

Calendar
of
Training Programme
(2024-2025)

**Information Technology
Courses**

CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2024-25

Information Technology Courses

Sl. No.	Program Title	Duration	Target Group	Office	Slots required
1	Annual Audit and Assignment Level Planning in OIOS	2 Days 08-04-24 and 09-04-24	AAOs and SAOs	PAG Arunachal Pradesh	3
				PAG Mizoram	3
				DGA(C) Kolkata BO Guwahati	2
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	3
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	6
				PAG (Au) Nagaland	1
				AG (Au) Assam	3
				AG (Au) Sikkim	1
Total				25	
2	Audit in IT Environment Course Prerequisite: Basic Computer Knowledge; Employees who have secured qualifying marks in MS Excel in the in-House examination on IT Self Learning Modules	6 Days 22-04-24 to 27-04-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	3
				PAG Mizoram	1
				DGA(C) Kolkata BO Guwahati	2
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	2
				PAG (Au) Nagaland	1
				AG (Au) Assam	2
				AG (Au) Sikkim	1
				PAG (A&E) Assam	2
				PAG (A&E) Manipur	2
				PAG (A&E) Meghalaya	2
Total				23	
3	Data Analytics with Tableau Course Prerequisite: Basic Computer Knowledge; Employees who have cleared in-House examination on IT Self Learning Modules	6 Days 27-05-24 to 01-06-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	2
				PAG Mizoram	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	2
				AG (Au) Assam	8
				AG (Au) Sikkim	1
				PAG (A&E) Assam	2
				PAG (A&E) Meghalaya	1
				PAG (A&E) Nagaland	2
				PAG (A&E) Tripura	2
Total				26	

Sl. No.	Program Title	Duration	Target Group	Office	Slots required
4	Advanced MS Excel Course Prerequisite: Basic knowledge of MS Excel	6 Days 10-06-24 to 15-06-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	5
				PAG Mizoram	1
				DGA(C) Kolkata BO Guwahati	2
				DGA NEFR Guwahati	4
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	2
				AG (Au) Assam	3
				AG (Au) Sikkim	2
				PAG (A&E) Assam	2
				PAG (A&E) Nagaland	3
				PAG (A&E) Tripura	2
				Sr.DAG (A&E) Sikkim	2
				Total	31
5	Advanced MS Office (Batch I) Course Prerequisite: Basic knowledge of MS Office	6 Days 24-06-24 to 29-06-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	3
				PAG Mizoram	1
				PAG (Au) Manipur	1
				PAG (Au) Tripura	2
				AG (Au) Sikkim	2
				PAG (A&E) Assam	7
				PAG (A&E) Meghalaya	3
				PAG (A&E) Nagaland	2
				PAG (A&E) Tripura	2
				Total	23
6	Advanced MS Office (Batch II) Course Prerequisite: Basic knowledge of MS Office	6 Days 10-03-25 to 15-03-25	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	4
				PAG (Au) Manipur	1
				PAG (Au) Tripura	2
				PAG (A&E) Assam	7
				PAG (A&E) Manipur	2
				PAG (A&E) Nagaland	2
				Sr.DAG (A&E) Sikkim	2
				Total	20