

# **Annual Calendar of training programmes**

## **General courses**



Participants attending General courses

## Summary of General Courses

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Recent changes in the Finance Act and its impact on audit of indirect taxes <i>4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday</i>	34	05-Apr-13	05-Apr-13
2	Performance Audit with ISSAI guidelines on Performance audit for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	17	13-May-13	17-May-13
3	Right to Information Act <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday</i>	24	10-Jun-13	11-Jun-13
4	Audit of Public Private Partnership (PPP) for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	15	17-Jun-13	19-Jun-13
5	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	20	01-Jul-13	05-Jul-13
6	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	17	15-Jul-13	17-Jul-13
7	Audit Planning and Implementation for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	20	22-Jul-13	24-Jul-13
8	Theme based audit with ISSAI guidelines on Compliance audit for Sr. AO/AO/AAOs <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday</i>	20	12-Aug-13	13-Aug-13
9	Gathering audit evidences for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	21-Aug-13	23-Aug-13
10	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	29	02-Sep-13	06-Sep-13
11	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	11-Sep-13	13-Sep-13

<b>Sl. No</b>	<b>Course Name</b>	<b>No. of Slots</b>	<b>Start Date</b>	<b>End Date</b>
12	Use of Statistical Sampling Techniques in audit for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	24	23-Sep-13	27-Sep-13
13	Reporting process for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	07-Oct-13	09-Oct-13
14	Gathering audit evidences for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	23-Oct-13	25-Oct-13
15	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	17	28-Oct-13	30-Oct-13
16	Gathering audit evidences for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	11-Nov-13	13-Nov-13
17	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	28	18-Nov-13	22-Nov-13
18	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	27-Nov-13	29-Nov-13
19	Reporting process for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	04-Dec-13	06-Dec-13
20	Financial attest audit manual for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	16	11-Dec-13	13-Dec-13
21	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	18-Dec-13	20-Dec-13
22	Gathering audit evidences for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	06-Jan-14	08-Jan-14
23	Audit Quality Management framework for Sr. AO/AO/AAOs <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday</i>	15	13-Jan-14	14-Jan-14
24	Reporting process for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	29-Jan-14	31-Jan-14

<b>Sl. No</b>	<b>Course Name</b>	<b>No. of Slots</b>	<b>Start Date</b>	<b>End Date</b>
25	Performance Audit with ISSAI guidelines on Performance audit for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	22	03-Feb-14	07-Feb-14
26	Ethics and Values <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday</i>	23	17-Feb-14	18-Feb-14
27	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	24-Feb-14	26-Feb-14
28	Audit of Contracts and Works audit for Sr. AO/AO/AAOs <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	20	10-Mar-14	14-Mar-14
29	Reporting process for Sr. AO/AO/AAOs <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	19-Mar-14	21-Mar-14
30	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday</i>	0	24-Mar-14	26-Mar-14
<b>Total Number of slots</b>		<b>361</b>		

## Training Calendar for 2013-14

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>April, 13</b>					
1	Recent changes in the Finance Act and its impact on audit of indirect taxes <i>(1 Day Course @ 4 Sessions Per Day)</i>	05/04/2013	05/04/2013	<b>10:00 am to 04:45 pm</b>	
				DGA(CR)	31
				PDA(E&SM)	2
				PDCA & MAB-IV	1
				<b>Total Slots</b>	<b>34</b>
<b>May, 13</b>					
2	Performance Audit with ISSAI guidelines on Performance audit for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day)</i>	13/05/2013	17/05/2013	<b>10:00 am to 04:45 pm</b>	
				C&AG	4
				DGA(CE)	2
				DGA(CR)	2
				DGA(DS)	3
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDA(SD)	1
				<b>Total Slots</b>	<b>17</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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<b>June, 13</b>
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3	Right to Information Act <i>(2 Day Course @ 4 Sessions Per Day )</i>	10/06/2013	11/06/2013	<b>10:00 am to 04:45 pm</b>	DGA(CE)	8
					DGA(CR)	4
					DGA(P&T)	1
					PAG(A) Delhi	1
					PDA(E&SM)	4
					PDA(NR)	1
					PDA(SD)	1
					PDCA & MAB-II	2
					PDCA & MAB-III	2
					<b>Total Slots</b>	<b>24</b>
4	Audit of Public Private Partnership (PPP) for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day )</i>	17/06/2013	19/06/2013	<b>10:00 am to 04:45 pm</b>	DGA(CE)	2
					DGA(CR)	2
					PAG(A) Delhi	3
					PDA(E&SM)	3
					PDCA & MAB-I	2
					PDCA & MAB-III	2
					PDCA & MAB-IV	1
					<b>Total Slots</b>	<b>15</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>July, 13</b>					
5	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day)</i>	01/07/2013	05/07/2013		
		<b>10:00 am to 04:45 pm</b>			
				DGA(CE)	8
				DGA(CR)	5
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	4
				<b>Total Slots</b>	<b>20</b>
6	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day)</i>	15/07/2013	17/07/2013		
		<b>10:00 am to 04:45 pm</b>			
				DGA(CE)	9
				DGA(CR)	3
				DGA(DS)	1
				PDA(AF)	1
				PDA(E&SM)	1
				PDCA & MAB-III	2
				<b>Total Slots</b>	<b>17</b>
7	Audit Planning and Implementation for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	22/07/2013	24/07/2013		
		<b>10:00 am to 04:45 pm</b>			
				C&AG	5
				DGA(CE)	4
				DGA(CR)	3
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	3
				PDCA & MAB-III	2
				<b>Total Slots</b>	<b>20</b>



Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>August, 13</b>					
8	Theme based audit with ISSAI guidelines on Compliance audit for Sr. AO/AO/AAOs <i>(2 Day Course @ 4 Sessions Per Day)</i>	12/08/2013	13/08/2013		
				<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	3
				DGA(CR)	4
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				<b>Total Slots</b>	<b>20</b>
9	Gathering audit evidences for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	21/08/2013	23/08/2013		
				<b>10:00 am to 04:45 pm</b>	
					0
				<b>Total Slots</b>	<b>0</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>September, 13</b>					
10	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day )</i>	02/09/2013	06/09/2013	<b>10:00 am to 04:45 pm</b>	
				C&AG	1
				DGA(CE)	6
				DGA(CR)	7
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(E&SM)	3
				PDA(NR)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				<b>Total Slots</b>	<b>29</b>
11	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day )</i>	11/09/2013	13/09/2013	<b>10:00 am to 04:45 pm</b>	
					0
				<b>Total Slots</b>	<b>0</b>
12	Use of Statistical Sampling Techniques in audit for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day )</i>	23/09/2013	27/09/2013	<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	2
				DGA(CR)	4
				DGA(DS)	3
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	3
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				<b>Total Slots</b>	<b>24</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>October, 13</b>					
13	Reporting process for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	07/10/2013	09/10/2013		0
		<b>10:00 am to 04:45 pm</b>			
				<b>Total Slots</b>	<b>0</b>
14	Gathering audit evidences for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	23/10/2013	25/10/2013		0
		<b>10:00 am to 04:45 pm</b>			
				<b>Total Slots</b>	<b>0</b>
15	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day)</i>	28/10/2013	30/10/2013		
		<b>10:00 am to 04:45 pm</b>			
				DGA(CE)	8
				DGA(CR)	3
				DGA(DS)	2
				PAG(A), Delhi	1
				PDA(E&SM)	1
				PDA(NR)	1
				PDCA & MAB-II	1
				<b>Total Slots</b>	<b>17</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>November, 13</b>					
16	Gathering audit evidences for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	11/11/2013	13/11/2013	<b>10:00 am to 04:45 pm</b>	0
<b>Total Slots</b>					<b>0</b>
17	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day)</i>	18/11/2013	22/11/2013	<b>10:00 am to 04:45 pm</b>	
					C&AG 2
					DGA(CE) 9
					DGA(CR) 2
					DGA(P&T) 2
					PAG(A) Delhi 2
					PDA(E&SM) 3
					PDA(SD) 1
					PDCA & MAB-I 2
					PDCA & MAB-II 2
					PDCA & MAB-III 2
					PDCA & MAB-IV 1
<b>Total Slots</b>					<b>28</b>
18	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day)</i>	27/11/2013	29/11/2013	<b>10:00 am to 04:45 pm</b>	0
<b>Total Slots</b>					<b>0</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>December, 13</b>					
19	Reporting process for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	04/12/2013	06/12/2013		0
		<b>10:00 am to 04:45 pm</b>			
				<b>Total Slots</b>	<b>0</b>
20	Financial attest audit manual for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day)</i>	11/12/2013	13/12/2013		
		<b>10:00 am to 04:45 pm</b>			
				C&AG	4
				DGA(CE)	2
				DGA(DS)	2
				PDA(E&SM)	3
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				<b>Total Slots</b>	<b>16</b>
21	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day)</i>	18/12/2013	20/12/2013		0
		<b>10:00 am to 04:45 pm</b>			
				<b>Total Slots</b>	<b>0</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>January, 14</b>					
22	Gathering audit evidences for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day )</i>	06/01/2014	08/01/2014	<b>10:00 am to 04:45 pm</b>	0
<b>Total Slots</b>					<b>0</b>
23	Audit Quality Management framework for Sr. AO/AO/AAOs <i>(2 Day Course @ 4 Sessions Per Day )</i>	13/01/2014	14/01/2014	<b>10:00 am to 04:45 pm</b>	
					C&AG 2
					DGA(P&T) 1
					PAG(A) Delhi 1
					PDA(AF) 1
					PDA(E&SM) 3
					PDA(NR) 1
					PDA(SD) 1
					PDCA & MAB-II 2
					PDCA & MAB-III 2
					PDCA & MAB-IV 1
<b>Total Slots</b>					<b>15</b>
24	Reporting process for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day )</i>	29/01/2014	31/01/2014	<b>10:00 am to 04:45 pm</b>	0
<b>Total Slots</b>					<b>0</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>February, 14</b>					
25	Performance Audit with ISSAI guidelines on Performance audit for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day)</i>	03/02/2014	07/02/2014		
		<b>10:00 am to 04:45 pm</b>			
				C&AG	4
				DGA(CE)	1
				DGA(CR)	3
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	4
				<b>Total Slots</b>	<b>22</b>
26	Ethics and Values <i>(2 Day Course @ 4 Sessions Per Day)</i>	17/02/2014	18/02/2014		
		<b>10:00 am to 04:45 pm</b>			
				DGA(CE)	16
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-II	1
				<b>Total Slots</b>	<b>23</b>
27	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day)</i>	24/02/2014	26/02/2014		
		<b>10:00 am to 04:45 pm</b>			
					0
				<b>Total Slots</b>	<b>0</b>

