



सत्यमेव जयते

कार्यालयप्रधानमहालेखाकार (लेखाएवंहक), पश्चिमबंगाल
ट्रेजरीबिल्डिंग्स, 2, गवर्नमेंटप्लेस, वेस्ट, कोलकाता-700001

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, 2, GOVERNMENT PLACE WEST, KOLKATA- 700001



लोकहितार्थं सत्यमिदम्
Dedicated to Truth in Public Interest

No.:PAGAEWB/03/57/31/WM/DA Appt/Trng/Vol-III/22-23/29

Dated: 26.05.2022

Office Order

The newly appointed 4 (four) Divisional Accountant (Probationer), whose names are furnished below, are instructed to follow the timeline for theoretical cum practical training in Divisions as depicted in Annexure-I to make up the shortfall of their mandatory training.

1. Shri Shivam Tiwari
2. Shri Deepanjan Bhattacharjee
3. Smt Chitra Biswas
4. Shri Maemae Lhouvum

The Divisional Accounts Officers/Divisional Accountants posted in the concerned divisions are requested to give overall theoretical cum practical idea on the topics mentioned in Annexure-I. On completion of the training of the probationers, a training completion certificate alongwith attendance sheet of each of the trainee should be sent to this office through e-mail at sahap.wbl.ae@cag.gov.in by the respective Divisional Accounts officer/ Divisional Accountant under the attestation of the Divisional Officer.

During the period of training, attendance is compulsory for the full period of training and ~~any unauthorized absence from the training will be viewed seriously by the authority.~~ Officials selected for the training should note that no leave will be sanctioned during the training period without prior approval of competent authority.

The salary of the Divisional Accountant (Probationer) during the training period will be paid by this office.

The officials, who have nominated for Regional Language (Bengali) Training at this office, shall have to attend the same from 20.06.2022 to 24.06.2022 (copy of the order enclosed).

The Divisional Officers are requested to extend their co-operation to the trainees ensuring adherence to the prevailing guidelines of social distancing under COVID-19.

T. Jana

Sr. Deputy Accountant General (A/cs, VLC & CISO)

Copy forwarded for information and necessary action to:

1. Secretary to Pr. A.G. (A&E), W.B.
2. P.A. to D.A.G. (Admn.)
3. P.A. to D.A.G. (A/cs & VLC)
4. Branch Officer – Admn. I, II/ IAD
5. Uploading seat of ITSC (sumank.wbl.ae@cag.gov.in, itsc-agac-wb@nic)
6. Personal File..
7. The concerned Divisional Officers/Executive Engineers through e-mail.
8. All concerned DAOs/Sr. DAOs through e-mail.
9. All the Divisional Accountants (Probationers) through e-mail.
10. Admn. Hindi Cell for Hindi version of the order.



Sr. Accounts Officer/W.M.

Annexure-I

Sl. no.	Period	Name of the DAO with designation	Name of the division with address	Topics for theoretical cum practical training programme
1	01.06.2022 to 15.06.2022	Pradip Kumar Senapati, Sr. DAO	Resource Division, PHE, 1st Floor, C.I.T Annex Buildg., P-16 India Exchange Place Extn., Kol-700073.	a) Relation among Division, PAO/ Treasury and O/o the Pr. AG (A&E) b) Govt. Accounts c) Allocation between Capital and Revenue Expenditure d) Transfer Entries e) Monthly Accounts
2	16.06.2022 to 06.07.2022	Kaushik Roy, Sr. DAO	Hoogly Const. Division, PWD, Chawk Bazar, P.O.+Dist.- Hoogly, Pin-712103	a) Advances b) Contractor's Bills c) Contractor's Ledger d) Measurement Book and Muster Roll e) Cash Book f) Works Abstract
3	07.07.2022 to 22.07.2022	Shri Arup Kumar Dutta, DAO-I	Alipur Division, PWD, Bhabani Bhaban, New Building, 1st floor, Alipur, Kol-700027.	a) Different types of public works b) CPWA Code c) Procurement d) Different stages of Tender process and responsibility of DA/DAO
4.	25.07.2022 to 18.08.2022	Shri Samrat Mukherjee, DAO-II	Bidhannagar Electrical Division PWD, Purta Bhaban, 1st Floor, Room No.-108. Sec.-I, Salt Lake, Kolkata-91.	a) West Bengal Treasury Rules b) West Bengal Financial Rules c) West Bengal Service Rules d) DCRB 1971 e) GPF Rules f) Income Tax and GST (application of rules in everyday work in a division in IFMS/HRMS platform)
5.	22.08.2022 to 30.08.2022	Shri Atikram Basu, DAO-II	South Kolkata Health Electrical Division, PWD, 75, Diamond Harbour Road, Kolkata-700023	a) Role of a DA at the time of Govt. Audit and preparation of Audit replies b) Noting and drafting
6	31.08.2022			Report at Headquarters


Sr. Accounts Officer/WM

**Office of the Pr. Accountant-General (A&E), West Bengal,
Treasury Buildings, Kolkata-700 001.**

Order No. PAGEWB/02/06/13/2022-23/18

Date: 25.05.2022

In accordance with the Annual Calendar of In-house Training Programmes for 2022-23, the course at Sl. No. 13 under non-EDP segment will be held as per detailed programme schedules appended hereto as **Annexure 'A'**.

