

**Calendar of Training
Programme
General Courses
2020-21**

**CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2020-21
(GENERAL COURSES)**

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
1	Course on Performance Auditing and Thematic Audit	5 days 13 - 17 April 2020	Sr.Ars to Sr. DAGs	DGA (C)Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway	01 02 02 02 01 02 06 02 01	19
2	Course on Government Accounts-the Process Flow, VLC, PW/Forest Accounts, Account Current Module of VLC(Practical sessions) and Management Issues	5 days 20 - 24 April 2020	Acctts/Ars to AAOs	PAG Mizoram PAG Arunachal Pradesh PAG (Au) Meghalaya AG (Au) Assam PAG (A&E) Manipur AG(A&E) Tripura DAG(A&E) Sikkim	02 02 01 02 02 01 02	12
3	Course on Noting and Drafting of Audit Memos/IR/Review Notes/ Draft Paragraph/ Reviews including preparation of Chapter-1 of Audit Report (Revenue) and Commercial Audit Report	5 days 27 April – 01 May 2020	Sr.Ars to SAOs	PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim AG (Au) Assam AG (Au) Tripura PDA, NF Railway AG (A&E) Tripura	02 01 01 04 02 02 02	14
4	Soft Skills (clients orientation, GOI's Sevottam model of citizen services, e-governance)	2 days 04 – 05 May 2020	Sr.Acctts/ Sr. Ars to SAOs	PAG Mizoram PAG Arunachal Pradesh AG (Au) Assam PAG (A&E) Manipur PAG(A&E) Nagaland PAG (A&E) Meghalaya AG(A&E) Assam AG (A&E) Tripura DAG(A&E) Sikkim	02 01 02 02 02 02 02 02 02	17
5	Course on Disciplinary Proceedings, Legal Issues and handling of Court Cases, Estate Matter, Entitlements and Administrative Matter, Right to information (RTI) and Code of Ethics in IA&AD	5 days 11 - 15 May 2020	Sr.Acctts/ Sr.Ars to SAOs	DGA (C)Kolkata, B.O Guwahati PAG(Au) Manipur PAG Arunachal Pradesh AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG(A&E) Nagaland PAG (A&E) Meghalaya AG(A&E) Assam	01 02 01 01 02 03 01 02 02 03 02	20

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6	Course on Inspection of Treasuries and IT Audit on Inspection of Treasuries, Data extraction including visit to a Treasury	6 days 18 - 23 May 2020	Sr.Acctt to SAOs	PAG Mizoram PAG Arunachal Pradesh PAG (A&E) Manipur PAG(A&E) Nagaland PAG (A&E) Meghalaya AG(A&E) Assam	02 01 02 02 05 04	16
7	Companies Act 2013, Balance Sheet Audit and Applicable Indian Accounting Standards (IND-AS)	5 days 26-30 May 2020	Sr.Ars to SAOs	PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Meghalaya AG (Au) Nagaland AG (Au) Assam	04 01 01 02 01 02	11
8	Course on Preparation & Certification of Finance Accounts & Appropriation Accounts including Financial Attest Audit Manual (FAAM) and Central Audit Approach	6 days 01 – 06 June 2020	Sr.Ars/Sr. Acctts to SAOs	PAG Mizoram PAG(Au) Manipur PAG (Au) Meghalaya PAG Arunachal Pradesh PAG (Au) Sikkim AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PAG (A&E) Meghalaya PAG(A&E) Nagaland PAG(A&E) Manipur AG(A&E) Tripura	02 02 02 01 01 01 03 01 03 02 02 01	21
9	Preparation of State Finance Audit Report (SFAR)	3 days 08 – 10 June 2020	Sr.Ars to SAOs/ GOs	PAG Mizoram PAG(Au) Manipur PAG (Au) Meghalaya PAG Arunachal Pradesh PAG (Au) Sikkim AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura	02 01 01 01 01 01 02 01	10
10	DRAAO Classroom training at RTI (Phase-I)* (Hqrs. Course)	4 months 15 June – 16 Oct 2020	DRAAOs	All user offices of RTI		
11	RAE – 2 revised paper on GST (Hqrs. Course)	1 Week 17 – 21 Aug 2020	AAOs to SAOs	All user offices of RTI		

