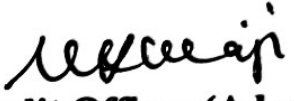


**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(GENERAL & SOCIAL SECTOR AUDIT), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA - 700 001**

Please find the enclosed copy of the Annual Calendar of In-House Training Programmes (Both General and IT Courses) for the year 2019-20 for information and necessary action.

Enclo: As stated


Sr. Audit Officer (Admn.1)
31/5/19

No: Admn.1/In-house Trg./TNA/2019-20/55-66

Dated: 31.05.2019

Copy forwarded through E-mail to:

- 1. Secretary to Principal Accountant General (G & SSA), W.B.**
- 2. Steno Gr. I to Sr. Dy. Accountant General (Admn.)**
- 3. Welfare Officer**
- 4. Sr. Audit Officer(G & SS-I/HQ)**
- 5. Sr. Audit Officer(FAW)**
- 6. Sr. Audit Officer(Report)**
- 7. Sr. Audit Officer(EDP)**
- 8. Sr. Audit Officer (LAD-Admn.)**
- 9. Sr. Audit Officer (Admn.1)**
- 10. Sr. Audit Officer (Admn.2)**
- 11. Sr. Audit Officer (Admn.3)**
- 12. Sr. Audit Officer (Admn.4)**

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SSA), W.B.

Calendar of (In-house) Training Programmes (2019-20)
GENERAL COURSES

April 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Regional Language Training (Bengali)	05	01.04.2019	05.04.2019	Admn. CC	01	11
					G&SS-I	04	
					FAW	04	
					LAD	02	

May 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Induction Training for DRAAOs (Com) for SAS Exam.	14	15.05.2019	04.06.2019	G&SS-I	02	02
2.	Financial Attest Audit	03	20.05.2019	22.05.2019	LAD	21	21

June 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	CAGs Auditing Standards 2017- Financial Audit and Regulation of Audit & Accounts 2007 and Compliance Audit Guidelines 2015 (Sr. AOs to Ars)	03	17.06.2019	19.06.2019	G&SS-I	07	10
					FAW	02	
					LAD	01	
2.	Financial Attest Audit Manual 2009 and Financial Attest Audit Guidelines for Audit of State Government Accounts - 2015 (Sr. AOs to Ars)	04	26.06.2019	28.06.2019	FAW	10	10

July 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	RAE 4 (For candidates of Local Audit)	07	01.07.2019	09.07.2019	LAD	20	20
2.	Preparatory training for SAS candidates (including EDP training)	30	10.07.2019	22.08.2019	The slots will be fixed after declaration of SAS (Pre) Exam. Probable slots for this office		79
					Main Wing	30	
					LAD	49	

August 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Preparatory training for SAS candidates (including EDP training)	30	10.07.2019	22.08.2019	The slots will be fixed after declaration of SAS (Pre) Result. Probable slots		79
					Main Wing	30	
					LAD	49	
2.	Financial and Compliance Audit of Higher Education	3	05.08.2019	07.08.2019	LAD	15	15
3.	Training on Local Paper (PC 27) for SAS Candidates	5	26.08.2019	30.08.2019	The slots will be fixed after declaration of SAS (Pre) Result. Probable slots		49
					LAD	49	

September 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	APAR and Writing of Performance Appraisals (AAOs to C/Ts)	03	04.09.2019	06.09.2019	Admn. I	1	10
					Admn. II	1	
					Admn. CC	1	
					Record & Estate	1	
					G&SS - I	2	
					FAW	2	
					LAD	2	
2.	Drafting Procedure, Style Guides including placing of files to HoD (Sr.AOs to AAOs)	03	11.09.2019	13.09.2019	Record & Estate	1	16
					G&SS-I	4	
					LAD (SS-II)	6	
					LAD (SS-III)	5	
3.	Pre-examination Training for DEOs Gr. 'A'	10	16.09.2019	27.09.2019	Admn. II	1	20
					Admn. III	1	
					HINDI	1	
					G&SS-I	3	
					FAW	1	
					O/o the Pr. E&RSA, WB	9	
					LAD	4	

October 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Office Procedure (for newly recruited Gr. C officials)	05	14.10.2019	18.10.2019	Admn. I	2	22
					Admn. II	1	
					EDP	1	
					HINDI	1	
					ITA	1	
					REPORT	1	
					Record & Estate	2	
					G&SS-I	7	
					FAW	4	
					LAD	2	
2.	Documentation for various stages of audit (Sr. AOs to Ars)	03	23.10.2019	25.10.2019	G&SS- I	05	10
					LAD	05	

