	Project Tulip	AAO Agra, AAO, Dehradun & Main Office	2 days	14.05.18 - 15.05.18	Meerut
3A	New Compilation System	All offices	1 day	14.05.18	Meerut
4.	Pay Fixation	All offices	3 days		Meerut
5.	Workshop on GST	All offices	1 day	04.06.18	Meerut
6.	Income Tax provisions, filing of returns under IT Act	All offices	2 days	14.06.18 - 15.06.18	Meerut
6A	New Compilation System	All offices	1 day	18.06.18	Meerut
7.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	02.07.18 - 06.07.18	Roorkee
8.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	23.07.18- 27.07.18	Meerut
9.	Course for LAO's covering issues relating to MFAL, IAR, AAC, etc. - writing thereof	LAO's/ ALAO's	2 days	13.08.18 - 14.08.18	Meerut
10.	Project Tulip	All offices	2 days	20.08.18 - 21.08.18	Meerut
11.	Insight on provisions of CCS (Conduct) Rules and CCS (CCA) Rules	All offices	2 days	06.09.18 - 07.09.18	Meerut

Sl. No.	Course	Participation from	Duration	Dates	Station where to be conducted
12.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	10.09.18 - 14.09.18	Meerut
13.	Right to Information Act, 2005 with insight on Online RTI module	All offices	2 days	17.09.18 - 18.09.18	Meerut
14.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	24.09.18 - 28.09.18	Meerut
15.	Project Vishwak	AO's/ AAO's (GE)	2 days	15.10.18 - 16.10.18	Meerut
16.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	22.10.18 - 26.10.18	Meerut
17.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	12.11.18 - 16.11.18	Bareilly
18.	Project Bhawan	AAO (BSO) offices	2 days	26.11.18 - 27.11.18	Meerut
19.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	10.12.18 - 14.12.18	Meerut
20.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	17.12.18 - 21.12.18	Meerut
21.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	07.01.19 - 11.01.19	Meerut
22.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	14.01.19 - 18.01.19	Meerut
23.	PC Awareness Programme	All offices at station (preferably age group 45 to 56 years)	5 days (1 <sup>st</sup> half)	04.02.19 - 08.02.19	Meerut
24.	Office Procedures - File maintenance, noting & drafting, pagination, various forms of communiqué and their use, other aspects relating to office procedures including record management	AAO's to Clerk's in Main Office	5 days (1 <sup>st</sup> half)	11.02.19 - 15.02.19	Meerut