

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), BIHAR, PATNA

Office OrderNo. Trg&Exam/online/2021-22/C-38

Date: 06.05.2021

OFFICE ORDER

Sub: Practical training to be imparted to the direct recruited Divisional Accountants reg.

Some amendments have been made in the order no. Trg&Exam/56-II/2020-21/C-356 dated 12.03.2021, due to Covid-19 Pandemic, and a fresh schedule is being issued as below. Training to 49 directly recruited Divisional Accountants will be imparted online through MS-Team from 10th May, 2021. All Concerned Sector's/ Section's Sr.A.O.s are directed to send the respective training material to Training & Exam.

TRAINING SCHEDULE FOR NEWLY APPOINTED DIVISIONAL ACCOUNTANTS (Prob) from 10th May, 2021 to 09th July, 2021			
SESSION 1: 10:00 AM TO 11:15 PM, SESSION 2: 11:45 AM TO 01:00 PM SESSION 3: 02:00 PM TO 03:15 PM, SESSION 4: 03:45 PM TO 05:00 PM			
DATE	SECTOR/SECTION	TOPIC	FACULTY
10-05-2021	AMG-I	Preparation of Audit Plan & Report Returns	Sr. A.O./HQ
11-05-2021	AMG-I	Processing of Draft para-DP Cell	Sr. A.O./DP Cell
12-05-2021	AMG-I	Working of Audit Committee	Sr. A.O./
13-05-2021	AMG-I	Working of Vetting Section	Sr. A.O./Veting
17-05-2021	AMG-II	Preparation of Audit Plan & Report Returns	Sr. A.O./HQ
18-05-2021	AMG-II	Processing of Draft para-DP Cell	Sr. A.O./DP Cell
19-05-2021	AMG-II	Working of Audit Committee	Sr. A.O./
20-05-2021	AMG-II	Working of Vetting Section	Sr. A.O./Veting
21-05-2021	AMG-II	Working of Vetting Section	Sr. A.O./Veting
24-05-2021	AMG-III	Preparation of Audit Plan & Report Returns	Sr. A.O./HQ
25-05-2021	AMG-III	Processing of Draft para-DP Cell	Sr. A.O./DP Cell
27-05-2021	AMG-III	Working of Audit Committee	Sr. A.O./
28-05-2021	AMG-III	Working of Vetting Section	Sr. A.O./Veting
31-05-2021	AMG-IV	Preparation of Audit Plan & Report Returns	Sr. A.O./HQ
01-06-2021	AMG-IV	Processing of Draft para-DP Cell	Sr. A.O./DP Cell
02-06-2021	AMG-IV	Working of Audit Committee	Sr. A.O./
03-06-2021	AMG-IV	Working of Vetting Section	Sr. A.O./Veting
04-06-2021	AMG-IV	Working of Vetting Section	Sr. A.O./Veting

07-06-2021	AMG-V	Audit of A/c of Urban Local Bodies, vetting of IRs of ULBs and other works of vetting section	Shri Shambhu P Gupta, Sr. A.O.
08-06-2021	AMG-V	Audit of A/c of PRI and vetting of IRs of PRIs	Shri Binod Kumar-2, Sr. A.O.
09-06-2021	AMG-V	Audit of works Divisions, vetting of IRs of works Divisions	Shri Satendra N Singh, Sr. A.O.
10-06-2021	AMG-V	Processing of Draft paras and different works of DP Cell	Shri Ranjan Kumar, Sr. A.O.
11-06-2021	AMG-V	Scrutiny of compliance report of outstanding paras, Settlement of outstanding paras and other works of Audit committee.	Shri Sanjay K Singh, Sr. A.O.
14-06-2021	ESTT.	Various Works related to Establishment section	Sr.A.O./A.A.O.(ESTT.
15-06-2021	GS/ES REPORT	Introduction to Sectional Work & Procedures reg.	Sr.A.O./A.A.O.(GS/ES REPORT)
16-06-2021	CLAIM-I	Settlement of Medical Claims, Preparation of salary Bill on PFMS	Sr.A.O./A.A.O.(CLAIM-I)
17-06-2021	AG(Sectt)	Work done by AG(Sectt)	Sr.A.O./A.A.O.(AG(Sectt)
18-06-2021	CC	Work done by Confidential cell	Sr.A.O./A.A.O.(CC)
21-06-2021	CLAIM-II	Passing of T.A. Bill, LTC etc	Sr.A.O./A.A.O.(CLAIM-II)
22-06-2021	DAG(ADMN) SECTT	Work done by DAG(Admn) Sectt	AAO(Adhoc) - DAG(admn) sectt.
23-06-2021	TRG&EXAM	Introduction to Various Departmental Trainings and Examination taken by Office of AG(Audit), Bihar	Sr.A.O./A.A.O.(TRG&EXAM)
24-06-2021	CASS CELL	Different Sectional Work	Sr.A.O./A.A.O.(CASS CELL)
25-06-2021	CLAIM-III	Different Claims settlements and procedures involved	Sr.A.O./A.A.O.(CLAIM-III)
28-06-2021	PPG	Introduction to Working Plan and procedures of PPG section	Sr.A.O./A.A.O.(PPG)

29-06-2021	GD	A brief introduction to work done by GD Section.	Sr.A.O./A.A.O.(GD)
30-06-2021	AMG-V REPORT	Reports regarding AMG-V	Sr.A.O./A.A.O.(AMG-V REPORT)
01-07-2021	CASH	Brief introduction to different Cash related works eg. Entry in Cashbook, Imprest Register, Preparation of Ibill, transit register etc.	Sr.A.O./A.A.O.(CASH)
02-07-2021	AMS	A brief introduction to various works performed by AMS Section	Sr.A.O./A.A.O.(AMS)
05-07-2021	WELFARE	A brief introduction to various works performed by Welfare Section.	Sr.A.O./A.A.O.(WELFARE)
06-07-2021	PA	A brief introduction to various works performed by Performance Audit Section	Sr.A.O./A.A.O.(PA)
07-07-2021	FAW	A brief introduction to various works performed by FAW.	Sr.A.O./A.A.O.(FAW)
08-07-2021	HINDI	A brief introduction to various works performed by Hindi Section	Sr.A.O./A.A.O.(HINDI)
09-07-2021	AMG-IV REPORT	Reports related to AMG-IV	Sr.A.O./A.A.O.(AMG-IV REPORT)

(Authority: Order of A. G. (Au) dated 06.05.2021)

Sd. /-

Deputy Accountant General

Admn

e-copy to

- 1. Sectt. Of A.G.(Au), Bihar**
- 2. Sectt. Of all D.A.G.s**
- 3. Office of the Pr. A.G.(A&E), Bihar**
- 4. Concerned whatsapp groups**

Sd. /-

Sr. Audit Officer

Trg&Exam