

**OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II,
UTTAR PRADESH, PRAYAGRAJ**

No. AE-II/03/WM-I/Gr.III/177/Vol.I/806

Dated: 23-12-2021

Office Order

Headquarters office vide circular dated 05.11.2018 had circulated copies of revised Recruitment Rules to the posts of Divisional Accounts Officer Grade-II and Divisional Accounts Officer Grade-I. As per Column 11 of the Schedule of the revised Recruitment Rules to the post of DAO Grade-II, the eligibility criteria for promotion to this post is Divisional Accountant in level 6 of pay matrix with five years regular service in the grade and having successfully completed two weeks of training as prescribed by the Department.

In compliance of the above, a two week mandatory training of officials mentioned in Annexure-I is being organised online by this office w.e.f. 10.01.2022 to 22.01.2022 through 'Microsoft Teams Application/Software'. A copy of training programme is annexed herewith as Annexure-II. The online virtual training guidelines for trainees are annexed herewith as Annexure-III and hyperlink to join the training sessions is given in Annexure-IV.

The promotion of trainees in next higher grade will be considered only after successful completion of the training, as such, the attendance of trainees in the aforesaid training is mandatory and no exemption will be granted to any official on any ground.

Senior Deputy Accountant General/ DACC

No. AE-II/03/WM-I/Gr.III/177/Vol.I/944-947

of date

Copy forwarded to the following for information and necessary action:

1. Secretary to Accountant General, Office of the A.G. (A&E)-II, U.P., Prayagraj.
2. Senior Accounts Officer/Computer Cell, Office of the A.G. (A&E)-I, U.P., Prayagraj with the request to upload the Office Order along with annexure on official website.
3. Concerned Divisional Accountant through office website with the direction to intimate their Whatsapp number to this office on mobile no. 8948908781 latest by 31.12.2021 to create a Whatsapp group to facilitate the above mandatory training.
4. All concerned Executive Engineers, through office website, with the request to spare the nominated officials for said mandatory training.

Sr. Accounts Officer (WM-I)

Annexure-I

List of trainees

Sl. No.	Name	Personal Number	Designation
1.	NISHANT PANT	1516	DIVISIONAL ACCOUNTANT
2.	MANISH KUMAR TIWARI	1545	DIVISIONAL ACCOUNTANT
3.	SATYAM GUPTA	1503	DIVISIONAL ACCOUNTANT
4.	NITISH KUMAR	1586	DIVISIONAL ACCOUNTANT
5.	RAJESH KUMAR KHANDELWAL	1508	DIVISIONAL ACCOUNTANT
6.	PRABHAT KUMAR AGRAWAL	1504	DIVISIONAL ACCOUNTANT
7.	ASHUTOSH DUBEY	1523	DIVISIONAL ACCOUNTANT
8.	SHUBHAM BHATIA	1535	DIVISIONAL ACCOUNTANT
9.	SHUBHANSU MISHRA	1512	DIVISIONAL ACCOUNTANT
10.	AMIT KUMAR	1546	DIVISIONAL ACCOUNTANT
11.	VIVEK KUMAR SRIVASTAVA	1509	DIVISIONAL ACCOUNTANT
12.	KRISHAN SHARMA	1537	DIVISIONAL ACCOUNTANT
13.	ADITYA SWAROOP	1547	DIVISIONAL ACCOUNTANT
14.	ANUJ TIWARI	1533	DIVISIONAL ACCOUNTANT
15.	DEEPAK BANSAL	1531	DIVISIONAL ACCOUNTANT
16.	ABHISHEK SRIVASTAVA	1532	DIVISIONAL ACCOUNTANT
17.	RAMANUJ SHARMA	1562	DIVISIONAL ACCOUNTANT
18.	SACHIN PRATAP	1528	DIVISIONAL ACCOUNTANT
19.	SURENDRA PRATAP SINGH	1520	DIVISIONAL ACCOUNTANT
20.	AMAN VERMA	1529	DIVISIONAL ACCOUNTANT
21.	GHANSHYAM CHAUDHARY	1507	DIVISIONAL ACCOUNTANT
22.	AMBRISH YADAV	1548	DIVISIONAL ACCOUNTANT
23.	DEOKI NANDAN VISHWAKARMA	1505	DIVISIONAL ACCOUNTANT
24.	UPENDRA KUMAR CHAUDHARY	1527	DIVISIONAL ACCOUNTANT
25.	HARISH KUMAR BHARTI	1501	DIVISIONAL ACCOUNTANT
26.	ARVIND KUMAR	1513	DIVISIONAL ACCOUNTANT
27.	MS. RUCHI SINGH	1502	DIVISIONAL ACCOUNTANT
28.	GIRRAJ PRASAD MEENA	1539	DIVISIONAL ACCOUNTANT
29.	SHIV RAM MEENA	1542	DIVISIONAL ACCOUNTANT
30.	PINTU RAM MEENA	1521	DIVISIONAL ACCOUNTANT
31.	JITENDRA SINGH MEENA	1536	DIVISIONAL ACCOUNTANT
32.	RANGLAL MEENA	1526	DIVISIONAL ACCOUNTANT
33.	SHIV KUMAR VERMA	1538	DIVISIONAL ACCOUNTANT
34.	AKHILESH KUMAR	1540	DIVISIONAL ACCOUNTANT
35.	RAVINDRA KUMAR GAUTAM	1541	DIVISIONAL ACCOUNTANT

