



कार्यालय रा 1 लेखा (नयंक (पे.ड.के.)  
1, कार्यालया मागण लखनऊ छावनी-226002



**CDA Regional Training Centre**  
1, Cariappa Road, Lucknow Cantt-226002  
Ph. & Fax: 0522-2975548 ; email: rtc-lkn.cgda@nic.in

**Annual Course Calendar (CDA RTC, Lucknow) for the year 2021-22**

Issued on 06.04.2021

**Note:** All the Courses will be conducted online vide the nic video application :  
"VIDYO CONNECT" on the RTC Lucknow id: "UP CDA (RTC) meerut "

Sl. No.	Name of Course	Dates & Duration	Participati on Level	CDA-wise earmarked number of trainees	
				Org.	No. of Trainees
1.	Course on e-Governance with emphasis on e-payment, e-procurement/ e-tendering, GeM, e-audit, Access and Delivery of services, and Dissemination of information	15.04.2021 To 16.04.2021 (02 days)	Up to Sr. Auditors	Org.	No. of Trainees
				PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
IFAs (05)	APR				
2.	Workshop on New Pension System (NPS)	22.04.2021 To 23.04.2021 (02 days)	Vertical mix upto AO/SAO	Org.	No. of Trainees
				PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
IFAs (05)	APR				
3.	Course on Contract Management covering Conservancy and CHT Outsourcing Contract	28.04.2021 To 30.04.2021 (03 days)	Vertical mix upto AAO	Org.	No. of Trainees
				PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
IFAs (05)	APR				
4.	Course on Office communication Skill (Noting & Drafting)	05.05.2021 To 07.05.2021 (03 days)	Vertical mix upto AAO	Org.	No. of Trainees
				PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
IFAs (05)	APR				



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				Org.	No. of Trainees
5.	Course on Establishment and Administration, RTI Act & Grievance Redressal Mechanism (CPGRAMS)	10.05.2021 To 12.05.2021 (03 days)	Vertical mix up to AAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
6.	Course on working of Accounts Section including important provisions of Defence Account Code	19.05.2021 To 21.05.2021 (03 days)	Vertical mix up to AAO	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
7.	Course on Values, Ethics, Positivity and Integrity	27.05.2021 To 28.05.2021 (02 days)	Vertical mix up to AO/SAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
8.	Course for Auditors before DPC for promotion to Sr. Auditor	07.06.2021 To 18.06.2021 (10 days)	Auditors in promotion zone of SA	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR



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				Org.	No. of Trainees
9.	Course on Disciplinary proceedings and Legal System & procedures	23.06.2021 To 25.06.2021 (03 days)	Vertical mix upto Sr.Aud.	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
10.	Course on Taxation/GST & e-filing	01.07.2021 To 02.07.2021 (02 days)	Up to AAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
11.	Course for Auditors before DPC for promotion to Sr. Auditor	05.07.2021 To 16.07.2021 (10 days)	Auditors in promotion zone of SA	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
					APR
12.	Course for Superannuating officers/staff	19.07.2021 To 20.07.2021 (02 days)	Vertical mix upto AO/SAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	3
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR



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				Org.	No. of Trainees
13.	Orientation Course for Newly Promoted AOs	26.07.2021 To 30.07.2021 (05 days)	Newly Promoted AOs	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
14.	Course for Auditors before DPC for promotion to Sr. Auditor	02.08.2021 To 13.08.2021 (10 days)	Auditors in promotion zone of SA	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
15.	Training for MTS	23.08.2021 To 25.08.2021 (03 days)	MTS	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	3
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
16.	Induction course for newly recruited Auditors/Clerks followed by Confirmatory Test	06.09.2021 To 17.09.2021 (10 days)	Newly recruited Auditors/Clerks	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR