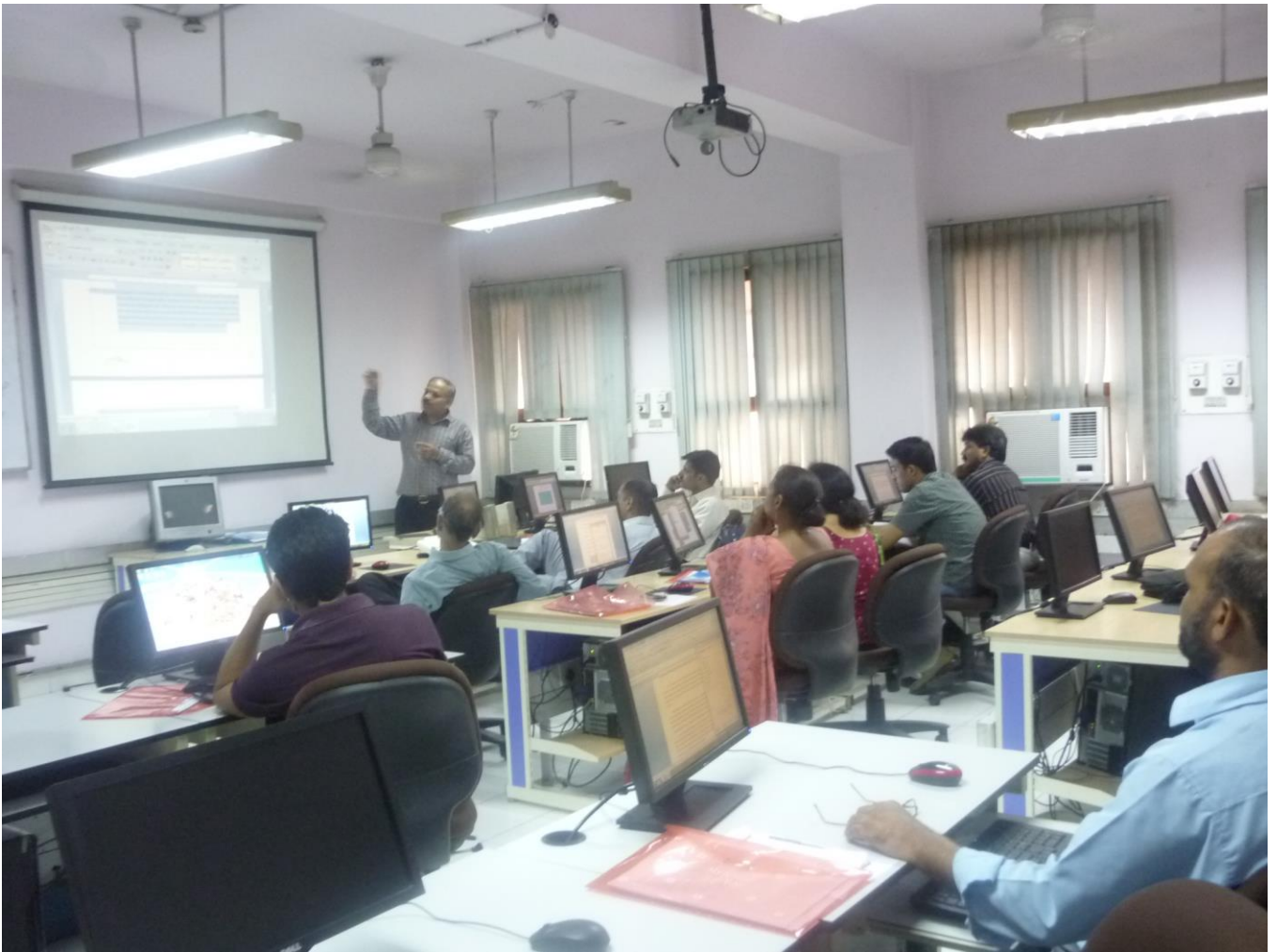
Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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<b>March, 14</b>
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28	Audit of Contracts and Works audit for Sr. AO/AO/AAOs <i>(5 Day Course @ 4 Sessions Per Day )</i>	10/03/2014	14/03/2014		
		<b>10:00 am to 04:45 pm</b>			
				DGA(CE)	2
				DGA(CR)	2
				DGA(P&T)	2
				PAG(A) Delhi	4
				PDA(E&SM)	3
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				<b>Total Slots</b>	<b>20</b>
29	Reporting process for Sr. AO/AO/AAOs <i>(3 Day Course @ 4 Sessions Per Day )</i>	19/03/2014	21/03/2014		
		<b>10:00 am to 04:45 pm</b>			
					0
				<b>Total Slots</b>	<b>0</b>
30	International Standards of Supreme Audit Institutions (ISSAI) <i>(3 Day Course @ 4 Sessions Per Day )</i>	24/03/2014	26/03/2014		
		<b>10:00 am to 04:45 pm</b>			
					0
				<b>Total Slots</b>	<b>0</b>