36.	ANKIT CHOPRA	1543	DIVISIONAL ACCOUNTANT
37.	SUNIL KUMAR PANDEY	1589	DIVISIONAL ACCOUNTANT
38.	RAHUL VERMA	1606	DIVISIONAL ACCOUNTANT
39.	NEERAJ BHATIA	1585	DIVISIONAL ACCOUNTANT
40.	PARAMJEET	1605	DIVISIONAL ACCOUNTANT
41.	GAURAV SINGH	1553	DIVISIONAL ACCOUNTANT
42.	TUSHAR SRIVASTAVA	1602	DIVISIONAL ACCOUNTANT
43.	ARPIT SHUKLA	1554	DIVISIONAL ACCOUNTANT
44.	DEEPANKAR KUMAR SHARMA	1583	DIVISIONAL ACCOUNTANT
45.	RAJNISH TRIPATHI	1555	DIVISIONAL ACCOUNTANT
46.	PRANAV KUMAR PARASHAR	1571	DIVISIONAL ACCOUNTANT
47.	GULAM SABIR	1558	DIVISIONAL ACCOUNTANT
48.	MS. YASHMIN	1574	DIVISIONAL ACCOUNTANT
49.	MS. NEHA SINGH	1559	DIVISIONAL ACCOUNTANT
50.	ATUL KUMAR UPADHYAY	1561	DIVISIONAL ACCOUNTANT
51.	SHIVAM PURWAR	1579	DIVISIONAL ACCOUNTANT
52.	ABHISHEK PANDEY	1580	DIVISIONAL ACCOUNTANT
53.	SHAILJA GUPTA	1572	DIVISIONAL ACCOUNTANT
54.	ASHISH PRATAP SINGH	1560	DIVISIONAL ACCOUNTANT
55.	MS. PRAGATI PATEL	1581	DIVISIONAL ACCOUNTANT
56.	PRAVEEN KUMAR SINGH	1569	DIVISIONAL ACCOUNTANT
57.	ANAND SWAROOP YADAV	1556	DIVISIONAL ACCOUNTANT
58.	SHYAM MILAN RAJPOOT	1573	DIVISIONAL ACCOUNTANT
59.	PRAVEEN KUMAR	1578	DIVISIONAL ACCOUNTANT
60.	DEVENDRA GAUTAM	1576	DIVISIONAL ACCOUNTANT
61.	RUDRA PRATAP SINGH RAWAT	1577	DIVISIONAL ACCOUNTANT
62.	SACHIN KUMAR VERMA	1557	DIVISIONAL ACCOUNTANT


 22-12-21
Sr. Accounts Officer (WM-I)

