

IT Courses 2020-21

Sl No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
1	MS Office/ Special Course for DEO	03	05.10.2020	07.10.2020	DGA (ESD)	06	20
					DGA (Central)	02	
					PAG(Audit-II)	12	
2	MS Excel as CAAT	03	02.11.2020	04.11.2020	DGA (Coal)	01	18
					DGA (Mines)	01	
					PAG (Audit-I)	06	
					PDA (Fin & Comm)	01	
					DGA (Central)	04	
					PAG (Audit-II)	04	
					DGA (ESD)	01	
3	Advanced MS Excel for Data Analysis	03	14.12.2020	16.12.2020	DGA (Coal)	01	12
					DGA (Mines)	01	
					DGA (Central)	06	
					PAG (Audit -I)	03	
					PDA (Fin & Comm)	01	
4	MS Office/ Special Course for DEO	03	18.01.2021	20.01.2021	DGA (ESD)	06	20
					PAG(Audit-II)	14	
5	MS Excel as CAAT	03	08.02.2021	10.02.2021	DGA (Coal)	01	17
					DGA (Mines)	01	
					PAG (Audit-I)	05	
					DGA(ER)	01	
					DGA(Central)	04	
					PAG(Audit-II)	04	
					PDA (Fin & Comm)	01	
6	Advanced MS Excel for Data Analysis	03	08.03.2021	10.03.2021	DGA(ER)	01	12
					DGA(OF)	01	
					DGA (Coal)	01	
					DGA (Mines)	01	
					DGA (Central)	03	
					PAG (Audit-I)	03	
					DGA(AF&WR)	01	
					PDA (Fin & Comm)	01	