

Annexure

Annual Calendar of In-house Training Programme 2021-22 in respect of the Office of the Sr. Dy.
Accountant General (A&E), Sikkim, Gangtok.

| Sl.No. | Name of the Course | Faculty | Duration/ Time | Name of Participants |
|--------|--|--------------------------------|--|---|
| 01 | 1.Calculation of Retirement benefits and uploading data through BHAVISHYA portal | Shri C. Nepal, AAO | 05.04.2021 to 07.04.2021 (4.00 PM to 5.00 PM | 1.Shri D. Ddungdung, Sr. Acctt 2.Shri B. K. Basnett, Sr. Acctt 3.Shri M.S. Negi, Canteen Clerk |
| 02 | Preparation of Finance and Appropriation Accounts | Shri Suraj Lama, AAO | 10.05.2021 to 12.05.2021 (4.00 PM to 5.00 PM | 1. Smt P. Bhutia, Sr. Acctt. 2. Shri N. Gajmer, Sr. Acctt. 3. Shri N.T. Dhoptapa, Sr. Acctt. |
| 03 | 1.Maintenance and implementation of Rosters 2.Preparation and conduct of DPC meetings | Shri H. S. Prasad, AAO | 14.06.2021 to 17.06.2021 (4.00 PM to 5.00 PM | 1.Shri Sanjeev Singh, AAO(ad-hoc) 2.Shri S.S. Bora, DEO 3.Shri Sumit, DEO |
| 04 | Procedure for feeding data in the VLC System and problems faced during data entry. | Shri G. Tamang, AAO | 13.09.2021 to 17.06.2021 (4.00 PM to 5.00 PM | 1.Shri Mangal Thami, C/T 2.Shri B.B. Manger, C/T |
| 05 | Generation of various report through VLC System. | Shri R.L. Biswakarma, Sr.AO | 15.11.2021 to 16.11.2021 (4.00 PM to 5.00 PM | 1. Shri B. Narjinary, Sr. Acctt 2.Shri Sanjay Singh, Sr. Acctt 3.Smt Nima Lepcha, Sr. Acctt. |
| 06 | Office procedure | Shri L.T. Bhutia, Sr. AO | 07.02.2022 to 09.02.2022 (4.00 PM to 5.00 PM | 1. Smt C.C. Bhutia, Sr. Acctt. 2. Ms. Richa, Jr. Translator 3. Shri Utsav Deb, C/T |


Sr.Accounts Officer/Admn.