

Annexure 'A'

TRAINING CALENDAR FOR THE PERIOD FROM 01.04.2019 TO 31.03.2020

Sr. No	Name of the Course	Duration/Session Per day	Slots	Date of training	Proposal received from	Category of function.
1	Induction Course for newly recruited staff	1 day 02	20	09/04/2019	WW	Non-IT/Non-Core
2	New procedure for check of classifications.	1 day 02	20	24/04/2019	TM	Non IT/ Core
3	Workshop on Reporting/Reviewing of APARs for Sr. AOs/AOs/AAOs	1day 02	20	2/05/2019	HRM-I	Non-IT/core
4	Noting & Drafting (AAOs/Sr.Acctts/Acctts. In Fund wing)	1 day 02	20	21/05/2019	Training Wing/ EDP(F)/ WMI	Non IT/Core Function
5	Accounting and posting/ pairing of pension payment Vouchers	1 day 02	20	29/05/2019	PM	Non IT/Core
6	Training of 'Menus' in VLC-GPF	2days 02	20	11/06/2019	EDP(F)	IT
7	Posting of EDP-GPF	2days 02	20	18/06/2019 to 19/06/2019	EDP(F)	Non IT/Core
8	Course on Motivation	1 day 02	20	26/06/2019	Trg	Non-IT/Non-Core
9	Preparatory training for SAS examination	2 months 04	Slots will be intimated by HRM-II	01/07/2019 to 30/8/2019	HRM-II	Non IT/Non-Core

10	Course on Administrative Matters	1day	02	20	04/09/2019	DAG (Entt)	Non/IT/Core
11	Dealing with Court Case in Pension and Fund Wings	1day	02	15	18/09/2019	DAG (Entt)	Non/IT/Core
12	Working in SAI Package	1 day	02	20	10/10/2019 (Old Bldg)	PM	Non IT/Core
13	Training of DEO Grade 'A' for promotion to the post of DEO Grade 'B'	10 days	04	Slots will be intimated by HRM-I	14/10/2019 to 25/10/2019	HRM-I	Non-IT/Non-Core
14	Course on Motivation	1 days	02	20	05/11/2019 (II half)	Trg	Non-IT/Non-Core
15	Pre-examination training for appearing Marathi Language exam for newly recruited employees	15 days	02	Slots will be decided after the results	06/11/2019 to 27/11/2019	HRM-II	Non IT/Non-Core
16	Workshop on working of Pension Wing(About working in the section & operating of SAI Modules)	1 day	02	20	14/11/2019	DAG Ent & IA Section (Staff of IA)	Non IT/Core
17	Working of Fund wing (About working in the section & operating of GPF & VLC Modules)	1day	02	20	20/11/2019	FM Sect & IA (Staff of IA)	Non IT/Core function
18	RTI Act 2005	1day	04	20	27/11/2019	Trg	Non IT/Core Function
19	Noting & Drafting	1 day	02	20	03/12/2019	Training	Non IT/Core

	(Sr.AOs/ AOs/ AAOs/ Sr.Acctts/ Acctts. In Controlling Sections)			(Old Bldg)	Wing	Function
20	Preparatory training on IT for Incentive Examination for AAOs/AOs/SAOs	5 days 04	Slots will be intimated by HRM- II		HRM-II	IT/Non-Core (at RTI)
21	Working of Accounts Wing (About working in the section and operating of GPF & VLC Modules)	1 days 02	20	11/12/2019	IA	Non-IT/ Core
22	Gender Sensitization (All employees with equal gender representations)	1 day 03	20	17/12/2019	HRM-I	Non-Core
23	Special Training Course for Divisional Accountants	5 days 04	20	06/01/2020 to 10/01/2020	WMI	Core Function
24	Course on 'ISSAI'	3 days 02	20	14/01/2020 to 16/01/2020	WW	Non-core function
25	Ms Word	3days 02	20	15/01/2020	EDP(F)	IT
26	Working in SAI Package	1 day 02	20	23/01/2020 (Old Bldg)	PM	Non IT/Core function
27	'Checking of e-data and processing and generation of Monthly Civil Accounts (All VLC Staff)	1 day 02	20	04/02/2020	VLC	IT
28	Workshop on working in Pension Wing	1 day 02	20	12/02/2020 (Old Bldg)	DAG Ent	Non IT/Core
29	Dealing with Court Case in Pension and Fund Wing	1day 02	15	19/02/2020	DAG (Entt)	Non/IT/Core

30	Noting & Drafting (Sr.AOs/AOs/AAOs/Sr.Acc tts/Accts from Controlling Sections)	1 day 02	20	25/02/2019	Training Wing	Non IT/Core Function
31	Course on Record Management	1days 02 (one session each for Old Building and New Building staff)	Will be intimated by L&S	03/03/2020	L&S	Non-core function
32	Course on Role of IA Section	1 day 02	20	10/03/2020	Training Wing	Non-core function
33	G.P.F. Final Payment Module	1 day 02	20	18/03/2020	FM Section	IT/Core Function
34	Workshop on ‘Transfer Entries in Fund Wing’	1 day 02	20	24/03/2020	FM Section	Non IT/Core Function
35	Ms Excel	1 day 02	20	26/03/2020	FM Section	Non IT/Core Function

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Sr.Accounts Officer/Trg.