

**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 Programme (Both General and IT Courses) for the year 2023-24 for information and necessary action.

In this regard, it is mentioned that the nomination of candidates of each training programme should be made through SAI Training Portal.

Enclo: As stated

// Authority: Principal Accountant General's
order dated 28.03.2023 kept in the
file No. Admn.1/Trg./In-house/2023-24 //


Sr. Audit Officer (Admn.1)

No: Admn.1/Trg./In-house/2023-24/406

Dated: 29.03.2023

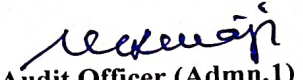
Copy forwarded through E-mail to:

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

Annexure-1

General Courses for the Calendar of Training Programme 2023-24

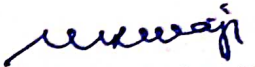
| Sl. No. | Month | Name of the Training Courses | Period of Training | Slots |
|---------|-----------|---|-----------------------|-------|
| 1. | April | CPD Exam Training of C-2 paper | 10.04.2023-13.04.2023 | 03 |
| | | Right to Information Act, 2005 | 26.04.2023-28.04.2023 | 13 |
| 2. | May | Training for AAOs for promotion to Sr. AOs | 11.05.2023-31.05.2023 | |
| 3. | June | Training for Sr. Ars for promotion to Asstt. Supervisor | 05.06.2023-20.06.2023 | |
| | | Office Procedure | 26.06.2023-28.06.2023 | 13 |
| 4. | July | Report Writing | 03.07.2023-05.07.2023 | 10 |
| | | Evidence Gathering and Analysis | 24.07.2023-26.07.2023 | 10 |
| 5. | August | Documentation for various Stages of Audit | 07.08.2023-09.08.2023 | 10 |
| | | Maintenance of Absolute Integrity, Devotion to Duty, Ethical Standards and Honesty in Public Life | 23.08.2023-25.08.2023 | 20 |
| 6. | September | Induction training programme for newly recruited candidates | 11.09.2023-26.09.2023 | |
| 7. | October | Regional Language Training (Bengali) | 09.10.2023-13.10.2023 | |
| 8. | November | Financial Attest Audit Manual and Financial Audit of State Government Accounts | 01.11.2023-03.11.2023 | 10 |
| | | APAR and Writing of Performance Appraisals | 22.11.2023-24.11.2023 | 13 |
| 9. | December | Preparatory training for Departmental Exam for Auditors | 01.12.2023-05.01.2024 | |
| 10. | January | Preparatory training for Departmental Exam for Auditors (contd..) | 01.12.2023-05.01.2024 | |
| | | Pre-Examination training for SAS Examination Candidates | 15.01.2024-26.02.2024 | |
| 11. | February | Pre-Examination training for SAS Examination Candidates (contd..) | 15.01.2024-26.02.2024 | |
| 12. | March | Awareness of ISSAIs | 13.03.2024-15.03.2024 | 08 |


Sr. Audit Officer (Admn.1)
29/3/23

ANNEXURE-2

IT Courses for the Calendar of Training Programme 2023-24

| Sl. No. | Month | Name of the Training Courses | Period of Training | Slots |
|---------|-----------|------------------------------|-----------------------|-------|
| 1. | June | MS Access | 14.06.2023-16.06.2023 | 09 |
| 2. | September | MS Excel | 13.09.2023-15.09.2023 | 06 |
| 3. | November | IDEA | 28.11.2023-30.11.2023 | 06 |


Sr. Audit Officer (Admn.1)
29/3/23

CALENDAR OF TRAINING PROGRAMMES (COTP)

(IN-HOUSE)

FOR THE YEAR 2023-2024

APRIL- 2023

| GENERAL COURSE | | | | | | | |
|----------------|--------------------------------|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | CPD Exam Training of C-2 paper | 04 | 10.04.2023 | 13.04.2023 | | | 03 |
| 2. | Right to Information Act, 2005 | 03 | 26.04.2023 | 28.04.2023 | Admn. I | 01 | 13 |
| | | | | | Admn.II | 01 | |
| | | | | | Record | 01 | |
| | | | | | AMG-I:HQ | 01 | |
| | | | | | AMG-II:Co-ordination | 02 | |
| | | | | | DAS | 01 | |
| | | | | | AMG-IV:Co-ordination | 01 | |
| | | | | | ITA | 01 | |
| Report | 01 | | | | | | |
| | | | | | LAD | 03 | |