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Sl. No.	Course Name	Duration	Target Group	Org.	No. of Trainees
17.	Course on Disciplinary proceedings and Legal System & procedures	27.09.2021 To 01.10.2021 (05 days)	AAO to SAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
18.	DFMC (Army) :Tentative	04.10.2021 To 08.10.2021 (05 days)	For Army Officers of the Central Command.		
19.	Workshop on NPS	21.10.2021 To 22.10.2021 (02 days)	Vertical mix upto AAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
20.	DFMC (Air Force): Tentative	10.11.2021 To 12.11.2021 (03 days)	For Air Force Officers of the Central Air Command.		
21.	Course for Promoted Graduate Clerks-cum-Typists and Auditors promoted from Graduate MTS	17.11.2021 To 18.11.2021 (02 days)	Promoted Clerks and Auditors	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
22.	Course on Internal Audit & LAOs	24.11.2021 To 26.11.2021 (03 days)	Vertical mix upto AO/SAO	PCDA (P)	-
				PCDA (CC)	8
				PCDA (SWC)	8
				CDA Jabalpur	8
				CFA Kanpur	-
				CFA Jabalpur	-
				CFA Dehradun	-
				IFAs (05)	-



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23.	Course on Third Party Payment against Procurement of Goods & Services	06.12.2021 To 08.12.2021 (03 days)	Vertical mix upto AAO	<b>Org.</b>	<b>No. of Trainees</b>
				PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	3
				CFA Jabalpur	6
				CFA Dehradun	2
IFAs (05)	APR				
24.	Induction course for newly recruited Auditors/Clerks followed by Confirmatory Test	13.12.2021 To 24.12.2021 (10 days)	Newly recruited Auditors/Cle rks	<b>Org.</b>	<b>No. of Trainees</b>
				PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
25.	Course on AOGE & AAO BSO	10.01.2022 To 12.01.2022 (03 days)	Vertical mix upto AO/SAO	<b>Org.</b>	<b>No. of Trainees</b>
				PCDA (P)	-
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	5
				CFA Kanpur	-
				CFA Jabalpur	-
				CFA Dehradun	-
				IFAs (05)	-
Total	15				
26.	Course on Training of Trainers (ToT)	17.01.2022 To 19.01.2022 (03 days)	Vertical mix upto AO/SAO	<b>Org.</b>	<b>No. of Trainees</b>
				PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
IFAs (05)	APR				



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27.	<b>Course for superannuating Officers &amp; Staff</b>	24.01.2022 To 25.01.2022 (02 days)	Vertical mix upto AO/SAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
28.	<b>Course on Taxation/GST &amp; e-filing</b>	02.02.2022 To 04.02.2022 (03 days)	Vertical mix upto AO/SAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
29.	<b>In-Service Refresher/Re-orientation Training for AAOs</b>	14.02.2022 To 18.02.2022 (05 days)	AAOs with minimum 5 years service as AAO	PCDA (P)	APR
				PCDA (CC)	APR
				PCDA (SWC)	APR
				CDA Jabalpur	APR
				CFA Kanpur	APR
				CFA Jabalpur	APR
				CFA Dehradun	APR
				IFAs (05)	APR



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				Org.	No. of Trainees
30.	Course on Stress Management	03.03.2022 To 04.03.2022 (02 days)	Vertical mix upto SrAO /AO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
31.	Monthly Pay System of PAO (ORs) (DOLPHIN)	07.03.2022 To 11.03.2022 (05 days)	Vertical mix upto AAO	PCDA (P)	-
				PCDA (CC)	15
				PCDA (SWC)	-
				CDA Jabalpur	15
				CFA Kanpur	-
				CFA Jabalpur	-
				CFA Dehradun	-
				IFAs (05)	-
Total	30				
32.	Course on e-Governance with emphasis on e-payment, e-procurement/ e-tendering, GeM, e-audit, Access and Delivery of services, and Dissemination of information	14.03.2022 To 15.03.2022 (02 days)	Vertical mix upto AAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR
33.	Course on Office communication Skill (Noting & Drafting)	23.03.2022 To 25.03.2022 (03 days)	Vertical mix upto AAO	PCDA (P)	5
				PCDA (CC)	5
				PCDA (SWC)	5
				CDA Jabalpur	3
				CFA Kanpur	5
				CFA Jabalpur	6
				CFA Dehradun	2
				IFAs (05)	APR

  
(Samir Kumar)  
Sr. Accounts Officer (Trg.)  
O/o The CDA (RTC) Lucknow