**YEARLY TRAINING CALENDAR FOR THE YEAR 2017-18**

**REGIONAL TRAINING CENTRE, CDA CHENNAI**

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| **SL NO.** | **TITLE OF THE COURSE** | **LEVEL OF**  **PARTICIPATION** | **DURATION** | **PROPOSED**  **PERIOD** | **REMARKS** |
| 1 | Revenue aspects of AAO BSO | Vertical Mix | ½ day | April 2017 | Participants would be from AAO BSO (local) |
| 2 | Functioning of I A Section and O&M cell and importance of Local Audit | Vertical Mix | 1 day | May 2017 | Participants would be from IA section, LAOs and would cover Financial Advice, MFAI, LTARs, Draft Paras, Losses and AAC |
| 3 | Official Language policy of Gov. of India | AAOs | ½ day | May 2017 | OL Rules / Act and Orders issued on the aspects of Parliament on OL to be discussed – Hindi Cell |
| 4 | Dealing with CAT / Court Cases | AAOs/SAS I / II | 1 day | June 2017 |  |
| 5 | Scrutiny of TA / DA / LTC Medical Claims and Audit & sanction of interest bearing advances | Vertical Mix | 1 day | June 2017 | Participants would be from AN Pay, Pay Sn., T section and Medical section |
| 6 | Lecture on Work Culture & Ethics | SAO/AO / AAO | 1 day | July 2017 | Out side faculty |
| 7 | Refresher Course for Clerks/Auditors and SAS-I passed Candidates | Vertical Mix | 10 days | July 2017 | SAS – I Passed candidates  (suggested by CENTRAD) |
| 8 | Cyber Security | EDP Personnel | 2 days | July 2017 | To expose the participants to the subject & to create awareness |
| 9 | Pre-retirement course | Retiring officials | 1 day | Aug 2017 | To cover retirement benefits and safe investments with tips on how to lead a healthy life |

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| 10 | Work shop on RTI | AAOs | 1 day | August 2017 |  |
| 11 | Induction Course for Newly Recruited Clerks / Auditors | Newly Recruited Clerks / Auditors | 6 days | August 2017 | All new recruits in Chennai & DPDOs in TN & AP |
| 12 | DPM 2009 & IFAs Role | Vertical Mix | 1 day | Sept 2017 |  |
| 13 | Placement of Cash Assignment, pre / post audit of ECHS bills | Vertical Mix | 1 day | Sept 2017 | M section & ECHS Cell |
| 14 | Online passing of advance of permanent / temporary move | Vertical Mix | 1 day | Oct 2017 | T sn., and AN Pay  To understand best practices followed in CDA (O) and to implement in this office |
| 15 | Office Automation | New recruits and Vertical mix | 2 days | Oct 2017 | To cover various office automation modules |
| 16 | Workshop for AOs GE Chennai  To cover VISWAK PROJECT | Vertical Mix | 1 day | November ‘17 | To cover all AOs GE Offices in Chennai, Avadi, Tambaram, Arakkonam and Thanjavur. |
| 17 | Workshop for AOs GE Wellington | Vertical Mix | 1 day | November ‘17 | To cover all AOs GE Offices in Wellington and Coimbatore |
| 18 | Workshop for AOs GE at Trivandrum | Vertical Mix | 1 day | November’ 17 | To cover offices in Trivandrum, Kochi, Tirunelveli and Ezhimala. |
| 19 | HRD | AAO / SAO | 1 day | December’17 | To cover best practices |
| 20 | NIDHI PROJECT | Vertical Mix | 1 day | December’11 | Fund Cell / EDP |
| 21 | Course on How to avoid recurring objections raised during the Inspection of HQrs Office | SAO / AO / AAO / SO(A) | 1 day | Jan 2018 | Suggested by CENTRAD |

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| 22 | Course on Accounts Section | Vertical Mix | 1 day | Jan 2018 | Participants would be from A/cs section ZO(PD) Accounts and D section. |
| 23 | Course on NPS | Vertical Mix | 1 day | Feb 2018 | Participants would be from AN Pay and Pay Section |
| 24 | Workshop on Defence Pension  (regarding Suvigya & Aashraya) | Vertical Mix | 1 day | March 2018 |  |

**SAS Coaching Classes will be conducted as and when examinations are proposed to be held subject to minimum of 5 willing participants. Mid term review of the courses will be held during the 3rd CTC Meeting**

(D S VISWANATHAN)

Sr. Accounts Officer (RSC)

**ANNUAL TRAINING CALENDAR FOR THE YEAR 2011-12**

**WELLINGTON & CANNANORE**

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| **SL NO.** | **TITLE OF THE COURSE** | **LEVEL OF**  **PARTICIPATION** | **DURATION** | **PROPOSED**  **PERIOD** | **REMARKS** |
| 1 | Functioning of GEs & Revenue Work | Vertical Mix | 1 day | June 2018 |  |
| 2 | Refresher Course for Clerks/Auditors and SAS-I passed Candidates | Vertical Mix | 10 days | August 2018 | Course module enclosed |
| 3 | Lecture on Work Culture & Ethics | SAOs/AOs / AAOs | 1 day | October 2018 | Service Officers / Retired IDAS Officers to be requested to handle the sessions |
| 4 | Course on MPS (Monthly Pay System) | Vertical Mix | 1 day | November 2018 |  |
| 5 | Workshop on NPS | Vertical Mix | Half-a-day | December, 2018 |  |
| 6 | Course on How to avoid recurring observations raised during O&M inspection / Test Audit including HQrs Inspection | SAO / AO / AAO / SO(A) | 1 day | February, 2018 | Suggested by CENTRAD |

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(D S VISWANATHAN)

Sr. Accounts Officer (RSC)

**ANNUAL TRAINING CALENDAR FOR THE YEAR 2011-12**

**ZO(DPD), TRIVANDRUM**

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| **SL NO.** | **TITLE OF THE COURSE** | **LEVEL OF**  **PARTICIPATION** | **DURATION** | **PROPOSED**  **PERIOD** | **REMARKS** |
| 1 | Course on Pensions (to cover Suvigya & Aashraya and Training on Pension, Financial Irregularities and case studies) | Vertical Mix | 1 day | June 2011 |  |
| 2 | Lecture on Work Culture & Ethics | SAOs/AOs / AAOs | 1 day | August 2011 | Service Officers / Retired IDAS Officers to be requested to handle the sessions |
| 3 | Refresher Course for Clerks/Auditors and SAS-I passed Candidates | Vertical Mix | 10 days | October 2011 | Course module enclosed |
| 4 | Course on NPS & Pay section work | Vertical Mix | 1 day | December ‘11 |  |
| 5 | Course on How to avoid recurring observations raised during O&M inspection / Test Audit including HQrs Inspection | SAO / AO / AAO / SO(A) | 1 day | February, 2012 | Suggested by CENTRAD |
| 6 | Personality Development, Stress Management & Leadership Qualities | SAO / AO / AAO / SO(A) | ½ day | At your convenience | As requested by ZO(PD) |
| 7 | Work Drill for – MTS Trg. On Xerox, Fax, Computer awareness, Record keeping and Office Procedure | All MTS working under ZO, TVM | 1 day | At your convenience | As requested by ZO(PD) |
| 8 | Communication Skills & Presentation Skills | Vertical Mix | 1 day | At your convenience | As requested by ZO(PD) |
| 9 | Computer Applications, Word processing, Spread Sheet, Power point, Internet, e-mail etc. | Vertical mix | 1 day | At your convenience | As requested by ZO(PD) |

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