Annexure-II

COURSE MODULE FOR TRAINING OF DIVISIONAL ACCOUNTANT

DATE	SESSION	TOPICS PROPOSED TO BE COVERED
10.01.2022	Session-I	Inauguration
	Session-II	Introduction & Ethical standards
	Session-III	Duties and Responsibilities of Divisional Accountant cadre
	Session-IV	Classification of transaction (P.W. Theory) Cash Book (P.W. Theory)
11.01.2022	Session-I	Measurement of work – case study, initial records, maintenance of measurement book
	Session-II	-do-
	Session-III	Entitlements of Divisional Accountant cadre (Leave, Pay fixation, LTC, JT etc.)
	Session-IV	Entitlements of Divisional Accountant cadre (Leave, Pay fixation, LTC, JT etc.)
12.01.2022	Session-I	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project
	Session-II	Computerization of PW Accounts, e-tendering etc.
	Session-III	Dealing with arbitration cases
	Session-IV	Dealing with arbitration cases (Case study)
13.01.2022	Session-I	Advance payment and Secured Advance (P.W. Theory)
	Session-II	Sale & Transfer of Tool & Plants and Maintenance of Tools & Plant Ledger
	Session-III	Works Abstract (P.W. Theory)
	Session-IV	Transfer Entries (P.W. Theory)
14.01.2022	Session-I	Procedure for preparation of Schedule of Work Expenditure (P.W. Theory)
	Session-II	Stock Account
	Session-III	Deposits and its part
	Session-IV	Contract Management
17.01.2022	Session-I	GST – Specific to PWD, RES, Irrigation Divisions
	Session-II	GST – Specific to PWD, RES, Irrigation Divisions
	Session-III	Retirement benefits
	Session-IV	APAR & Property Return
18.01.2022	Session-I	Contractor's Bill (P.W. Theory)
	Session-II	Contractor's Ledger (P.W. Theory)
	Session-III	Material at Site Account and Accounting Procedure
	Session-IV	Preparation of Monthly Account (P.W. Theory)
19.01.2022	Session-I	Works Audit – Specific to PWD, RES, Irrigation Divisions
	Session-II	Works Audit (Case study)
	Session-III	Expectations from DAOs/DAs and Vice-Versa: A discussion with Executive Engineer/S.E.
	Session-IV	-do-

20.01.2022	Session-I	Monthly Accounts – Shortcoming and Lapses, Do's & Don'ts
	Session-II	CCS (Conduct) Rules, 1964
	Session-III	CCS (CCA) Rules, 1965 and case studies on complaint cases
	Session-IV	-do-
21.01.2022	Session-I	Assessment Test
	Session-II	
	Session-III	Valediction
	Session-IV	

Ist Session: 10:15 AM to 11:30 AM

IInd Session: 11:45 AM to 01:00 PM

IIIrd Session: 02:15 PM to 03:30 PM

IVth Session: 03:45 PM to 05:00 PM


22-1-21

Sr. Accounts Officer (WM-I)

Annexure-III

Online Virtual Training Guidelines for Trainees

1. Online training will be conducted through '**Microsoft Teams Application/Software**'.
2. Trainees should download/install '**Microsoft Teams Application/Software**' on their laptop or desktop computer equipped with microphone and webcam or on their smartphone or a tablet.
3. A laptop or desktop computer would be preferable to use instead of a mobile phone. Training accessed on a mobile phone may be interrupted by phone calls and other notifications.
4. Trainees should ensure that they attend the training sessions in a silent place where they shall not be disturbed.
5. Trainees should ensure that they have reliable high-speed internet connectivity and sufficient data pack to avoid any inconvenience.
6. Hyperlink to join the training sessions is given in Annexure-IV. However, if feasible, the said hyperlink will also be sent to the trainees through SMS or through e-mail or on their WhatsApp.
7. Trainees who wish to use their laptop/desktop computer, they can type the hyperlink in the Internet Browser, i.e. Chrome, Firefox or Edge browsers.
8. All trainees should join the training sessions through hyperlink and logon with their name followed by personal number at least 10 minutes before the start of the training session.
9. While the training is in progress, trainees should ensure that their microphones are turned off.
10. When asking questions or raising queries or participating in discussion, trainee should use the '**raise hand**' icon to indicate to the faculty and await the faculty's permission. Before speaking, he should ensure that his/her camera and microphone are enabled. Trainees should look at the camera while speaking.
11. Online assessment test will be of Multiple Choice Questions.
12. In the test module, all trainees should fill his/her relevant data, i.e. e-mail address, mobile number, name, designation & personal number. After filling all the required data, trainees need to click on '**Next**' button to proceed to the Test. Trainees will be allotted one hour to complete their tests. After attempting all the questions, the trainee has to click the '**Submit**' button. Alternatively, application will close itself in given time frame.
13. If a trainee is not found to be present online for a large part of a session, he/she would be deemed to be absent from the particular session.
14. The online virtual training should be attended with the same decorum as is expected in regular classroom training. Therefore, any indiscipline or misbehaviour during training sessions would be treated as violation of CCS (Conduct) Rules, 1964.


22/12/24
Sr. Accounts Officer (WM-I)

Annexure-IV

Hyperlink for online virtual training of Divisional Accountant

Sl. No.	Sessions	Hyperlink
1.	All sessions	https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDJkN2UzZmQtM2RINy00YmM0LTg2NDUtMDY3YzVIYTY5ZmU0%40thread.v2/0?context=%7b%22Tid%22%3a%2211f913f7-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%2204dd92ce-a7a6-49c7-a000-fd70f6984159%22%7d


Sr. Accounts Officer (WM-I)