MAY- 2023

| GENERAL COURSE | | | | | | | |
|----------------|--|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Training for AAOs for promotion to Sr.AO | 15 | 11.05.2023 | 31.05.2023 | | | |

JUNE- 2023

| GENERAL COURSE | | | | | | | |
|----------------|---|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Training for Sr. Ars for promotion to Asstt. Supervisor | 12 | 05.06.2023 | 20.06.2023 | | | |
| 2. | Office Procedure | 03 | 26.06.2023 | 28.06.2023 | Admn.II | 01 | 13 |
| | | | | | Record | 01 | |
| | | | | | AMG-I/HQ | 01 | |
| | | | | | AMG-II/ Co-ordination | 01 | |
| | | | | | AMG-III/ Non-LAD | 01 | |
| | | | | | ITA | 01 | |
| | | | | | Report | 01 | |
| | | | | | EDP | 02 | |
| | | | | | LAD | 04 | |

IT COURSE

| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
|---------|-----------------|-------------------------|------------|------------|------------------------|-------|-------|
| | | | From | To | Wing wise distribution | Slots | Total |
| | MS Access | 03 | 14.06.2023 | 16.06.2023 | Admn.I | 01 | 09 |
| | | | | | Admn.III | 02 | |
| | | | | | Hindi | 01 | |
| | | | | | AMG-I/HQ | 01 | |
| | | | | | AMG-II:Co-ordination | 01 | |
| | | | | | AMG-IV:Coordination | 01 | |
| | | | | | FAW | 01 | |
| | | | | | LAD | 01 | |

JULY- 2023

| GENERAL COURSE | | | | | | | |
|-----------------------|---------------------------------|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | Total |
| | | | From | To | Wing wise distribution | Slots | |
| 1. | Report Writing | 03 | 03.07.2023 | 05.07.2023 | AMG-I/HQ | 01 | 10 |
| | | | | | AMG-II: Co-ordination | 03 | |
| | | | | | AMG-III: Non-LAD | 01 | |
| | | | | | AMG-IV: Co-ordination | 01 | |
| | | | | | FAW | 01 | |
| | | | | | Report | 01 | |
| 2. | Evidence Gathering and Analysis | 03 | 24.07.2023 | 26.07.2023 | LAD | 02 | 10 |
| | | | | | AMG-I/HQ | 01 | |
| | | | | | AMG-II/ Co-ordination | 02 | |
| | | | | | AMG-III/ Non-LAD | 01 | |
| | | | | | DAS | 01 | |
| | | | | | AMG- IV/ Co-ordination | 01 | |
| FAW | 03 | 01 | | | | | |
| LAD | 01 | | | | | | |

AUGUST- 2023

| GENERAL COURSE | | | | | | | |
|-----------------------|---|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | Total |
| | | | From | To | Wing wise distribution | Slots | |
| 1. | Documentation for various Stages of Audit | 03 | 07.08.2023 | 09.08.2023 | AMG-I/HQ | 01 | 10 |
| | | | | | AMG-II/ Co-ordination | 02 | |
| | | | | | AMG-III/ Non-LAD | 01 | |
| | | | | | AMG- IV/Co-ordination | 02 | |
| | | | | | FAW | 02 | |
| | | | | | LAD | 02 | |
| 2. | Maintenance of Absolute Integrity, Devotion to Duty, Ethical Standards and Honesty in Public Life | 03 | 23.08.2023 | 25.08.2023 | Admn. I | 01 | |
| | | | | | Admn. II | 01 | |
| | | | | | Hindi | 01 | |
| | | | | | Record | 03 | |
| | | | | | AMG-I | 01 | |
| | | | | | AMG-II | 01 | |
| | | | | | AMG-III: Non-LAD | 02 | |
| | | | | | FAW | 03 | |
| | | | | | ITA | 02 | |
| | | | | | Report | 01 | |
| | | | | | LAD | 04 | |

