

**Regional Training Centre, Pune**  
**Training Calendar for the year 2019-20**

Sl. No	Course Name/ Subject	Level of Participation	Duration (Days)	Period		PCDA (SC)	PCDA (O)	PCDA (NAVY )	CDA (CSD)	CFA (Fys)	CFA Amba	JCDA (R&D)	PAO (GREF)
				From	To								
1.	Induction- New Recruits Clk/Aud	New Recruits - Clerks/Auditors	10	01.04.2019	12.04.2019		Slots will be allotted as per the remaining number of Auditors/Clerks due for induction after completion of courses in 2018-19 Calendar						
2.	Project Tulip	Vertical Mix - working on OA	05	22.04.2019	26.04.2019	19	01	01	01	01		01	01
3.	Hindi Karyashala	Vertical Mix	02	06.05.2019	07.05.2019	08	06	04	02	03		01	01
4.	Course For Superannuating Officer/Staff	Vertical Mix	02	09.05.2019	10.05.2019		Slots will be allotted as per the number of Officers/staff due for retirement						
5.	Noting ,Drafting & Communication Skills	Vertical Mix	05	20.05.2019	24.05.2019	08	06	04	02	03		01	01
6.	O & M Inspection, Studies – DAD Offices & Super Review and Performance audit of units and formations	Vertical Mix	05	10.06.2019	14.06.2019	15	-	02	02	02		02	02
7.	Course on AO GE/AAO BSO/E Section – Duties, Responsibilities	Vertical Mix	05	22.07.2019	26.07.2019	20	-	-	-	10	05	-	-
8.	Induction Training to AOs	Newly Promoted AOs	05	19.08.2019	23.08.2019		Schedule is tentative. Will be finalized after notification of promotion. Slots will be finalized accordingly.						
9.	<b>Induction- New Recruits Clk/Aud</b>	New Recruits - Clerks/Auditors	10	26.08.2019	06.09.2019	34	01	-	-	-	06	-	01
10	Local Audit of Army/MES Units & Formations	Vertical Mix	05	23.09.2019	27.09.2019	12	-	-	02	06	03	02	-

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				From	To								
11.	Taxes/NPS – Recovery and Uploading, Provisions of GeM and GFR	Vertical Mix	05	14.10.2019	18.10.2019	08	06	04	02	05	03	01	01
12.	IFA duties and responsibilities	Vertical Mix	05	21.10.2019	25.10.2019	08	06	04	02	05	03	01	01
13.	<b>Induction – newly promoted MTS/Clerks to Auditor</b>	Newly promoted Auditors	10	28.10.2019	08.11.2019	Slots will be allotted as per the number of Auditors available for training.							
14.	Course for Superannuating Officers/staff	Vertical Mix	02	14.11.2019	15.11.2019	Slots will be allotted as per the number of Officers/staff due for retirement							
15.	Induction Training to AAOs	Newly promoted AAOs	12	02.12.2019	14.12.2019	Schedule is tentative. Will be finalized after notification of promotion. Slots will be finalized accordingly.							
16.	Hindi Karyashala	Vertical Mix	02	18.11.2019	19.11.2019	08	06	04	02	05	03	01	01
17.	<b>Course for PA/PS</b>	PA/PS	02	19.12.2019	20.12.2019								
18.	Training of Trainers	AAOs and Above	05	06.01.2020	10.01.2020	08	06						
19.	Project Tulip	Vertical Mix - working on OA	05	20.01.2020	24.01.2020	19	01	01	01	01	01	01	01

**Course on Noting, Drafting and Communication Skills at Client Locations**

Sl. No.	Location	Duration	Period	
			From	To
1	PAO GREF, Pune	02 days	26.08.2019	27.08.2019
2	PCDA (Navy) Mumbai	02 days	28.11.2019	29.11.2019
3	JCDA(R&D), PASHAN	02 DAYS	13.01.2020	14.01.2020
4	PCDA (O) Pune	02 days	19.02.2020	20.02.2020