# **Information Technology courses for the year 2013-14**



Participants attending IT courses

## Summary of IT Courses

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	MS-Excel <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	20	08-Apr-13	12-Apr-13
2	Level-II (Database concepts, system concepts and Introduction to MS-Access) <i>4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday</i>	18	27-May-13	05-Jun-13
3	Level-I (Basic Computer Skills with Word processing, Email and Internet) <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	17	10-Jun-13	14-Jun-13
4	Level-I (MS-Word advanced) <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	18	15-Jul-13	19-Jul-13
5	Level-II (IT audit advanced) <i>4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday</i>	15	29-Jul-13	07-Aug-13
6	MS-Excel <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	21	23-Sep-13	27-Sep-13
7	Level-II (Database concepts, system concepts and Introduction to MS-Access) <i>4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday</i>	18	23-Oct-13	01-Nov-13
8	Level-I (Basic Computer Skills with Word processing, Email and Internet) <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	17	18-Nov-13	22-Nov-13
9	Level-II (IT audit advanced) <i>4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday</i>	14	06-Jan-14	15-Jan-14
10	Level-I (MS-Word advanced) <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	19	03-Feb-14	07-Feb-14
11	Level-II (Database concepts, system concepts and Introduction to MS-Access) <i>4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday</i>	18	17-Feb-14	26-Feb-14
12	Level-I (Basic Computer Skills with Word processing, Email and Internet) <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday</i>	17	03-Mar-14	07-Mar-14
<b>Total Number of slots</b>		<b>212</b>		

