



OFFICE OF THE Pr. ACCOUNTANT GENERAL
(A&E), PUNJAB, SECTOR-17 E,
CHANDIGARH - 160017

No. Admn III/SAS Training/2021-22/38
Dated: 07.06.2021

OFFICE ORDER

The Competent Authority vide orders dated 07.06.2021 has nominated the following candidates for attending the preparatory training of papers of Information Technology (Theory and Practical) of SAS (PC-3 & 4) and Incentive (IE-3 & 4) Examination, 2021 commencing online with effect from 09.06.2021 to 14.06.2021 (for all candidates from Sr. No. 1 to 33) and from 15.06.2021 to 18.06.2021 (for two candidates namely Sh. Ajay Shivhare (Sr. No.-1) and Sh. Arjun Singh (Sr. No. 28) as per schedule attached:-

क्रमांक	कर्मचारी का नाम श्री/श्रीमती/सुश्री	पदनाम	अनुभाग
1.	अजय शिवहरे	व. लेखाकार	पी.आर.सी.
2.	राजेश कुमार मीना	लेखाकार	पी.ए.ओ.-एन.पी.एस.
3.	पियूष कुमार पाठक	लेखाकार	सी.एल.सी.
4.	दिगेंद्र राय मीना	व. लेखाकार	पेंशन-18
5.	अजय मीना	डी.ई.ओ.	सी.आर.टी.-1
6.	बृजपाल उपाध्याय	व. लेखाकार	सी.आर.टी.-1
7.	अतुल मदान	लेखाकार	व. प्रशासन
8.	नितीश पंवार	लेखाकार	पेंशन-2
9.	राहुल पांडे	लिपिक	पी.ए.ओ.-एन.पी.एस.
10.	दीशा	लिपिक	प्रशासन-3
11.	रवि कान्त शर्मा	लेखाकार	पेंशन-17
12.	विनोद कुमार सरोहा	लेखाकार	पेंशन-22
13.	मुकेश गोयल	डी.ए.ओ.-2	--
14.	रामअवतार मीना	लेखाकार	पेंशन-18
15.	बनवारी लाल मीना	लेखाकार	वर्क्स लेखा-1
16.	अदिति बरनवाल	लेखाकार	का. महालेखाकार (ले. व ह.) उत्तर प्रदेश, ईलाहाबाद-1 में प्रतिनियुक्ति पर
17.	संदीप राना	लेखाकार	सी.-2
18.	धनराज लावडिया	डी.ई.ओ.	पी.आर.सी.

19.	नमोनारायण सिंघल	लेखाकार	व. प्रशासन
20.	आलोक कंवत	लेखाकार	पेंशन-5
21.	पायलेट मीना	लेखाकार	यू.टी. कंपाइलेशन
22.	रेवन्ता राम	व. लेखाकार	पेंशन-19
23.	गौरव देशवाल	लिपिक	कॉरिस्पॉडेंस-2
24.	गुरदीप सिंह	लेखाकार	पेंशन- डिजिटलईजेसन
25.	नरेंदर सिंह	डी.इ.ओ.	चालू लेखा
26.	अमित कुमार	डी.इ.ओ.	पेंशन-21
27.	अजमेर सिंह	डी.ई.ओ.	पेंशन-17
28.	अर्जुन सिंह	व. लेखाकार	पेंशन-6
29.	विनोद	डी.ई.ओ.	पेंशन-यू.टी.
30.	अशोक कुमार	डी.ए.ओ.-2	--
31.	प्रदीप कुमार	डी.ए.	--
32.	महेश कुमार मीना (Incentive Examination)	डी.ए.ओ.-1	--
33.	शिव सिंह (Incentive Examination)	डी.ए.ओ.-1	--

- Note: - 1.** Training will be held online on the *Microsoft Teams App* and the timings will be as per the schedule.
- 2.** The candidates are hereby directed to download the *Microsoft Teams App* from the Play Store and be familer with it. The link of the online class will be sent to the candidates to their email IDs/Whatsapp Number provided by the candidates in their application form. If any candidate wishes to update his/her mobile number, he/she may contact Admn III Section.
- 3.** If any candidate does not attend the training properly, he/she will not be allowed to appear in SAS (Main) Examination, 2020 as the training is mandatory as per HQrs DO No. 179-Trng.Div/32-2012 dated 21.05.2014.
- 4.** The officials are directed to ensure their presence in their respective sections to attend the work pertaining to their seats during the training period except for the time of their online training as mentioned in the schedule.

Sd/-
Sr. Accounts Officer (Admn III)

Endst. No.: Admn III/SAS/Trg./2021-22/360-70

Dated: 07.06.2021

1. All Candidates
2. Concerned Sections

3. Admn-I
4. UT (Admn)
5. Works Admn (for information to the candidates from Sr. No. 13 and 30 to 33)
6. Training Cell
7. Office order file
8. Notice Board
9. IT Support Cell (for uploading through database)
10. Sr. AO (Computer Trg. Cell), O/o the Pr. AG (Audit) Haryana, Sector 33-B, Chandigarh- 160020 in reference to their letter No. Comp. Cell/AU/SAS/2021-22/13-15 dated 03.06.2021.
11. Sr. Accounts Officer (Admn), O/o the AG (A&E)-I Uttar Pradesh, Allahabad- 211001 for intimating Smt. Aditi Baranwal, Acctt (who is on deputation in that office).


