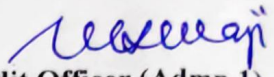


**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT-I), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA - 700 001**

Please find the enclosed copy of the **Annual Calendar of In-house Training Programmes** (Both General and IT Courses) for the year 2021-22 for information and necessary action.

In this regard, it is to be mentioned that all the **training programmes shall be conducted through online mode. The nomination of candidates as well as of faculty members shall be made through SAI Training Portal.**

Enclo: As stated


Sr. Audit Officer (Admn.1)

30/3/2021

No: Admn.1/Trg./In-house/2021-22/425

Dated: 30.03.2021

Copy forwarded through E-mail to:

1. Secretary to Principal Accountant General (Audit-I), W.B.
2. Secretariat Dy. Accountant General (Admn.)
3. Welfare Officer
4. Sr. Audit Officer(AMG-I)
5. Sr. Audit Officer(AMG-II)
6. Sr. Audit Officer(AMG-III/non-LAD)
7. Sr. Audit Officer(AMG-IV)
8. Sr. Audit Officer(FAW)
9. Sr. Audit Officer(Report)
10. Sr. Audit Officer(EDP)
11. Sr. Audit Officer (LAD-Admn.)
12. Sr. Audit Officer (Admn.1)
13. Sr. Audit Officer (Admn.2)
14. Sr. Audit Officer (Admn.3)
15. Sr. Audit Officer (Admn.4)

PROPOSED CALENDAR of (IN-HOUSE) TRAINING PROGRAMMES (CoTP)
FOR THE YEAR 2021-2022

APRIL- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Audit of Schemes and PRIs for Sr. AOs to Ars	03	07.04.2021	09.04.2021	LAD	10	10
2.	Preparatory Training for SAS Candidates'(Including IT Practical)	30	14.04.2021	22.05.2021			
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Word & MS Power Point(Sr. Ars to C/Ts)	03	27.04.2021	29.04.2021	WELFARE	01	11
					ADMN.2	01	
					ADMN. 3	01	
					AMG-I	01	
					AMG-II	01	
					AMG-IV	02	
					FAW	01	
					HINDI	01	
					LAD	02	

MAY- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Preparatory Training for SAS Candidates(Including IT Practical) (contd...)	30	14.04.2021	22.05.2021			
2.	Regional Language Training (Bengali)	05	17.05.2021	21.05.2021			
3.	Training on Local Paper (PC 27) for SAS Candidates'	05	24.05.2021	29.05.2021	LAD		
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Excel (Sr. Ars to C/Ts)	03	19.05.2021	21.05.2021	WELFARE	01	09
					ADMN.2	01	
					ADMN. 3	01	
					ADMN. 1 & TRAINING	01	
					AMG-II	02	
					AMG-IV	01	
					LAD	02	

JUNE- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Training Programme for Sr. Auditors for promotion to Asstt. Supvr.	12	01.06.2021	14.06.2021			
2.	Pre- Examination Training for DEOs Gr.A	10	17.06.2021	30.06.2021			
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Access Sr. AOs to Ars	03	28.06.2021	30.06.2021	ADMN. 3	01	09
					ADMN. CC & PENSION	01	
					AMG-II	01	
					AMG-IV	02	
					REPORT	01	
					LAD	03	

JULY- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Preparatory Training for Auditors of DCE	26	05.07.2021	06.08.2021			
2.	Audit of GST & Vat including GSTIN Sr. AOs to Ars	03	14.07.2021	16.07.2021	AMG-II	02	19
					AMG-IV	10	
					FAW	02	
					LAD	05	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Word & MS Power Point (Sr. Ars to C/Ts)	03	26.07.2021	28.07.2021	WELFARE	01	12
					ADMN.2	01	
					ADMN. 3	01	
					RECORD & ESTATE	01	
					AMG-I	01	
					AMG-II	01	
					AMG- III	01	
					AMG-IV	01	
					ECPA	02	
					LAD	02	

AUGUST- 2021

<u>GENERAL COURSE</u>							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Preparatory Training for Auditors of DCT (contd...)	26	05.07.2021	06.08.2021			
2.	RTI Act, 2005 Sr. AOs to Ars	03	11.08.2021	13.08.2021	ADMN. 1	01	10
					ADMN.2	01	
					ADMN. III	01	
					ADMN. 4	01	
					AMG-II	01	
					FAW	02	
					LAD	03	
3.	Audit of Zilla Parishad and Panchayat Samiti and Gram Panchayat Sr. AOs to Ars	03	25.08.2021	27.08.2021	LAD	10	10
<u>IT COURSE</u>							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Access (Sr.AOs to Ars)	03	23.08.2021	25.08.2021	WELFARE	01	10
					ADMN.1 & Training	01	
					ADMN. 2	01	
					AMG-II	01	
					AMG-III	01	
					ITA	01	
					FAW	01	
					LAD	03	

