

**Calendar of Training
Programme
Information
Technology Courses
2020-21**

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

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
1.	Computer Skills- MS Office, Power Point, Word and Excel (Advanced) Course pre-requisite: Basic knowledge of Computer.	6 days	MTS to Sr. AO 13 - 18 April 2020	PAG(Au) Manipur PAG (Au) Meghalaya AG (Au) Assam AG (Au) Tripura 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 02 02 01 02 02 04 04 01 01	21
2.	Audit in IT Environment (Hqrs Course) Course Pre-requisite: Basic knowledge of Computer and MS Excel.	6 days	MTS to Sr. AO 20 – 25 April 2020	DGA (C) Kolkata, B.O Guwahati PAG(Au) Manipur PAG(Au) Meghalaya AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG (A&E) Meghalaya	01 03 01 01 02 02 03 02 01	16
3.	Computer Skills- MS Office, Power Point, Word and Excel (Advanced) Course pre-requisite: Basic knowledge of Computer.	6 days	MTS to Sr. AO 27 April - 02 May 2020	DGA (C) Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG (A&E) Meghalaya PAG (A&E) Nagaland AG (A&E) Assam AG (A&E) Tripura DAG (A&E) Sikkim	01 01 01 01 01 01 01 01 01 01 01 01 01 01 01 01	16

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
4.	IDEA 10.1 Course pre-requisite: Basic knowledge of Computer.	6 days	MTS to Sr. AO 11 - 16 May 2020	DGA (C) Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG (A&E) Meghalaya	01 02 02 02 01 02 01 02 02 01 01 02	19
5.	IT Audit (Basic) Course pre-requisite: Basic knowledge of Computer.	6 days	MTS to Sr. AO 18 - 23 May 2020	PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PAG (A&E) Manipur PAG(A&E) Meghalaya	02 02 01 01 01 01 01 01 02 02	14
6.	Tableau as Data Analytics Tool Course pre-requisite: Basic knowledge of Computer.	3 days	MTS to Sr. AO 26 – 28 May 2020	DGA (C) Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG (A&E) Meghalaya PAG (A&E) Nagaland AG (A&E) Assam AG (A&E) Tripura DAG (A&E) Sikkim	02 01 01 01 01 01 01 01 01 01 01 01 01 01 01 01	17
7.	Use of VLC Data for Audit Course pre-requisite: Basic knowledge of Computer.	6 days	MTS to Sr. AO 1 – 6 June 2020	PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PAG (Au) Meghalaya	01 02 01 01 01 02 01 02	11

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
8.	IT Audit (Advanced) Course pre-requisite: Completed Training on IT Audit (Basic).	3 days	MTS to Sr. AO 16 – 26 Nov 2020	PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Assam AG (Au) Nagaland AG (Au) Tripura PAG (A&E) Meghalaya PDA, NF Railway	02 01 01 01 01 01 01 01 01 02 03	14
9.	Tableau as Data Analytics Tool Course pre-requisite: Basic knowledge of Computer.	3 days	MTS to Sr. AO 1 – 3 Dec 2020	DGA (C) Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Nagaland AG (Au) Assam AG (Au) Tripura PDA, NF Railway PAG (A&E) Manipur PAG (A&E) Meghalaya PAG (A&E) Nagaland AG (A&E) Assam AG (A&E) Tripura DAG (A&E) Sikkim	01 01 01 01 01 01 01 01 01 01 01 01 01 01 01 01 01	16
10.	Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi	6 days	MTS to Sr. AO 14 – 19 Dec 2020	DGA (C) Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya 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 AG (A&E) Tripura	02 02 02 01 01 01 02 04 01 02 02 03 02 03	28

11.	Big Data Analytic (Using Tableau and KNIME) Course pre- requisite: Basic knowledge of Computer.	6 days	MTS to Sr. AO 11 – 16 Jan 2021	DGA (C) Kolkata, B.O Guwahati PAG Mizoram PAG(Au) Manipur PAG Arunachal Pradesh PAG (Au) Sikkim PAG (Au) Meghalaya AG (Au) Assam AG (Au) Nagaland AG (Au) Tripura PAG (A&E) Meghalaya PAG (A&E) Nagaland AG(A&E) Assam DAG (A&E) Sikkim	01 02 02 01 01 02 02 01 02 02 01 02 01 02	20
Total						193

