

**Calendar of Training  
Programme  
Information  
Technology Courses  
2021-22**

**CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2021-22  
(IT COURSES)**

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
1	Computer Skills- MS Office, Word, Excel and Power Point (Advanced)  Course Pre-requisite: Basic knowledge of Computer	5 days  19 – 23 April 2021	Group 'B' & 'C'	DGA, NF Railway	01	24
				PAG Arunachal Pradesh	01	
				PAG (Au) Manipur	03	
				PAG (Au) Tripura	01	
				PAG (Au) Assam	02	
				AG (Au) Meghalaya	02	
				AG Mizoram	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	02	
				AG (A&E) Meghalaya	03	
				AG (A&E) Tripura	02	
				DAG (A&E) Sikkim	02	
2	MS – Excel (Advanced)  Course Pre-requisite: Basic knowledge of Computer	5 days  03 – 07 May 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	01	23
				DGA, NF Railway	04	
				PAG Arunachal Pradesh	02	
				PAG (Au) Manipur	01	
				PAG (Au) Sikkim	01	
				PAG (Au) Tripura	01	
				PAG (Au) Assam	02	
				AG Mizoram	02	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	01	
				PAG (A&E) Assam	02	
				AG (A&E) Tripura	02	
				DAG (A&E) Sikkim	02	
3.	E – Office	3 days  31 May – 02 June 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	01	10
				PAG (Au) Sikkim	04	
				AG Mizoram	01	
				PAG (A&E) Manipur	02	
				AG (A&E) Tripura	02	
				<i>Other user offices are yet to intimate the slot requirements.</i>		
4.	Audit in IT Environment (Hqrs Course)  Course Pre-requisite: Basic knowledge of Computer and MS Excel	5 days  05 – 09 July 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	03	19
				DGA, NF Railway	02	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Sikkim	01	
				PAG (Au) Tripura	02	
				PAG (Au) Assam	02	
				AG (Au) Meghalaya	02	
				AG Mizoram	02	
				PAG (A&E) Manipur	02	

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
5.	IT Audit (Basic)  Course Pre-requisite: Basic knowledge of Computer	5 days  16 – 20 Aug 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	02	14
				PAG Arunachal Pradesh	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Tripura	01	
				PAG (Au) Assam	02	
				AG (Au) Meghalaya	01	
				AG Mizoram	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Assam	01	
6.	Introduction to Oracle-SQL  Course Pre-requisite: Basic knowledge of Computer	5 days  06 – 10 Sept 2021	Group 'B' & 'C'	DGA, NF Railway	01	19
				PAG Arunachal Pradesh	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Sikkim	02	
				PAG (Au) Assam	02	
				AG (Au) Meghalaya	02	
				AG Mizoram	02	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	03	
7.	IDEA 10.4  Course Pre-requisite: Basic knowledge of Computer	5 days  25 – 29 Oct 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	03	22
				DGA, NF Railway	01	
				PAG Arunachal Pradesh	02	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Sikkim	01	
				PAG (Au) Tripura	02	
				PAG (Au) Assam	02	
				AG (Au) Meghalaya	02	
				AG Mizoram	01	
				PAG (A&E) Manipur	01	
				PAG (A&E) Assam	02	
				AG (A&E) Tripura	02	
8.	Computer Networking  Course Pre-requisite: Basic knowledge of Computer	5 days  08 – 12 Nov 2021	Group 'B' & 'C'	DGA, NF Railway	01	14
				PAG Arunachal Pradesh	01	
				PAG (Au) Nagaland	01	
				PAG (Au) Sikkim	01	
				PAG (Au) Assam	01	
				AG (Au) Meghalaya	01	
				PAG (A&E) Manipur	01	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	03	
				DAG (A&E) Sikkim	02	

Sl. No	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
9.	IT Audit (Advanced) Course Pre-requisite: Basic knowledge of Computer	10 days 22 Nov – 03 Dec 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	02	10
				PAG (Au) Nagaland	01	
				PAG (Au) Tripura	01	
				PAG (Au) Assam	01	
				AG (Au) Meghalaya	02	
				AG Mizoram	01	
				PAG (A&E) Manipur	01	
				PAG (A&E) Assam	01	
10.	Big Data Analytic (Using Tableau and KNIME)  Course Pre-requisite: Basic knowledge of Computer	5 days 13 – 17 Dec 2021	Group 'B' & 'C'	DGA (C)Kolkata, B.O Guwahati	07	27
				PAG Arunachal Pradesh	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	02	
				PAG (Au) Sikkim	02	
				PAG (Au) Tripura	02	
				PAG (Au) Assam	03	
				AG (Au) Meghalaya	02	
				AG Mizoram	02	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	02	
				11.	Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PFMS, Qlik View and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/Portal  Course Pre-requisite: Basic knowledge of Computer	
PAG Arunachal Pradesh	02					
PAG (Au) Manipur	02					
PAG (Au) Nagaland	01					
PAG (Au) Sikkim	02					
PAG (Au) Tripura	02					
PAG (Au) Assam	02					
AG Mizoram	01					
PAG (A&E) Manipur	02					
PAG (A&E) Nagaland	02					
PAG (A&E) Assam	02					
AG (A&E) Meghalaya	02					
AG (A&E) Tripura	04					
DAG (A&E) Sikkim	02					
12.	Use of VLC Software for Audit  Course Pre-requisite: Basic knowledge of Computer	5 days 14 – 18 Feb 2022	Group 'B' & 'C'	PAG Arunachal Pradesh	02	15
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Sikkim	01	
				PAG (Au) Tripura	01	
				PAG (Au) Assam	02	
				AG Mizoram	01	
				PAG (A&E) Assam	03	
				AG (A&E) Meghalaya	02	
<b>TOTAL</b>					<b>224</b>	

\*Slots will be intimated by the User offices