

Proposed Draft Calendar of In-House Training Programme 2019-20

GENERAL COURSES

Sl. No	Name of the Training Course	Level of Participants	Duration	Slots to be utilized from
1	Refresher Course on Office Procedures, CCS (Conduct) Rules, 1964 and Estt. Matters.	AAOs/Sr. Accts /Accts/Clerks /DEOs	02 working days	A/cs Group-02 WM Group-02 Admn Group-02 GE Group - 02 Pension Group-02
2	Refresher Course on Right to Information Act-2005, APAR etc.	AAOs/Sr./Accts/ Accts/Clerks/ DEOs	01 working days	A/Cs Group-02 WM Group - 02 Admn Gr.-02 Pension Gr.-02 GE Gr.- 02
3	Working of Account Current section – Inter State Settlement	AAOs/Sr. Accts/ Accts/Clerks/ DEOs	01 working day	A/Cs Group-02 WM Group - 02 Admn Gr.-02 Pension Gr.-02 GE Gr.- 02
4	Special course on Book section (Clearance Memo, Reserve Bank Deposit, Clearance of various types of Suspense & Remittances, Review of Balances- Main report and follow up report).	AAOs/Sr. Accts/ Accts/Clerks/ DEOs	01 working day	A/Cs Group-02 WM Group - 02 Admn Gr.-02 Pension Gr.-02 GE Gr.- 02
5	Preliminary checks to be exercised on accounts received from Division before submission for Data Entry in VLC mode – mode of writing objection	AAOs/Sr. Accts /Accts/Clerks /DEOs	02 working days	WM Group - 02 A/Cs Group-02 Pension Gr.-02 GE Gr.-02 Admn Group-02
6	Special Course on Pension Finalization of Pension, New Pension Scheme and SAI Project.	AAOs/ Sr. Accts/ Accts/DEOs/ Clerks	02 working days	A/Cs Group-02 WM Group - 02 Pension Gr.-02 GE Gr.-02 Admn Group-02
7	Special Course on Govt. Accounting with checking of classification on the vouchers challans and Schedules. Preparation and certification of Finance A/c & Appropriation A/c.	AAOs/Sr. Accts/ Accts/Clerks/ DEOs	02 working days	A/Cs Group-02 WM Group - 02 Pension Gr.-02 GE Gr.-02 Admn Group-02
8	Fixation of Pay with special emphasis on fixation where increments are held up with cumulative/non-cumulative effect as punishment after departmental proceedings, treatment of suspension periods-Grant of Subsistence allowance- Case studies	AAOs/Sr. Accts /Accts/DEOs of GE Group only.	01 day	10 participants
9	A to Z regarding difference between Works/Forest and Treasury Account Compilation.	AAOs/Sr. Accts /Accts/Clerks /DEOs	2 working days	A/Cs Group-02 WM Group - 02 Admn Gr.02 Pension Gr.-02 GE Gr.- 02
10	Refresher Course on Promotional Cases, Regulation of MACP including Court Cases.	AAOs/Sr. Accts /Accts/Clerks /DEOs	2 working days	A/Cs Group-02 WM Group - 02 Admn Gr.-02 Pension Gr.-02 GE Gr.- 02

No	NAME OF THE TRAINING COURSE	Participants	Duration	utilized from
1	Windows XP, MS Office-Word, MS Excel & Powerpoint.	AAOs/Sr.Acctts/ Acctt/Clerks/DEOs	02 working days	A/Cs Group-02 WM Group-02 Admn Gr.-02 Pen Group-02 GE Group-02
2	Special course on GEMS software	AAOs/Sr.Acctts/ /Acctt/Clerks/DEOs	02 working days	GE Group-02 Admn Group-02 WM Group-02 A/cs Group-02 Pen. Group-02
3	Data Entry work in Hindi/ Hindi Typing on computer	Sr.Acctt/Acctt/DEOs /Clerks	01 working day	Admn Group-02 Pension Group-02 GE Wing 02 WM 02 Accounts Group-02
4	Internet, E mail and Networking	Sr.AO/AO/AAOs	02 working days	A/Cs Group-02 WM Group-02 Admn Gr.-02 Pen Group-02 GE Group-02
5	Special course on Database Management System and MS-ACCESS	Sr.AOs/AOs/AAOs/ Sr.Acctts/Acctts/ Clerk/DEOs	02 working days	A/Cs Group-02 WM Group-02 Admn Gr.-02 Pen.Gr.-02 GEGr.-02
6	Statistical Sampling in VLC	AAOs/Sr.Acctt/ Acctt/Clerks/DEOs	02 working days	A/cs Group-02 WM Group-02 AdmnGroup-02 Pen Group-02 GE Group-02

Note: DTC has approved the above courses under In-House Training Programme.


 Dy. Accountant General (Admn)