

IN-HOUSE COURSES TO BE ORGANIZED DURING 2011-12 IN CFA (FYS)/JABALPUR

S. No.	Course	Level of Participation	No. of Trainees	Duration	Faculty	Date/Period	Venue
1	Writing of APAR	AA/AO	12	1 Day (4 Sessions)	IN-HOUSE	18.04.2011	AO,VFJ
2	Labour Section/ Package	SA/Auditor/ Clerk	15	2 Day (8 Sessions)	IN-HOUSE	23-24.05.2011	AO,VFJ
3	Material Section/ Inventory Package	SA/Auditor/ Clerk	15	2 Day (8 Sessions)	IN-HOUSE	27-28.06.2011	AO,VFJ
4	Maintenance of Cost Card/ Closing thereof through Computer	Up to AAO	12	1 Day (4 Sessions)	IN-HOUSE	18.07.2011	AO,VFJ
5	Preparation & Analysis of quarterly Financial	Aud/ AAO	12	2 Day (8 Sessions)	JCFA/DCF A	11-12.08.2011	AO,VFJ
6	RTI Courses	AAO/AO	15	1/2 Day (2 Sessions)	IN-HOUSE	12.09.2011	AO,VFJ
7	Revenue Accounting	AAO	12	1 Day (4 Sessions)	IN-HOUSE	26.09.2011	AO,VFJ
8	Maintenance of Cost Card/ Closing thereof through Computer	Up to AAO	12	1 Day (4 Sessions)	IN-HOUSE	17.10.2011	AO,VFJ
9	RTI Courses	SA/Auditor/ Clerk	15	1 Day (4 Sessions)	IN-HOUSE	21.10.2011	AO,VFJ
10	Vigilance	AAO/AO	6	1 Day (4 Sessions)	IN-HOUSE	01.11.2011	AO,VFJ
11	Induction Course for newly recruited Clerks / Auditors	Clerk/Auditor	--	6 Day	IN-HOUSE	November,11	AO,VFJ
12	Commercial Accounts of Ordnance Factories	Up to AAO	12	2 Day (8 Sessions)	JCFA/DCF A	12-13.12.2011	AO,VFJ
13	Team building and Stress Management	AAO	All Officers	1 Day	IN-HOUSE	19.12.2011	AO,VFJ
14	Labour Section / Package	SA/Auditor/ Clerk	15	2 Day (8 Sessions)	IN-HOUSE	January,12	AO,VFJ
15	Refresher Course for Clerks/ Auditors and SAS Part-I passed Candidates	Clerk/Auditor	--	10 Days	IN-HOUSE	January, 12	AO,VFJ
16	Communication & Time Management	AAO/AO	12	1 Day (4 Sessions)	IN-HOUSE	February, 12	AO,VFJ
17	Principal Ledger & Annual Accounting in Commercial Format	Up to AAO	12	1 Day (4 Sessions)	IN-HOUSE	February, 12	AO,VFJ
18	Material Section/ Inventory Package	SA/Auditor/ Clerk	15	2 Day (8 Sessions)	IN-HOUSE	March, 12	AO,VFJ
19	Maintenance of Registers.	Up to AAO	15	1 Day (4 Sessions)	IN-HOUSE JCFA/DCF A	March, 12	AO,VFJ