**Regional Training Centre, Pune**

**Approved Course Calendar for the year 2022-23**

| **Sl. No.** | **Name of the Course** | **Duration** | **Period** | **Level of Participants** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 14.03.22 - 23.03.22  (through Gyansudha and VC)  04.04.22 – 06.04.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 2 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 24.03.22 - 01.04.22  (through Gyansudha and VC)  11.04.22 -13.04.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 3 | Course on Rajbhasha Hindi | 01 Day | 08.04.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. Without Assignment |
| 4 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 12.04.22 - 22.04.22  (through Gyansudha and VC)  25.04.22 – 27.04.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 5 | Induction Training for newly promoted AOs | 05 Days | 18.04.22 – 22.04.22 | AOs | Offline / Class Room Training |
| 6 | Course on NPS | 01 day | 19.04.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment |
| 7 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 27.04.22 - 06.05.22  (through Gyansudha and VC)  09.05.22 – 11.05.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 8 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 05.05.22 - 13.05.22  (through Gyansudha and VC)  17.05.22 – 19.05.22  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 Taxation | 02 Days | 09.05.22 - 10.05.22 | Vertical Mix | Offline / Class Room Training  (Topic on Custom Duty Payment to be included.) |
| 10 | Course on Pay Fixation | 02 Days | 12.05.22 - 13.05.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. Without Assignment |
| 11 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 19.05.22 - 27.05.22  (through Gyansudha and VC)  30.05.22 – 01.06.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 12 | Course on Disciplinary Proceedings | 03 days | 25.05.22 – 27.05.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 13 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 02.06.22 - 10.06.22  (through Gyansudha and VC)  13.06.22 – 15.06.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 14 | Course on GeM, GST & GFR | 03 Days | 06.06.22 - 08.06.22 | Vertical Mix | Offline / Class Room Training  (Topic on e-disposal will be included in GFR) |
| 15 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 16.06.22 - 24.06.22  (through Gyansudha and VC)  27.06.22 – 29.06.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 16 | Course for Superannuating Officers & Staff | 02 Days | 20.06.22 - 21.06.22 | Vertical Mix | Offline / Class Room Training |
| 17 | Course on APAR | 01 Day | 28.06.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. Without Assignment. |
| 18 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 30.06.22 - 08.07.22  (through Gyansudha and VC)  11.07.22 – 13.07.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 19 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 14.07.22 - 22.07.22  (through Gyansudha and VC)  25.07.22 – 27.07.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 20 | Course on Cyber Security | 02 Days | 18.07.22 – 19.07.22 | Vertical Mix | Offline / Class Room Training  (Topics like Personal Data Security, Official Data Security) |
| 21 | Hindi Karyashala | 02 Days | 28.07.22 - 29.07.22 | Vertical Mix | Offline / Class Room Training |
| 22 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 03.08.22 - 12.08.22  (through Gyansudha and VC)  16.08.22 – 18.08.22  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 | 10.08.22 – 12.08.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 24 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 24.08.22 - 02.09.22  (through Gyansudha and VC)  05.09.22 – 07.09.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 25 | Revenue Procurement-Provisions of GFR | 01 Day | 30.08.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. Without Assignment. |
| 26 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 01.09.22 - 09.09.22  (through Gyansudha and VC)  12.09.22 – 14.09.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 27 | Workshop on Budget Handling | 01 Day | 06.09.2022 | Vertical Mix | Offline / Class Room Training |
| 28 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 08.09.22 - 16.09.22  (through Gyansudha and VC)  19.09.22 – 21.09.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 29 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 15.09.22 - 23.09.22  (through Gyansudha and VC)  26.09.22 – 28.09.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 30 | CCS (Leave) Rules: Different Types, eligibility, quantum of leave etc. | 02 Days | 19.09.22 -20.09.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. Without Assignment. |