The officials named in **Annexure 'B'** to this order have been selected as participants for this course.

It is mandatory for all officials selected as trainees to attend the course(s) regularly. The leave-sanctioning authority concerned must follow the orders of the Pr. Accountant-General as specified in the Circular order bearing No.Trg./Genl./25/114 dated 19.01.2006 while sanctioning leave of any kind to any official selected to be a participant in any In-house training course for the whole or any part of the period of training for which he/she has been selected. Attending the programme is compulsory for all selected officials and they must be punctual in attendance and sign the Attendance Register. Each member of the faculty is also requested to record his/her attendance for each of the sessions allotted to him/her in a separate register.

The members of the faculty are also requested to provide, wherever necessary, the participants with a handout on the subject/topic with a copy thereof being made available to the Training Section. The Departmental Training Committee has decided that all lecturers/instructors must fulfill this requirement for the benefit of the participants. **The training sessions are to be interactive in nature, and therefore, the lecturer is to adopt a participative method and resort to practical examples and problem-solving exercises as often as deemed necessary.**

Each participant is also required to submit a written feed-back by filling in the 'Course Evaluation Form' to be provided by the Training Section.

Group Officers concerned are requested to make the services of selected instructors/ lecturers if chosen from the office/ department and of participants available on the specified date(s) and for the duration of the session(s) or of the course, as the case may be.

Hindi version follows.



(Tanmay Jana)

Sr. Deputy Accountant-General (Admn.)

Copy forwarded to:

1. Secretary to the P: A-G;
2. PA to Sr. DAG (Admn);
3. PA to Sr. DAG (A/cs & VLC)
4. PA to Sr. DAG (Fund);
5. PA to Sr. DAG (Pension);
6. Sr. AO (Welfare);
7. IAO
8. Sr. A.O. (Admn.I);
9. Sr. A.O. (Admn. II & III)
10. Sr. A.O. (Pen-coord);
11. Sr. A.O. (FM)
12. Sr. A.O. (AM)
13. Sr. A.O. (WM) – with the request to intimate all the officials selected for the training programme from Divisional Accountant Cadre.
14. Hindi Officer/Hindi Cell for Hindi rendition of these orders and annexure thereto;
15. Member of the faculty named in Annexure 'A';
16. All participants named in Annexure 'B'.

Mi 25/05/2022
(A.Pal)

Sr. Accounts Officer (Training)

Annexure – A

COTP No. 13 (Non-EDP): Course on Regional Language (Bengali).

Period: 20.06.2022 to 24.06.2022 (Full day)

Venue: Training Hall (2nd Floor)

Date	Forenoon Session – I & II(11-00 AM to 12-15 PM & 12.30 PM to 1.45 PM)	Session – III & IV(2-30 PM to 3.45 PM & 4.00 PM to 5-15 PM)
20.06.2022	Alphabets & words in Bengali and conversion in Hindi/English for interpretation	Alphabets & words in Bengali and conversion in Hindi/English for interpretation.
21.06.2022	Grammar and formation of sentence. Tense and correction of errors.	Development of ideas on communication
22.06.2022	Grammar and formation of sentence. Tense and correction of errors.	Paragraph writing and reading.
23.06.2022	Letter writing including official matters	Dialogue on official matters with narration
24.06.2022	Translation and Re-translation	Test and Valediction
FACULTY		SRIJITA NAG, AAO (ADEOC)

Annexure-“B”

Sl.	Name S/Shri/Smt:	Designation	Section to which attached
1	Arijit Singh	C/T	Pension Library
2	Jobby Justin	C/T	Deposit A/Cs
3	Brijesh Yadav	Accountant	PH A/Cs
4	Parvinder Khatri	DA (P)	Works Miscellaneous
5	Shiv Kumar Chhetri	DA (P)	Works Miscellaneous
6	Honey Prakash	DA (P)	Works Miscellaneous
7	Niraj Kumar	DA (P)	Works Miscellaneous
8	Om Prakash	DA (P)	Works Miscellaneous
9	Samrendra Verma	DA (P)	Works Miscellaneous
10	Ajit Palsania	DA (P)	Works Miscellaneous
11	Thati Ajay Babu	DA (P)	Works Miscellaneous
12	Abhay Kumar	DA (P)	Works Miscellaneous
13	Abhay Singh Tomar	DA (P)	Works Miscellaneous
14	Satish Kumar Gupta	DA (P)	Works Miscellaneous
15	Chandan Sharma	DA (P)	Works Miscellaneous
16	Aftab Hussain	DA (P)	Works Miscellaneous
17	Deepanjan Bhattacharjee	DA (P)	Works Miscellaneous
18	Ravi Shankar Kumar	DA (P)	Works Miscellaneous
19	Shivam Tiwari	DA (P)	Works Miscellaneous
20	Prince Kumar	DA (P)	Works Miscellaneous
21	Keshav Layek	DA (P)	Works Miscellaneous
22	Ankit Raj	DA (P)	Works Miscellaneous
23	Shubham Malviya	DA (P)	Works Miscellaneous
24	Maemae Lhouvum	DA (P)	Works Miscellaneous
25	Mukhtar Khan	DA (P)	Works Miscellaneous