

**Regional Training Centre, Pune**  
**Approved Course Calendar for the year 2023-24**

<b>Sl. No.</b>	<b>Name of the Course</b>	<b>Duration</b>	<b>Period</b>	<b>Level of Participants</b>	<b>Remarks</b>
1	Hindi Karyashala	02 Days	17.04.23 – 18.04.23	Vertical Mix	Offline / Class Room Training
2	Induction Training for Newly Recruited Auditors/Clerks	10 Days	20.04.23 – 28.04.23 (through Gyansudha and VC) 01.05.23 – 03.05.23 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
3	Induction Training for newly promoted AAOs	12 Days	08.05.23 - 20.05.23	AAOs	Offline / Class Room Training
4	Course on NPS	01 day	23.05.23	Vertical Mix	To be conducted through Gyan Sudha Portal. Without Assignment
5	Induction Training for Newly Recruited Auditors/Clerks	10 Days	25.05.23 - 02.06.23 (through Gyansudha and VC) 05.06.23 – 07.06.23 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
6	Course on Defence Accounting System	05 Days	05.06.23 -09.06.23	Vertical Mix	To be conducted through Gyan Sudha Portal. With Assignment / Final Exam (MCQs) Topics like Accrual Accounting etc to be included.
7	Induction Training for newly promoted AOs	05 Days	12.06.23 – 16.06.23	AOs	Offline / Class Room Training

8	Induction Training for Newly Recruited Auditors/Clerks	10 Days	15.06.23 – 23.06.23 (through Gyansudha and VC) 26.06.23 -28.06.23 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
9	Course on Revenue Procurement	01 Day	19.06.2023	Vertical Mix	To be conducted through Gyan Sudha Portal. Without Assignment
10	Training in relation to duties of the Higher Post on promotion from Auditor to Sr. Auditor	10 Days	03.07.23 - 14.07.23	Auditors	To be conducted through Video Conferencing
11	Refresher Course for AAOs	05 Days	17.07.23 – 21.07.23	AAOs	Offline / Class Room Training
12	Course for Superannuating Officers & Staff	03 Days	24.07.23 - 26.07.23	Vertical Mix	Offline / Class Room Training
13	Course on Pay Fixation	02 Days	27.07.23 - 28.07.23	Vertical Mix	To be conducted through Gyan Sudha Portal. Without Assignment
14	Training in relation to duties of the Higher Post on promotion from Auditor to Sr. Auditor	10 Days	31.07.23 – 11.08.23	Auditors	To be conducted through Video Conferencing
15	Course on Contract Management from Audit & Finance Perspective	02 Days	07.08.23 – 08.08.23	Vertical Mix	Offline / Class Room Training
16	Course on Disciplinary Proceedings	03 days	16.08.23 – 18.08.23	Vertical Mix	To be conducted through Gyan Sudha Portal. With Assignment/Final Exam (MCQs)
17	Hindi Karyashala	02 Days	21.08.23 – 22.08.23	Vertical Mix	Offline / Class Room Training
18	CCS (Leave) Rules: Different Types, eligibility, quantum of leave etc.	02 Days	24.08.23 -25.08.23	Vertical Mix	To be conducted through Gyan Sudha Portal. With Assignment/Final Exam (MCQs)

19	Training in relation to duties of the Higher Post on promotion from Auditor to Sr. Auditor	10 Days	28.08.23 – 08.09.23	Auditors	To be conducted through Video Conferencing
20	Personality Development & Leadership Skills	05 Days	11.09.23 – 15.09.23	SAOs/AOs	Offline / Class Room Training
21	Course on Record Management	01 Day	18.09.23	Vertical Mix	Offline / Class Room Training
22	Induction Training for Newly Recruited Auditors/Clerks	10 Days	20.09.23 - 29.09.23 (through Gyansudha and VC) 03.10.23 – 05.10.23 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
23	Course on Noting & Drafting	03 Days	04.10.23 – 06.10.23	Vertical Mix	To be conducted through Gyan Sudha Portal.
24	Refresher Course for Senior Auditors/Auditors/Clerks	05 Days	09.10.23 -13.10.23	SAs/Adrs/Clks	Offline / Class Room Training
25	Course on GeM, GST & GFR	03 Days	16.10.23 – 18.10.23	Vertical Mix	Offline / Class Room Training
26	Course on Cyber Security	02 Days	30.10.23 – 31.10.23	Vertical Mix	Offline / Class Room Training (Topics like Personal Data Security, Official Data Security)
27	Hindi Karyashala	02 Days	02.11.23 – 03.11.23	Vertical Mix	Offline / Class Room Training
28	Induction Training for Newly Recruited Auditors/Clerks	10 Days	22.11.23 – 01.12.23 (through Gyansudha and VC) 04.12.23 – 06.12.23 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
29	Workshop on Vigilance	01 Day	28.11.2023	Vertical Mix	Offline / Class Room Training

30	Induction Training for Newly Recruited Auditors/Clerks	10 Days	07.12.23 – 15.12.23 (through Gyansudha and VC) 18.12.23 – 20.12.23 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
31	Training For Trainers	05 Days	08.01.24 – 12.01.24	AAOs to SAOs	Offline / Class Room Training
32	Induction Training for Newly Recruited Auditors/Clerks	10 Days	11.01.24 – 19.01.24 (through Gyansudha and VC) 22.01.24 – 24.01.24 (Offline at RTC Pune)	Auditors/Clerks	To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days).
33	Course on Data Analytics in collaboration with RTI Mumbai	03 Days	15.01.24 – 17.01.24	Vertical Mix	Offline / Class Room Training
34	Course on Functioning of PAOs including Project DOLPHIN	03 Days	29.01.24 - 31.01.24	Vertical Mix	Offline / Class Room Training
35	Hindi Karyashala	02 Days	05.02.24 – 06.02.24	Vertical Mix	Offline / Class Room Training
36	Course on Audit of Personal Claims	03 Days	07.02.24 - 09.02.24	Vertical Mix	To be conducted through Gyan Sudha Portal. With Assignment/Final Exam (MCQs).
37	Course on Internal Audit	05 Days	12.02.24 -16.02.24	Vertical Mix	To be conducted through Gyan Sudha Portal. With Assignment/Final Exam (MCQs).
38	Course on Administration in DAD	05 Days	12.02.24 - 16.02.24	Vertical Mix	Offline / Class Room Training (Topics like Management of Civil Works, Grievance Redressal, Delegation of Administrative & Financial Powers in respect of DAD, prevention of sexual harassment at work place and Safeguard of SC/ST will be included)
39	Induction Training for Promoted Auditor/Clerks from MTS	05 Days	19.02.24 – 23.02.24	Auditors/Clerks	Offline / Class Room Training

40	Course for Superannuating Officers & Staff	03 Days	26.02.24 -28.02.24	Vertical Mix	Offline / Class Room Training
41	SPARSH	03 Days		Vertical Mix	To be conducted in collaboration with DPTI Prayagraj and dates will be finalized in consultation with DPTI Prayagraj. To be conducted through Video Conferencing
42	DFMC (Army)	03 Days		Army Officers	(As per directions received from CENTRAD) To be conducted through Video Conferencing
	Total Number of Days	207 Days			

Course Conducted through Gyansudha : 46 Days  
 Course Conducted through Video Conferencing : 64 Days  
 Course Conducted through Class Room Training : 97 Days