



कार्यालयप्रधानमहालेखाकार (लेखाएवंहक), पश्चिमबंगाल
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस, वेस्ट, कोलकाता-700 001
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, 2, GOVERNMENT PLACE WEST, KOLKATA- 700 001



No.: PAGAEWB/03/57/19WM/Q-55(G)/Vol. VIII/Trng/ 22-23/103

Dated: 25.08.2022

Office Order

Enclosed please find Office Order No. PAGAEWB/02/06/01/2022-23/36 dated 22.08.2022 of Training Section of this office relating to "Online Mandatory In-House Training for Divisional Accounts Officer, Grade-II for promotion to the post of Divisional Accounts Officer, Grade-I" (through MS-Team) to be held from 05.09.2022 to 16.09.2022 (10 days) (11:00 AM to 5:15 PM) as per scheduled programme appended in Annexure – 'A' with the order.

The list of selected participants is also enclosed in Annexure – 'B' of the above order.

All concerned Executive Engineer/ Divisional Officers and Secretary, HRBC are requested to spare the faculty members named in Annexure 'A' and participants named in Annexure 'B' on the date and time mentioned in the said order.

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

No.: PAGAEWB/03/57/19WM/Q-55(G)/Vol. VIII/Trng/ 22-23/736-746 Dated: 23.08.2022

Copy forwarded for information and necessary action to:

1. The Secretary to Principal Accountant General (A&E), West Bengal
2. The Sr. Secretary/ Stenographers Grade-I (Admn)
3. The Sr. Private Secretary to Sr. D.A.G (A/cs, VLC & CISO)
4. Branch Officer- Admn I/ II/ III/ IAD
5. Uploading Seat of ITSC (sumank.wbl.ae@cag.gov.in, itsc-agae-wb@nic)
6. The concerned Divisional Officers/ Executive Engineers through e-mail
7. The Secretary, HRBC through e-mail
8. The concerned DAOs/Sr. DAOs through e-mail
9. All the Divisional Accounts Officer, Grade-II through e-mail
10. Admn. Hindi Cell for Hindi version of the order
11. Personal file

[Signature]
Sr. Accounts Officer/ WM

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

Order No. PAGEWB/02/06/01/2022-23/36

Date:22.08.2022

The **“Online Mandatory In-house Training for DAO-Gr-II for promotion to the post of DAO-Gr-I” (through MS-Team)** will be conducted as per the scheduled programme framed by the Head Quarters Office appended hereto in 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 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 submit the Attendance Form for which the link will be provided during the training session (s). Each member of the faculty is also requested to record his/her attendance for each of the sessions allotted to him/her through the link.

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 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 and also to submit online feed back for which the link will also be provided.

The participants will be assigned work related to the topics for which they are being trained. Their performance therein may a ground for their work assessment.

Group Officers concerned are requested to make the services 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.


Sr. Deputy Accountant-General (Admn.)

Copy forwarded to:

1. Secretary to the Pr. 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. AO. (WM) – With the request to intimate all the trainees and the faculty members under the control of the WM Section.
14. AAO/Hindi Cell for Hindi rendition of these orders and annexure thereto;
15. All participants named in Annexure 'B'.
16. Members of the faculty named in Annexure 'A';

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22/8/22

Senior Accounts Officer (training)

(Programme Schedule/Module)

Mandatory Training programme of DAO-II for promotion to the post of DAO-I.

Date & Time	1st Session (11 AM to 12.15 PM)	2nd Session (12.30 PM to 1.45 PM)	3rd Session (2.30 PM to 3.45 PM)	4th Session (4 PM to 5.15 PM)
05.09.22	Constitutional provisions on CAG-Article 148- 151	Constitutional provisions on CAG- Article 148-151	Introductory- Role of Divisional Accounts Officers in P. W. Divisions and Departmental Hierarchy:-	Contract Management
Faculty	Shri Partha Saha, Sr. AO		Shri Tapas Roy, DAO-I	Shri Pradip Kr. Senapati, Sr. DAO
06.09.22	Role of Divisional Accountant at the time of Government Audit, Preparation of Audit Replies.	Discussion on Audit Observations relating to Works Audit	GFR-2017	GFR-2017
Faculty	Shri Bikash Chandra Chanda, Sr. DAO		Shri Supriya Biswas, Sr. AO	
07.09.22	CVC guidelines on tendering process & award of contracts including negotiation/post tender negotiation & tender conditions etc. Discussion of practical cases/case Laws	Introduction to Competition Commission of India How to detect collusion/cartel formation of tenders-what are the red flags Case Study	General awareness on Finance & Appropriation Accounts-	General awareness on Finance & Appropriation Accounts-
Faculty	Shri Anal Nag. Sr. DAO	Shri Pradip Kr. Senapati, Sr.DAO	Shri Krishna Chandra Kundu, AAO	
08.09.22	WBTR	WBTR	Basic knowledge on GST and its implications in contracts	Basic knowledge on GST and its implications in contracts
Faculty	Shri Rudranil Das, AAO		Shri Pradip Kr. Senapati, Sr. DAO	
09.09.22	DCRB rules	DCRB rules	Drafting in different occasions.	Drafting in different occasions.
Faculty	Shri Debasis Roy, AAO		Shri Sujit Kumar Sen, Sr. AO	
12.09.22	Ethics and Etiquette An overview of CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 in guiding official and personal conduct. General Administrative Rules (Do's and Don'ts)	Ethics and Etiquette An overview of CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 in guiding official and personal conduct. General Administrative Rules (Do's and Don'ts)	Different types of Revenue and its accounting in GRIPS.	Different types of Revenue and its accounting in GRIPS.
Faculty	Shri Alakendu Pradhan, AAO		Shri Srijib Kundu, Sr. DAO	