November 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Drafting of Audit memos, paras, Inspection Reports & Audit Reports and new format of inspection reports and Style Guides including Regulation on Audit & Accounts 2007 (Sr. AOs to Sr. Ars)	03	06.11.2019	08.11.2019	G&SS - I	07	20
					LAD	13	
2.	Analysis of Financial Statements of Autonomous Bodies (Sr. AOs to AAOs)	03	19.11.2019	21.11.2019	G & SS-I	06	10
					LAD(SS-III)	04	

December 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Right to Information Act, 2005 (Sr.AOs to Sr. Ars)	03	03.12.2019	05.12.2019	Admn.I	01	14
					Admn.II	01	
					Admn.CC	01	
					Record & Estate	01	
					ITA	01	
					G & SS-I	02	
					FAW	01	
					LAD	06	
2.	Report Writing (Sr.AOs to AAOs)	03	10.12.2019	12.12.2019	G&SS-I	02	10
					FAW	02	
					LAD	06	


January 2020							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Audit of GST and VAT including GSTN (Sr. AOs to AAOs)	03	08.01.2020	10.01.2020	G & SS-I	06	10
					FAW	02	
					LAD	02	
2.	Evidence Gathering and Analysis (Sr. AOs to AAOs)	03	15.01.2020	17.01.2020	G & SS-I	04	16
					LAD	12	

February 2020

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Office Procedure (for Newly recruited Gr. C officials)	05	03.02.2020	07.02.2020	Admn I	2	20
					Admn CC	2	
					Welfare	1	
					G&SS-I	8	
					REPORT	1	
					FAW	4	
					LAD	2	
2.	Regional Language Training (Bengali)	05	17.02.2020	21.02.2020	Admn. II	1	17
					ITA	1	
					EDP	1	
					Record & Estate	2	
					HINDI	1	
					G&SS-I	5	
					REPORT	2	
					LAD	4	

March 2020

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Awareness about ISSAIs (Sr.AOs to AAOs)	03	03.03.2020	05.03.2020	G & SS-I	05	10
					FAW	03	
					LAD	02	
2.	Audit of ULBs and PRIs	03	17.03.2020	19.03.2020	LAD	15	15


 Sr. Audit Officer (Admn.1)
 31/5/19

Calendar of (In-house) Training Programmes (2019-20)

EDP Courses

June 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Access (Sr. AOs to DEOs)	03	19.06.2019	21.06.2019	Admn. I & Trg.	01	10
					Admn. II	01	
					Admn. III	01	
					G&SS-I	03	
					LAD	04	

July 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	IDEA (Sr. AOs to Sr.Ars)	03	29.07.2019	31.07.2019	Report	01	10
					G&SS-I	02	
					FAW	01	
					LAD	06	

August 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Word and MS Power Point (Sr. Ars to C/Ts)	03	21.08.2019	23.08.2019	Admn. I & Trg.	01	09
					Hindi	01	
					G&SS-I	02	
					FAW	01	
					LAD	04	

September 2019							
Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Excel (Sr. Ars to DEOs)	03	11.09.2019	13.09.2019	Admn. I & Trg.	01	10
					Admn. II	02	
					Admn.CC	01	
					Record and Estate	01	
					G&SS-I	02	
					FAW	01	
					LAD	02	

October 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Access (Sr. AOs to DEOs)	03	21.10.2019	23.10.2019	Admn. III	02	08
					Record and Estate	01	
					EDP	01	
					G&SS-I	01	
					FAW	01	
					LAD	02	

November 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	IDEA (Sr. AOs to Sr. Ars)	03	26.11.2019	28.11.2019	ITA	01	10
					G&SS-I	03	
					LAD	06	

December 2019

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Word and MS Power Point (Sr. Ars to C/Ts)	03	18.12.2019	20.12.2019	Welfare	01	08
					Record and Estate	01	
					ITA	01	
					G&SS-I	01	
					FAW	02	
					LAD	02	

January 2020

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Access (Sr. AOs to DEOs)	03	27.01.2020	29.01.2020	Record and Estate	01	08
					Welfare	01	
					G&SS-I	01	
					FAW	01	
					LAD	04	

February 2020

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS EXCEL (Sr. Ars to DEOs)	03	24.02.2020	26.02.2020	Admn. III	01	09
					Admn. CC	01	
					EDP	01	
					Hindi	01	
					Report	01	
					G&SS-I	02	
					FAW	01	
					LAD	01	

March 2020

Sl. No.	Program Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Word and MS Power Point (Sr. Ars to C/Ts)	03	23.03.2020	25.03.2020	Admn. I & Trg.	01	09
					Admn. II	01	
					Record and Estate	01	
					Hindi	01	
					G&SS-I	02	
					FAW	02	
					LAD	01	

Alkeshji
Sr. Audit Officer (Admn.1)

31/5/19