

**Approved In-House Annual Training Programme for 2011-12**

<b>Sl. No</b>	<b>Course</b>	<b>Level of participation</b>	<b>Duration</b>	<b>Period</b>	<b>Venue</b>
1	PC awareness course on MS office, internet, basic networking skill, e-mail, uploading of reports on WAN including Hindi Typing.	AAO/Sr.Adr/Adr of Main office and sub-offices	2 days	On regular basis	Main Office & Zonal office Jalandhar
2	Annual Review of Balances, Annual Audit Certificate and Annual Review of MES Expenditure and monitoring of Follow-up action on these Annual Reports.	Up to SAOs/AOs /AAOs of Main Office, ZO (WC) Jalandhar, AAO (WC) Delhi Cantt, AAO (Pay) Pathankot.	2 days	April 2011	Main office
3	Induction Course for newly recruited Clerks and Auditors.	Prospective Candidates from Main Office and Sub Offices	6 days	May 2011	Main Office
4	Audit of Defence land accounts in terms of the guidelines contained in HQrs Office letter No. CDA(IA)/DLA/2010 dated 20.12.2010	Up to SAOs/AOs in Main office & all LAOs dealing with DEOs.	1 day	Jun 2011	Main Office
5	System of release of Cash Assignments to DPDOs, Audit of Cash Accounts of DPDOs, raising of DIDS in respect of PAK, BURMA and HKSRA Pensioners, Types of Punching Media and preparation thereof, Reconciliation of RBI transactions, Adjustment Accounts with Railway and P & T (CID Schedules).	Upto AAO level of Main Office and Z.O. Jalandhar	2 days	Jun 2011	Main Office
6	Course on Dolphin Module consequent upon introduction of Dolphin System in PAO (ORs)	Up to AAOs	1 day	Jul 2011	PAO, Delhi Cantt & PAO Subathu.
7	Disciplinary Proceedings (Major and Minor Penalties) Preparation of Charge Sheet, Statement of imputation and misconduct and Article of Charges.	Up to AAOs of Main Office, ZO(WC) Jalandhar, AAO (WC) Delhi Cantt, AAO(Pay) Pathankot	1 day	Jul 2011	Main Office
8	Training Course on Procurement procedure with specific emphasis on vetting of necessity, drafting/vetting of Tender Enquiry and Supply Orders and other related	Officers and Staff of S/C & M Sections in Main Office including Sub offices concerned.	1 day	Jul 2011	Main Office

	standard contract provisions such as Liquidated Damages, Performance Bank Guarantees, Repeat Orders, Option Clause etc. and post contract management requirements.				
9	Fixation of Pay as per RPR-2008, MACP Scheme and clarifications/amendments thereon, Pre Audit of Pay Bills & Rendition of GPF/HBA/Computer Adv Schedules of Defence Civilians, DAD employees	Up to AAOs of Main Office, ZO(WC) Jalandhar, AAO (WC) Delhi, AAO (Pay) Pathankot	1 day	Jul 2011	Main Office
10	Training Course on ASC Contracts, covering, fixation of Reasonable Rates (RRs) Scrutiny of ASC Contracts, Risk and Expense purchases, Rendition of Audit Report on LP documents, Procurement of Rice/Wheat from FCI by Supply Depots, Audit and accounting of Wheat Grinding Charges, Vetting & concurrence of CHT Contracts.	Up to AAOs of Main office particularly S/C section.	2 days	Jul 2011	Main Office
11	Training Course on Audit and payment of Medical Claims of Army Officers and PBOR of Army.	Up to AAOs of Main Office, ZO(WC) Jalandhar, AAO(WC) Delhi, AAO(Pay) Pathankot	1 day	Aug 2011	Main Office
12	Preparation of pension papers & LPC cum data sheet and submission thereof to PCDA (P) Allahabad.	Up to AAOs of Main Office, ZO(WC) Jalandhar, AAO(WC) Delhi, AAO (Pay) Pathankot	1 day	Aug 2011	Main Office
13	Rendition of Audit Report on Loss Statements, Preparation & Rendition of Appropriation Accounts and monitoring of follow up action.	Up to AAOs of Main office and LAOs.	1 day	Aug 2011	Main Office
14	Feeding of Transcription Sheets and action on EDP System Generated	Up to AAOs	1 day	Aug 2011	PAO Subathu & PAO RRRRC, D/Cantt.