SEPTEMBER- 2021

<u>GENERAL COURSE</u>							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Report Writing (Sr. AOs to AAOs)	03	01.09.2021	03.09.2021	AMG-I	01	10
					AMG-II	01	
					AMG-IV	05	
					LAD	03	
2.	Training Programme for Sr. Auditors for promotion to Asstt. Supvr.	12	13.09.2021	24.09.2021			
<u>IT COURSE</u>							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	IDEA (Sr. AOs to Ars)	03	22.09.2021	24.09.2021	REPROT	01	09
					AMG-I	01	
					AMG-II	01	
					AMG- III	01	
					AMG- IV	01	
					FAW	02	
					LAD	02	

OCTOBER- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Financial Attest Audit Manual and Financial Audit of State Govt. Accounts (Sr. AOs to Ars)	03	04.10.2021	06.10.2021	FAW	04	10
					LAD	06	
2.	Office Procedure including Establishment matters (Sr. Ars to C/Ts)	05	25.10.2021	29.10.2021	Admn. 1	01	
					Admn. 2	01	
					Admn. 4	01	
					AMG II	01	
					AMG – IV	01	
					Admn. CC	01	
					LAD	04	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Excel (Sr. Auditors to C/Ts)	03	25.10.2021	27.10.2021	ADMN. 2	01	09
					ADMN. CC & PENSION	01	
					AMG- I	01	
					AMG- II	02	
					AMG- IV	01	
					FAW	01	
					LAD	02	

NOVEMBER- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Drafting of Audit Memos, paras, Inspection Reports, DPs & Audit Reports and new format of Inspection Reports and Style Guides including Regulation on Audit & Accounts, 2007 (Sr. AOs to Ars)	03	01.11.2021	03.11.2021	AMG- I	01	10
					AMG- II	01	
					AMG - IV	01	
					LAD	07	
2.	Awareness about ISSAIs (Sr. AOs to AAOs)	03	24.11.2021	26.11.2021	AMG-I	01	10
					AMG-II	02	
					AMG-IV	02	
					LAD	05	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Access (Sr. AOs to Ars)	03	24.11.2021	26.11.2021	REPORT	01	09
					RECORD & ESTATE	01	
					AMG- I	01	
					AMG- II	01	
					ITA	01	
					ECPA	01	
					FAW	01	
					LAD	02	

DECEMBER- 2021

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Evidence Gathering and Analysis (Sr. AOs to Ars.)	03	01.12.2021	03.12.2021	AMG- II	02	12
					LAD	08	
2.	Detecting Fraud while Auditing (Sr. AOs to Ars)	03	15.12.2021	17.12.2021	AMG- I	01	10
					AMG- II	02	
					LAD	09	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	IDEA (Sr. AOs to AAOs)	03	27.12.2021	29.12.2021	AMG- I	01	08
					AMG- II	01	
					AMG- IV	01	
					ECPA	01	
					FAW	02	
					LAD	02	

JANUARY- 2022

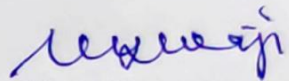
GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Documentation for various Stages of Audit (Sr. AOs to Ars)	03	12.01.2022	14.01.2022	AMG- I	02	10
					AMG- II	02	
					AMG- IV	02	
					LAD	04	
2.	APAR and writing of Performance Appraisals (AAOs to C/Ts)	03	19.01.2022	21.01.2022	ADMN. 1	01	10
					ADMN. 2	01	
					ADMN. III	01	
					ADMN. 4	01	
					AMG- II	02	
					FAW	02	
					LAD	02	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS Word & MS Power Point (Sr. Ars to C/Ts)	03	19.01.2021	21.01.2021	ADMN. 2	01	12
					RECORD & ESTATE	01	
					AMG- II	03	
					AMG- III	01	
					HINDI	01	
					FAW	01	
					ECPA	01	
					LAD	03	

FEBRUARY- 2022

GENERAL COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Performance Audit (New Guidelines) and Thematic Audit (Sr. AOs to Ars)	03	09.02.2022	11.02.2022	AMG- I	01	10
					AMG-II	02	
					AMG- IV	01	
					LAD	06	
2.	Risk Based Audit Approach and Statistical Sampling in Audit(Sr. AOs to Ars)	03	21.02.2022	23.02.2022	AMG- I	01	10
					AMG-II	02	
					AMG- IV	02	
					LAD	05	
IT COURSE							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	MS EXCEL (Sr. Ars to C/Ts)	03	23.02.2021	25.02.2021	RECORD & ESTATE	01	10
					ECPA	01	
					HINDI	01	
					ITA	01	
					FAW	01	
					AMG- II	01	
					AMG- III	01	
					AMG- IV	01	
					LAD	02	

MARCH- 2022

<u>GENERAL COURSE</u>							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	Basic features of Model Accounting System and its relation with the Accounts of PRIs (Sr. AOs to Ars)	03	07.03.2022	09.03.2022	LAD	10	10
<u>IT COURSE</u>							
Sl. No.	Programme Title	Duration (Working Days)	Period		Slots Allocation		
			From	To	Wing wise distribution	Slots	Total
1.	IDEA (Sr. AOs to Ars)	03	23.03.2021	25.03.2021	ADMN. 3	01	08
					AMG- II	01	
					AMG- IV	01	
					ECPA	01	
					ITA	02	
					LAD	02	


Sr. Audit Officer (Admn.1)
30/3/2021