Sr. Accounts Officer (Admn III)

OFFICE THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) HARYANA CHANDIGARH

Pre-examination training for the candidates of Information Technology (Theory) and (Practical) Exam for the SAS Group I and Incentive Examination (IE) - Assistant Accounts Officers/DAO-I/Sr. DAO in A&E offices.

(09-06-2021 to 11-06-2021 and 14-06-2021 to 18-06-2021) Online Mode

SESSION -I	10:00 A.M. - 11:15 A.M.	TEA-BREAK	11:15 A.M. - 11:30 A.M.
SESSION -II	11:30 A.M. - 12:45 P.M.	LUNCH BREAK	12:45 P.M. - 02:00 P.M.
SESSION -III	02:00 P.M. - 03:15 P.M.	TEA-BREAK	03:15 P.M. - 03:30 P.M.
SESSION-IV	03:30 P.M. - 04:45 P.M.		

Date	Session	Course Contents	Theory/ Practical	Faculty Sarvshri
09-06-2021	I	IT Control/General awareness about the National E-Governance Plan (NeGP)	Theory	Sh. Sandeep, AAO
	II	Creating and managing documents, Formatting a document, Customizing Options and Views for documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections.	Theory	Sh. Sarwan, AAO
	III	Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects, Inserting and formatting Charts, Managing and Sharing Documents: Managing Multiple Documents, Preparing Documents for Review, Applying Advanced formatting, Applying Advanced Styles, Mail Merge Operations.	Practical	Sh. Sarwan, AAO
	IV	Networking		Sh. Tushar (Sr. Auditor)
10-06-2021	I	Virus-Antivirus /Firewall /Encryptions/Security	Theory	Sh. Tushar (Sr. Auditor)
	II	-do-		
	III	MS PowerPoint	Theory	Sh. Krishan Kumar Auditor
	IV	MS PowerPoint	Practical	Sh. Krishankumar Auditor
11-06-2021	I, II, III	MS Access-Table Structure design, Primary Key, Foreign Key, Modifying the design, working with DATA, Filter & Forms	Theory/ Practical	Sh Sarwan, A.A.O.
				Sh Sarwan, A.A.O.
				Sh Sarwan, A.A.O.
	IV	MS Access Exercises	Practical	Sh Sarwan, A.A.O.
14-06-2021	I	Basic concepts of Database management	Theory	Anupamdeep, AAO
	II	Operating System, Types of OS, Application/System Software, Basics of Unix and Windows and other Operating Systems. Advantages of open source OS like Linux, Networks OS.	Theory	
	III	Introduction to M S Excel, Columns, Rows, Cell, Navigation in an excel sheet, MS Excel-Formulas (Addition, Subtraction, Multiplication, Average, Max, Min, Percentage)	Practical	Sh. SarwanAAO
	IV	Other excel formulas i.e. And, If and Or functions, Graph and Charts, Look Up Data With Functions, Applying Advanced Date and Time Functions, Creating Advanced Chart Elements, Creating and Managing Pivot Tables.		

Date	Session	Course Contents	Theory/ Practical	Faculty Sarvshri
15-06-2021	I	II Control/General awareness about the National E-Governance Plan (NeGP)	Theory	Sh. Sandeep. AAO
	II	Creating and managing documents, Formatting a document, Customizing Options and Views for documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections.	Theory	Sh. Sarwan. AAO
	III	Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects, Inserting and formatting Charts, Managing and Sharing Documents: Managing Multiple Documents, Preparing Documents for Review, Applying Advanced formatting, Applying Advanced Styles, Mail Merge Operations.	Practical	Sh. Sarwan. AAO
	IV	Networking		Sh. Tushar (Sr Auditor)
16-06-2021	I	Virus-Antivirus /Firewall /Encryptions/Security	Theory	Sh. Tushar (Sr. Auditor)
	II	-do-		
	III	MS PowerPoint	Theory	Sh. Krishan Kumar Auditor
	IV	MS PowerPoint	Practical	Sh. Krishankumar Auditor
17-06-2021	I II, III	MS Access-Table Structure design: Primary Key, Foreign Key, Modifying the design, working with DATA, Filter & Forms	Theory/ Practical	Sh Sarwan, A.A.O.
				Sh Sarwan, A.A.O.
				Sh Sarwan, A.A.O.
	IV	MS Access Exercises	Practical	Sh Sarwan, A.A.O.
18-06-2021	I	Basic concepts of Database management	Theory	Anupamdeep. AAO
	II	Operating System, Types of OS, Application/System Software, Basics of Unix and Windows and other Operating Systems. Advantages of open source OS like Linux, Networks OS.	Theory	
	III	Introduction to M S Excel, Columns, Rows, Cell, Navigation in an excel sheet, MS Excel-Formulas (Addition, Subtraction, Multiplication, Average, Max, Min, Percentage)	Practical	Sh. SarwanAAO
	IV	Other excel formulas i.e. And, If and Or functions, Graph and Charts, Look Up Data With Functions, Applying Advanced Date and Time Functions, Creating Advanced Chart Elements, Creating and Managing Pivot Tables.		

AP
1-6-21
Sd. A.O.
(Computer Tg)

99/1/6/21
Deputy Accountant Genr
(Admn. & Trainin)