	Reports. Audit of DOs Part II orders with reference to Appendix 'J', Action on rejection reports with specific reference to MPS and Dolphin system of PBOR pay system.				
15	Training Course on handling of Legal notices, Court/CAT/AFT cases, Preparation of Para wise Comments and vetting of Counter Affidavit, filing of replies etc.	Up to AAOs of Main Office	1 day	Sep 2011	Main Office
16	Training on provisions of Income Tax Recovery with reference to PAN, TIN, TAN and AIN, filing of e-return and ECS.	Up to AAOs	1 day	Oct 2011	Main office, ZO Jalandhar AAO (WC) D/Cantt, AAO (Pay) Pathankot
17	Course on New Pension Scheme and Minus/Minor balances etc. of GPF Accounts.	Up to AAOs	1 day	Oct 2011	Main Office & Zonal Office Jalandhar
18	Training Course on RTI Act, 2005	SAO/AO/AAO & staff of Main Office, ZO(WC) Jalandhar, AAO (WC) Delhi Cantt, AAO(Pay) Pathankot	1 day	Nov 2011	Main Office
19	Training course on Outsourcing of Conservancy services, vetting of Conservancy Contracts, and Audit and payments thereof.	Up to SAOs/AOs of M Sections of Main Office, ZO Jalandhar, AAO (WC) Delhi Cantt	1 day	Nov 2011	Main Office
20	Training Course on PHP, MySQL, Visual Fox Pro	Staff of Main Office and Sub offices.	1 day	Nov 2011	Main Office & Zonal Office Jalandhar
21	Post Audit of Various Grants in 'M' Section viz. ACG, ATG, FP&TG, other grants and ECHS paid vouchers.	Up to AAOs of Main Office	1 day	Dec 2011	Main Office
22	Training on Software pertaining to Aashraya and Suvigya	Up to AAOs of Main Office, DPDOs	1 day	Dec 2011	Main Office
23	Uploading the data of NPS to NSDL.	Up to AAOs of Main Office, AOGES, PAOs	1 day	Jan 2012	Main Office, PAO RRRC, D/ Cantt & PAO Subathu
24	Procurement of Medical Stores by AFMSD and payment of claims of Local Purchase of Medical Stores. Scrutiny of AMC Contracts of Medical equipments and	SAOs/AOs, AAOs and Staff of Main Office	2 days	Jan 2012	Main Office

	payment of AMC bills.				
25	Structure & Functioning of AOC	Up to SAOs/AOs of Main Office & Sub Offices	1 day	Jan 2012	Main Office
26	Provision, Procurement, receipt, stocking and issue functions of AOC & procedures relating to this.	Up to SAOs/AOs of Main Office & Sub Offices	1 day	Jan 2012	Main Office
27	Management of Food services by ASC	Up to SAOs/AOs of Main Office & Sub Offices	1 day	Feb 2012	Main Office
28	Management of Fuel supplies by ASC	Up to SAOs/AOs of Main Office & Sub Offices	1 day	Feb 2012	Main Office
29	Management of maintenance of cat 'A' & 'B' stores (A) Structure & functions of EME (B) Existing procedures of EME for Labour planning and deployment, Material planning, sourcing and consumption etc.	Up to SAOs/AOs of Main Office & Sub Offices	1 day 2 days	Feb 2012	Main office
30	Construction & management of buildings, roads & external/internal services (A) Appreciation of necessity, Issue of Adm Approval & Technical Sanction. (B) Civil works, Contract Management	Up to SAOs/AOs of Main Office & Sub Offices	1 day 1 day	Feb 2012	Main Office