| 31 | Induction Training for Newly Recruited Auditors/Clerks | 10 Days | 06.10.22 - 14.10.22  (through Gyansudha and VC)  17.10.22 – 19.10.22  Offline at RTC Pune | Auditors/Clerks | To be conducted through Gyansudha (03 days), Video Conferencing (04 days) and at RTC Pune (03 days). |
| 32 | Course on Data Analytics in collaboration with RTI Mumbai | 03 Days | 09.11.22 - 11.11.22 | Vertical Mix | Offline / Class Room Training |
| 33 | Induction Training for Promoted Auditor/Clerks from MTS | 05 Days | 14.11.22 – 18.11.22 | Auditors/Clerks | Offline / Class Room Training |
| 34 | Course on Functioning of PAOs including Project DOLPHIN | 03 Days | 21.11.22 - 23.11.22 | Vertical Mix | Offline / Class Room Training |
| 35 | Rajbhasha Hindi | 01 Day | 25.11.2022 | Vertical Mix | To be conducted through Gyan Sudha Portal. Without Assignment. |
| 36 | Course on Audit of Personal Claims | 03 Days | 28.11.22 - 30.11.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 37 | Training For Trainers | 05 Days | 28.11.22 – 02.12.22 | AAOs to SAOs | Offline / Class Room Training |
| 38 | Training in relation to duties of the Higher Post on promotion from Auditor to Sr. Auditor | 10 Days | 05.12.22 - 16.12.22 | Auditors | Offline / Class Room Training |
| 39 | Course on Establishment & Administration | 05 Days | 05.12.22 -09.12.22 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment.  (Topics like Record Management, Disciplinary Proceedings, Noting & Drafting and prevention of sexual harassment at work place and Safeguard of SC/ST will be included) |
| 40 | Course on Audit of Bills (Pre-Post) and scrutiny of Contract Agreements for official working in Store, M and E Section. | 05 Days | 19.12.22 - 23.12.22 | Vertical Mix | Offline / Class Room Training  (Topics like Admin Approval, Technical Sanction, Deviation Order, Scrutiny of CA etc.) |
| 41 | Course for Officials Working in LAOs, RAOs and ALAO and IA section | 05 Days | 26.12.22 – 30.12.22 | Vertical Mix | Offline / Class Room Training  (Topics like IAR, MFAI, Draft Para, Audit Objections etc) |
| 42 | Refresher Course for SAOs/AOs | 05 Days | 09.01.23 – 13.01.23 | SAOs/AOs | Offline / Class Room Training |
| 43 | Course on Working of AO(GE) and AAO BSO | 05 days | 16.01.23 – 20.01.23 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 44 | Workshop on Arbitration Process | 01 Day | 16.01.2023 | Vertical Mix | Offline / Class Room Training |
| 45 | Course on Defence Accounting System | 05 Days | 23.01.23 -27.01.23 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment.  Topics like Accrual Accounting etc to be included. |
| 46 | Hindi Karyashala | 02 Days | 23.01.23 – 24.01.23 | Vertical Mix | Offline / Class Room Training |
| 47 | Course on Local Audit | 05 Days | 30.01.23 - 03.02.23 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 48 | Course on Public Procurement | 03 Days | 06.02.23 - 08.02.23 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 49 | Course on Joint Consultative Missionary (JCM) | 01 Day | 10.02.23 | JCM Members | To be conducted through Gyan Sudha Portal. Without Assignment. |
| 50 | Course on Internal Audit | 05 Days | 13.02.23 -17.02.23 | Vertical Mix | To be conducted through Gyan Sudha Portal. With Assignment. |
| 51 | Course for Superannuating Officers & Staff | 02 Days | 20.02.23 -21.02.23 | Vertical Mix | Offline / Class Room Training |
| 52 | Induction Training for newly promoted AAOs | 12 Days |  | AAO | Offline / Class Room Training  Subject to promotion notified by HQs. |
| 53 | DFMC (Army) | 03 Days | Will be decided later in consultation with HQ SC, Pune and CENTRAD |  | To be conducted through Video Conferencing  As per orders from CENTRAD ( Offline / Class Room Training/Online) |
| 54 | DFMC (Army) | 03 Days | Will be decided later in consultation with HQ SC, Pune and CENTRAD |  | To be conducted through Video Conferencing  As per orders from CENTRAD ( Offline / Class Room Training/Online) |
| 55 | DFMC (AF) | 03 Days | Will be decided later in consultation with HQ MC AF, Nagpur and CENTRAD |  | To be conducted through Video Conferencing  As per orders from CENTRAD ( Offline / Class Room Training/Online) |
| **Total Days** | | **291 Days** |  |  |  |

Course Conducted through Gyansudha : 95 Days

Course Conducted through Video Conferencing : 73 Days

Course Conducted through Class Room Training : 123 Days