# Training Calendar for 2013-14

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>April, 13</b>					
1	MS-Excel <i>(5 Day Course @ 4 Sessions Per Day )</i>	08-04-2013	12-04-2013	<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	10
				DGA(DS)	2
				DGA(P&T)	1
				PDA(E&SM)	5
				PDA(NR)	1
				PDA(SD)	1
				<b>Total Slots</b>	<b>20</b>
<b>May, 13</b>					
2	Level-II (Database concepts, system concepts and Introduction to MS-Access) <i>(8 Day Course @ 4 Sessions Per Day )</i>	27-05-2013	05-06-2013	<b>10:00 am to 04:45 pm</b>	
				C&AG	3
				DGA(CE)	1
				DGA(CR)	3
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	4
				PDA(NR)	1
				PDA(SD)	1
				<b>Total Slots</b>	<b>18</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>June, 13</b>					
3	Level-I (Basic Computer Skills with Word processing, Email and Internet) <i>(5 Day Course @ 4 Sessions Per Day )</i>	10-06-2013	14-06-2013	<b>10:00 am to 04:45 pm</b>	
				C&AG	2
				DGA(CE)	2
				DGA(CR)	2
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	3
				PDA(AF)	1
				PDA(E&SM)	5
				<b>Total Slots</b>	<b>17</b>
<b>July, 13</b>					
4	Level-I (MS-Word advanced) <i>(5 Day Course @ 4 Sessions Per Day )</i>	15-07-2013	19-07-2013	<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	7
				DGA(CR)	3
				DGA(DS)	1
				PAG(A) Delhi	1
				PDA(E&SM)	5
				PDA(SD)	1
				<b>Total Slots</b>	<b>18</b>
5	Level-II (IT audit advanced) <i>(8 Day Course @ 4 Sessions Per Day )</i>	29-07-2013	07-08-2013	<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	1
				DGA(CR)	4
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	4
				PDA(NR)	1
				PDA(SD)	1
				<b>Total Slots</b>	<b>15</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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**September, 13**

6	MS-Excel <i>(5 Day Course @ 4 Sessions Per Day )</i>	23-09-2013	27-09-2013	<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	10
				DGA(DS)	1
				DGA(P&T)	1
				PDA(E&SM)	4
				PDA(NR)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				<b>Total Slots</b>	<b>21</b>

**October, 13**

7	Level-II (Database concepts, system concepts and Introduction to MS-Access) <i>(8 Day Course @ 4 Sessions Per Day )</i>	23-10-2013	01-11-2013	<b>10:00 am to 04:45 pm</b>	
				C&AG	3
				DGA(CE)	1
				DGA(CR)	2
				DGA(DS)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	3
				PDA(NR)	1
				PDCA & MAB-III	4
				<b>Total Slots</b>	<b>18</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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**November, 13**

8	Level-I (Basic Computer Skills with Word processing, Email and Internet) <i>(5 Day Course @ 4 Sessions Per Day)</i>	18-11-2013	22-11-2013		
		<b>10:00 am to 04:45 pm</b>			
				C&AG	2
				DGA(CE)	2
				DGA(CR)	2
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	5
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				<b>Total Slots</b>	<b>17</b>

**January, 14**

9	Level-II (IT audit advanced) <i>(8 Day Course @ 4 Sessions Per Day)</i>	06-01-2014	15-01-2014		
		<b>10:00 am to 04:45 pm</b>			
				DGA(CE)	1
				DGA(CR)	3
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	3
				PDCA & MAB-I	1
				PDCA & MAB-III	4
				<b>Total Slots</b>	<b>14</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>February, 14</b>					
10	Level-I (MS-Word advanced) <i>(5 Day Course @ 4 Sessions Per Day )</i>	03-02-2014	07-02-2014	<b>10:00 am to 04:45 pm</b>	
				DGA(CE)	5
				DGA(CR)	4
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(E&SM)	4
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				<b>Total Slots</b>	<b>19</b>
11	Level-II (Database concepts, system concepts and Introduction to MS-Access) <i>(8 Day Course @ 4 Sessions Per Day )</i>	17-02-2014	26-02-2014	<b>10:00 am to 04:45 pm</b>	
				C&AG	3
				DGA(CE)	2
				DGA(CR)	1
				DGA(DS)	2
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	4
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				<b>Total Slots</b>	<b>18</b>



Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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<b>March, 14</b>
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12	Level-I (Basic Computer Skills with Word processing, Email and Internet)	03-03-2014	07-03-2014
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*(5 Day Course @ 4 Sessions Per Day)*

<b>10:00 am to 04:45 pm</b>
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C&AG	1
DGA(CE)	1
DGA(CR)	3
DGA(DS)	1
PAG(A) Delhi	2
PDA(AF)	1
PDA(E&SM)	5
PDCA & MAB-II	1
PDCA & MAB-III	1
PDCA & MAB-IV	1
<b>Total Slots</b>	<b>17</b>