

Regional Training Centre, Pune
Proposed Course Calendar for the year 2021-22

Sl. No.	Name of the Course	Duration	Period
1	Induction Training for newly promoted AAOs	12 days	5 – 17 April 2021
2	Course on Pay Fixation	02 days	22-23 April 2021
3	Course on SPARSH in collaboration with DPTI, Allahabad	1 day	26 April 2021
4	Course on Internal Audit	05 days	3-7 May 2021
5	Course on Defence Accounting System	05 days	17-21 May 2021
6	Course on Working of AO(GE) and AAO BSO	05 days	7-11 June 2021
7	Course on Audit of Personal claims	05 days	14-18 June 2021
8	Course on NPS	01 day	28 June 2021
9	Rajbhasha Hindi	01 day	30 June 2021
10	Course on Local Audit	05 days	5-9 July 2021
11	Course on Disciplinary Proceedings	03 days	14-16 July 2021
12	Course on Public Procurement	03 days	26-28 July 2021
13	Course on Establishment & Administration	05 days	2-6 Aug 2021
14	Hindi Karyashala	02 days	9-10 Aug 2021
15	Course on Project Tulip	03 days	16-18 Aug 2021
16	Course on RTI	01 day	23 Aug 2021
17	Course on Data Analytics in collaboration with RTI, Mumbai	03 days	1-3 Sept 2021
18	Workshop on Defence Accounting System	03 days	6-8 Sept 2021
19	Workshop on Manners, Etiquettes, Leadership, Motivation & Team Building (AAOs & AOs)	03 days	20-22 Sept 2021

Sl. No.	Name of the Course	Duration	Period
20	Course on Noting & Drafting	03 days	27-29 Sept 2021
21	Workshop on Public Procurement including Contract Management and Post Contract Management	03 days	6-8 Oct 2021
22	Course on GeM, GST & GFR	03 days	8-10 Nov 2021
23	Workshop on Noting, Drafting & Communication skills	03 days	15-17 Nov 2021
24	Rajbhasha Hindi	01 day	29 Nov 2021
25	Refresher Course for AAOs	05 days	29-03 Dec 2021
26	Workshop on Manners, Etiquettes, Motivation & Team Building (Clerk to Sr. Aud)	03 days	6-8 Dec 2021
27	Course on Taxation	02 days	16-17 Dec 2021
28	Course on functioning of PAOs including Project DOLPHIN (Theory)	03 days	20-22 Dec 2021
29	Workshop on Post Audit of Bills	03 days	27-29 Dec 2021
30	Course on Noting & Drafting	03 days	3-5 Jan 2022
31	Course on Record Management	01 day	10 Jan 2022
32	APAR	01 day	12 Jan 2022
33	Revenue Procurement - Provisions of GFR	01 day	14 Jan 2022
34	CCS (Leave) Rules: Different types, eligibility, quantum of leave etc.	02 days	20-21 Jan 2022
35	Hindi Karyashala	02 days	7-8 Feb 2022
36	Workshop on Arbitration Process	01 day	14 Feb 2022
37	Course on functioning of PAOs including Project DOLPHIN	03 days	21-23 Feb 2022
38	Induction Training for newly promoted AOs	05 days	--

Sl. No.	Name of the Course	Duration	Period
39	Induction Training for newly Recruited Auditors/Clerks	05 days	--
40	Induction Training for newly promoted Auditors (from Clerks/MTS)	05 days	--
41	Training in relation to duties of the Higher Post on promotion from Auditor to Sr. Auditor	03 days	--
42	DFMC (Army)	05 days	Will be decided later in consultation with HQ SC, Pune
43	DFMC (AF)	03 days	Will be decided later in consultation with HQ MC AF, Nagpur
Total:		137 days	