<u>CDA RTC (SR) BENGALURU</u> <u>Draft balance of Annual Course Calendar - 2015-16</u> <u>Incorporating decisions arrived at 4th TAC</u>

SL NO.	COURSE NAME	LEVEL	NO.OF DAYS	DATES	Remarks				
<u>APRIL 2015</u>									
1	Training for SAS part I candidates	Staff	6	20 th to 25 th (Sat) April	Conducted planned	as			
2	Outreach at Avadi Course on DRDO Pay, Procurement, Audit etc for AO (R&D) Avadi	Vertical Mix	2	29 th to 30 th April					
3	Outreach at Secunderabad SAS part I training	Vertical Mix	3	27 th to 29 th April	-				
	<u>MAY 2015</u>								
4	DFMC (ARMY)	Army Officers	5	11 th to 15 th May	Conducted planned	as			
5	Course for M and Store section – Regional CDA	-do-	3	20 th to 22 nd May					
6	Secretarial Practice for PS/PA/Steno Covering Record Management, Noting and drafting/etiquette and fundamental duties.	PS/PA/Steno	3	25 th to 27 th May	-				
		<u>June 2015</u>							
7	Course on Audit of sanction and supply orders	Vertical Mix AAO – staff	2	4 th to 5 th June	Conducted planned	as			
8	Course for CDA (R&D) Orgn – M-Section covering contracts in DRDO, EMU bills etc and Store section – PMD provisions and import of stores.	Vertical Mix AAO – staff	3	10 th to 12 th June					
9	EDP training for creating II level – including Networks, Hardware Maintenance etc.	Vertical Mix AAO - staff	3	13 th to 15 th May					
10	Course on General Financial Management covering GFR/ DFPR/ FR/ PPFM in R&D	Officers SAO/AO/ AAO/SO(A)	3	17 th to 19 th June					
11	Course on Official language – including noting and drafting (for officials with knowledge of Hindi only)	Vertical Mix	2	22 nd to 23 rd June					
12	Outreach at AO (R&D) NPOL Kochi On R&D issues	Vertical Mix	2	25 th to 26 th June					
<u>July 2015</u>									
13	Course on application packages	Vertical Mix	3	1 st to 3 rd July	Conducted planned	as			

	CMP,ECS,NEFT,RTGS,NPS						
14	etc Course for MTS – covering basic duties, etiquette, handling fire fighting equipments etc	MTS	2	6 th to 7 th July			
15	Course on duties and functions of O&M section and preparation of case study.	Vertical Mix	2	9 th to 10 th July			
16	Course on Internal Audit for LAOs covering – CAG Reports, Draft Para, observations, MFAI, IAR (including drafting)-		3	15 th to 17 th July			
17	Course on application of DPM and TPC issues including drafting of TPC Minutes	Officers	3	22 nd to 24 th July	Conducted as planned		
		<u>August 2015</u>					
18	Training for Trainers	Officers	3	5 th to 7 th August	Conducted as planned		
19	Course on E-section including works contracts	AAO & Staff	3	19 th to 21 st August	Conducted as planned		
		September 2015	5				
20	Course on RTI	Vertical Mix	2	3 rd to 4 th Sep	Conducted as planned		
21	Course for Staff of AO GEs	Staff	3	Sep 9 th to 11 th Sep	Conducted as planned		
22	Course on Anti corruption/ grievances/court cases/ judgments	SAO/AO/ AAO/SO(A)	2	Sep 22 nd to 23 rd Sep	Conducted as planned		
		October 2015					
23	Outreach course -SAS Training for Part II Candidates at CDA Secunderabad	All Part II candidates at CDA, Secunderabad and CDA (R&D) Hyd	5	5 th to 9 th Oct	Nomination from CDA, Secunderabad and CDA (R&D) Hyd		
24	SAS Training for Part II Candidates at RTC (SR)	Part II candidates	5	12 th to 16 th Oct	Nomination from PCDA, Blr CDA Chennai CDA (R&D) Blr		
	November 2015						
25	Induction Course for Newly recruited Auditors / Clerks	New staff	40	2 nd Nov to 18 th Dec (Saturdays to be	As many possible out of PCDA Blr – 24 CDA, Chennai		

				working days)	- 13 CDA, Sec CDA (R&D) Hyd CDA (R&D) Blr - As available.		
26	EDP Course on Linux and Windows administration – 1	Vertical Mix	6	16 th to 21 st Nov	Dates subject to confirmation. Nomination from HQrs		
December 2015							
27	Training on IFA System – by NADFM Pune	Vertical Mix	5	14 th to 19 th Dec	Subject to confirmation from NADFM. Nomination BY DTC/CENTRAD		
28	EDP Course on Linux and Windows administration – 2	Vertical Mix	6	7 th to 11 th Dec	Dates subject to confirmation. Nomination from HQrs		
		January 2016					
29	Course on various taxes including IT (194 C) to focus on various points to be seen at every level from RFP to passing of bills.	Vertical Mix	3	6 th to 8 th Jan 2016	PCDA Blr - 6 CDA Chennai- 6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3		
30	Work shop on cash Inspection	Vertical Mix	1	11 [™] Jan 2016	PCDA Blr - 6 CDA Chennai- 6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3		
31	Work shop on Foreign Procurement	Vertical Mix	1	12 th Jan 2016	CDA (R&D) Hyd- 6 CDA (R&D) Blr- 6		
32	EDP Course on Linux and Windows administration – 3	Vertical Mix	6	18 th to 23 rd Jan 2016	Dates subject to confirmation. Nomination from HQrs		
33	Course on Estt and AN	Vertical Mix	5	18 th to 22 nd Jan 2016	PCDA Blr - 6 CDA Chennai- 6		

34	Outreach Course on Project Audit of DRDO Labs including RG Project	Vertical Mix	2	28 th & 29 th Jan 2016	CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3 CDA (R&D) Hyd
		February 2016			
35	Course on Accounts section work including dealing with suspense heads and linking of CMP payments etc.	Vertical Mix	5	1 st to 5 th Feb 2016	PCDA Blr - 6 CDA Chennai- 6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3
36	Pension Course for DPDO Staff under the aegis of CDA, Chennai	Vertical Mix	3	8 th to 10 th Feb	Nomination of participants and faculty by CDA Chennai
37	Outreach course for AO GE Staff at CDA, Chennai	Staff	2	15 th to 16 th Feb	- Do-
38	Course on Pay Sn work including AN Pay and DRDO Pay fixation	Staff	3	15 th to 17 th Feb	PCDA Blr - 6 CDA Chennai- 6 CDA S'bad - 6 CDA (R&D) Hyd- 3 CDA (R&D) Blr- 3
39	Course for Auditors due for promotion as Sr. Aud	Auditors	10	22 nd Feb to 4 th March	As per availability