

In-house Training programme for the year 2023-24 for Central office

Annexure

Sl. No.	For the Quarter	Name of the topic	Period	Total No. of session	No. of participants expected to attend the training	Faculty (S/Sh/Smt/Ms)
1	Q1 (April 2023- June-2023)	LMS platform topics (data preparation and analytic processes, Statistical techniques, V PN registration)*	12.04.2023 (04 sessions) 13.04.2023 (02) sessions	6	5	Ashutosh Tripathy, AAO (AMG-I)
2		Induction Training for Auditor	08.05.2023 to 23.05.2023	48	-	At the time of conducting of training
3		Revenue Sharing Methods-DoT	06.06.2023	4	5	L R Udupa, SAO (AMG-III)
4		Study of Paras appeared in CAG's Report	21.06.2023	4	5	Meenakshi, SAO (AMG-III)
5		Internal Control and Evaluation manual	22.06.2023	4	5	D K Singh, SAO (GS)
6	Q2 (July 2023 - Sept 2023)	Awareness about ISSAIs	12.07.2023	4	5	Vaibhav Saxena, SAO (FRBM)
7		Latest Development in Department of Post	19.07.2023	4	5	Sunil Sharma, SAO (RAO DoP)
8		APAR and writing of Performance Appraisals	20.07.2023	4	5	Namita Kumari, AAO (Admn.I)
9		Government Accounting System	22.08.2023	4	5	Vaibhav Saxena, SAO (FRBM)
10		e-office	23.08.2023	2	10	Nishant Manchanda, AAO (ISW)
11		MS Word	24.08.2023	4	5	M K Koli, AAO (Admn.I)
12	Mandatory training for Sr. Auditor for promotion as Assistant Supervisor	11.09.2023 to 26.09.2023	48	-	At the time of conducting of training	
13	Q3 (Oct 2023 - Dec 2023)	Evidence Gathering and Analysis	17.10.2023	4	5	B R Vimal, SAO (AMG-III)
14		Documentation of various stages of audit	18.10.2023	4	5	Sweety Goyal, SAO (AMG-III)
15		Working on BEMS/iBEMS/PFMS	19.10.2023	4	5	A. Bandopadhyay, SAO (Estt.)
16		MS Excel	08.11.2023	4	5	M K Koli, AAO (Admn.I)
17		Performance Audit and Thematic Audit	15.11.2023	4	5	Vinita Joshi, SAO (AMG-II)
18		Accounting Standards(AS) with exposure to IFRS	16.11.2023	4	5	Vaibhav Saxena, SAO (FRBM)
19		Right to Information Act	06.12.2023	4	5	Jitendra Kumar, SAO (AMG-III)
20		Audit of PSUs	07.12.2023	4	5	Sweety Goyal, SAO (AMG-III)
21		GST-Service TAX and VAT	20.12.2023	4	5	Vaibhav Saxena, SAO (FRBM)
22	Q4 (Jan 2024 - Mar 2024)	Office Procedure	03.01.2024	4	5	D K Singh, SAO (GS)
23		Report Writing	04.01.2024	4	5	B R Vimal, SAO (AMG-III)
24		Function of DoT	23.01.2024	4	5	P.K. Rathi, SAO (RAO DoT)
25		MS Powerpoint	06.02.2024	4	5	M K Koli, AAO (Admn.I)
26		Analysis of Financial Statement	07.02.2024	4	5	Vaibhav Saxena, SAO (FRBM)
27		Overview of Information Technology Units (MeitY)	21.02.2024	4	5	N.K. Singh, SAO (RAO Meity)
28		Certification Audit of Accounts of BSNL/MTNL	05.03.2024	4	5	Manjeet Dhamija, SAO
29		System of Accounting in Postal Accounts	06.03.2024	4	5	Sunil Sharma, SAO (RAO DoP)
30		Overview of Audit Regulatory Bodies-DoE-DEA	13.03.2024	4	5	R. Chandrasekhar, SAO (MoF)