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12	Mandatory training to AAOs eligible for promotion to SAOs (Hqrs. Course)	2 – 4 Weeks 31 Aug – 25 Sept 2020	AAOs	All user offices of RTI		
13	GST Accounting, payment and deduction related to PAO function of GST and reports	3 days 19-21 Oct 2020	Sr.Acctts/ Sr.Ars to SAOs	PAG Mizoram PAG, Arunachal Pradesh AG (Au) Assam PAG (A&E) Manipur PAG (A&E) Meghalaya PAG(A&E) Nagaland AG(A&E) Assam	02 01 02 02 03 02 04	16
14	Mid Career Training Programme (MCTP) (Hqrs. Course)	1 Week 2 – 6 Nov 2020	Group B	All user offices of RTI		
15	Mid Career Training Programme (MCTP) (Hqrs. Course)	1 Week 9 - 13 Nov 2020	Group B	All user offices of RTI		
16	Induction course for newly promoted AAOs/SAS passed officials	10 days 16 – 27 Nov 2020	AAOs/ SAS passed officials	PAG Mizoram PAG Arunachal Pradesh AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur AG(A&E) Assam DAG(A&E) Sikkim	04 02 06 02 02 03 04 01	24
17	Course on Goods and Service Tax (GST) and Audit of Revenue Receipts	5 days 01 – 05 Dec 2020	Sr.Ars to SAOs	DGA (C)Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Meghalaya PAG (Au) Sikkim AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura	02 02 03 01 02 02 02 02 02	18

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
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18	Course on Maintenance of Broadsheets, Debt Deposits and Remittance Heads, Adverse Balance in the Public Accounts and improper operation of PLA, Personal Deposits, Lapsed Deposits, Clearance of Suspense Head, Maintenance of GPF Accounts and Disposal of Fund, GAD, Pension Cases and Complaint Cases	5 days 07 – 11 Dec 2020	Acctts/Ars to AAOs	PAG Mizoram PAG Arunachal Pradesh AG (Au) Assam PAG (A&E) Manipur PAG (A&E) Meghalaya	02 01 02 02 03	10
19	Course on Audit of PRIs and Urban Local Bodies/ Municipal Corporation	3 days 14 – 16 Dec 2020	Sr. Ars to SAOs	PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Meghalaya AG (Au) Assam AG (Au) Tripura	02 02 01 02 02 01	10
20	Course on Audit of Autonomous District Councils	3 days 17 – 19 Dec 2020	Sr. Ars to SAOs	PAG Mizoram PAG (Au) Meghalaya AG (Au) Assam AG (Au) Tripura	03 03 03 02	11
21	Course on Common Administrative Issues, iBEMS, Income Tax Calculation, TDS procedure, Reservation Roster, Writing of APAR and GeM	5 days 11– 15 Jan 2021	Sr.Acctts/ Sr.Ars to SAOs	DGA (C)Kolkata, B.O Guwahati PAG Mizoram PAG Arunachal Pradesh AG (Au) Nagaland AG(Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG(A&E) Nagaland PAG (A&E) Meghalaya AG (A&E) Tripura DAG(A&E) Sikkim	01 02 01 01 02 01 01 02 02 03 02 02	20
22	DRAAO Classroom training at RTI (Phase-III)* (Hqrs. Course)	2 months 18 Jan – 19 Mar 2021	DRAAOs	All user offices of RTI		

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				<i>Office</i>	<i>Slots</i>	<i>Total</i>
23	Course on Audit of Public Works, Audit of Projects, Tender and Contracts and PPP	5 days 22 - 26 Feb 2021	Sr.Ars to SAOs	DGA (C)Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Meghalaya PAG (Au) Sikkim AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway	01 02 02 01 02 01 02 02 04 02	19
24	Induction course for newly recruited/ promoted Accountants/ Auditors/ DEOs	10 days 15 – 26 March 2021	Acctts/ Ars/DEOs	DGA (C)Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG, Arunachal Pradesh AG (Au) Assam PAG (A&E) Manipur PAG(A&E) Nagaland PAG (A&E) Meghalaya	01 02 01 ** 02 03 02 03	14
					Total	280

* DRAAO Phase-II is 3 months on the job training at user offices.

**PAG, AP will intimate the slots later.