SEPTEMBER- 2023

| GENERAL COURSE | | | | | | | |
|----------------|---|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Induction training programme for newly recruited candidates | 12 | 11.09.2023 | 26.09.2023 | | | |
| IT COURSE | | | | | | | |
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | MS EXCEL | 03 | 13.09.2023 | 15.09.2023 | Hindi | 01 | 06 |
| | | | | | AMG-I: HQ | 01 | |
| | | | | | AMG-II: Co-ordination | 01 | |
| | | | | | AMG-IV: Co-ordination | 01 | |
| | | | | | FAW | 02 | |

OCTOBER- 2023

| GENERAL COURSE | | | | | | | |
|----------------|--------------------------------------|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Regional Language Training (Bengali) | 05 | 09.10.2023 | 13.10.2023 | | | |

NOVEMBER- 2023

| 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 Government Accounts | 03 | 01.11.2023 | 03.11.2023 | AMG-II/ Co-ordination | 03 | 10 | | | | | | |
| | | | | | AMG-III/ Non-LAD | 01 | | | | | | | |
| | | | | | AMG- IV/ Co-ordination | 01 | | | | | | | |
| | | | | | FAW | 03 | | | | | | | |
| | | | | | Report | 01 | | | | | | | |
| | | | | | LAD | 01 | | | | | | | |
| 3. | APAR and Writing of Performance Appraisals | | 22.11.2023 | 24.11.2023 | Admn. I | 01 | 13 | | | | | | |
| | | | | | Admn.III | 02 | | | | | | | |
| | | | | | Record | 01 | | | | | | | |
| | | | | | AMG-I/HQ | 01 | | | | | | | |
| | | | | | AMG-II/ Co-ordination | 02 | | | | | | | |
| | | | | | DAS | 01 | | | | | | | |
| | | | | | FAW | 02 | | | | | | | |
| | | | | | EDP | 01 | | | | | | | |
| | | | | | LAD | 02 | | | | | | | |
| | | | | | IT COURSE | | | | | | | | |
| | | | | | Sl. No. | Programme Title | | Duration (Working Days) | Period | | Slots Allocation | | |
| From | To | Wing wise distribution | Slots | Total | | | | | | | | | |
| 1. | IDEA | 03 | 28.11.2023 | 30.11.2023 | AMG-II/ Co-ordination | 01 | 06 | | | | | | |
| | | | | | AMG-III/ Non-LAD | 01 | | | | | | | |
| | | | | | AMG- IV/ Co-ordination | 02 | | | | | | | |
| | | | | | FAW | 01 | | | | | | | |
| | | | | | LAD | 01 | | | | | | | |

DECEMBER- 2023

| GENERAL COURSE | | | | | | | |
|----------------|---|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Preparatory training for Departmental Exam for Auditors | 26 | 01.12.2023 | 05.01.2024 | | | |

JANUARY- 2024

| GENERAL COURSE | | | | | | | |
|----------------|---|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Preparatory training for Departmental Exam for Auditors (contd..) | 26 | 01.12.2023 | 05.01.2024 | | | |
| 2. | Pre-Examination training for SAS Examination Candidates | 30 | 15.01.2024 | 26.02.2024 | | | |

FEBRUARY- 2024

| GENERAL COURSE | | | | | | | |
|----------------|--|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Pre-Examination training for SAS Examination Candidates (contd...) | 30 | 15.01.2024 | 26.02.2024 | | | |

MARCH- 2024

| GENERAL COURSE | | | | | | | |
|----------------|------------------------|-------------------------|------------|------------|------------------------|-------|-------|
| Sl. No. | Programme Title | Duration (Working Days) | Period | | Slots Allocation | | |
| | | | From | To | Wing wise distribution | Slots | Total |
| 1. | Awareness about ISSAIs | 03 | 13.03.2024 | 15.03.2024 | AMG-I/HQ | 01 | 10 |
| | | | | | AMG-II/ Co-ordination | 01 | |
| | | | | | AMG-III/ Non-LAD | 02 | |
| | | | | | AMG- IV/ Co-ordination | 01 | |
| | | | | | FAW | 02 | |
| | | | | | Report | 01 | |
| LAD | 02 | | | | | | |

reception
Sr. Audit Officer (Admn.1)
29/3/27