Date & Time	1st Session (11 AM to 12.15 PM)	2nd Session (12.30 PM to 1.45 PM)	3rd Session (2.30 PM to 3.45 PM)	4th Session (4 PM to 5.15 PM)
13.09.22	FRSR-Definitions, Pay Rules CCS (Leave)Rules 1972	FRSR-Definitions, Pay Rules CCS (Leave)Rules 1972	Budget and budgetary provisions for works, Reconciliation of accounts ,supplementary grants, appropriation and re-appropriations	Budget and budgetary provisions for works, Reconciliation of accounts ,supplementary grants, appropriation and re-appropriations
Faculty	Shri Arup Kr. Dutta, DAO-I		Shri Anal Nag, DAO-I	
14.09.22	Contract Act, 1872 Arbitration and Conciliation Act, 1996	Contract Act, 1872 Arbitration and Conciliation Act, 1996	Discussion of terms, annual financial turnover: Financial statements- Profit & Loss Accounts, Balance Sheet: Bids, Final Bids, Technical Bids: Bidding capacity: Works done.	Discussion of terms, annual financial turnover: Financial statements- Profit & Loss Accounts, Balance Sheet: Bids, Final Bids, Technical Bids: Bidding capacity: Works done.
Faculty	Shri Pradip Kr. Senapati, Sr DAO		Shri Debasish Pahari, Sr. DAO	
15.09.22	Communication and Motivation/Soft Skills/ Team-Building/Site Visit (With Role Play/Exercises / Group activities)	Communication and Motivation/Soft Skills/ Team-Building/Site Visit (With Role Play/Exercises / Group activities)	Basic knowledge on Income Tax and its implications in contracts, TDS	Basic knowledge on Income Tax and its implications in contracts, TDS
Faculty	Shri Rajkumar Das, Sr. DAO		Shri Arup Kr. Dutta, DAO-I	
16.09.22	West Bengal Service Rules	West Bengal Service Rules	Evaluation	Evaluation
Faculty	Shri Pradip Kr. Senapati, Sr DAO		Shri Asim Pal, Sr. AO (Training)	

Annexure - B

**Mandatory Training programme of DAO-II for promotion to the post of
DAO-I for the period from 05.09.2022 to 16.09.2022 (10 days)**

Sl. No.	Name of the Officials (Shri/Smt./Kumari)	Designation
1	Abhijit Nandi	Divisional Accountant-II
2	Abhisek Biswas	Divisional Accountant-II
3	Ajeet Kumar	Divisional Accountant-II
4	Anindam Acharya	Divisional Accountant-II
5	Arindam Chowdhury	Divisional Accountant-II
6	Ashwani Kumar	Divisional Accountant-II
7	Biplab Debnath	Divisional Accountant-II
8	Chetan Sharma	Divisional Accountant-II
9	Debasish Choudhury	Divisional Accountant-II
10	Deepak Choudhury	Divisional Accountant-II
11	Janmenjoy Roy	Divisional Accountant-II
12	Koyel Chakraborty	Divisional Accountant-II
13	Md. Sami Raja	Divisional Accountant-II
14	Mohan	Divisional Accountant-II
15	Mrinmoy Bera	Divisional Accountant-II
16	Pankaj Kumar Singh	Divisional Accountant-II
17	Pinaki Ghosh	Divisional Accountant-II
18	Pramod Kumar Burnwal	Divisional Accountant-II
19	Pranab Roy	Divisional Accountant-II
20	Rajdeep Mondal	Divisional Accountant-II
21	Rupam Chowdhury	Divisional Accountant-II
22	Sachinta Patra	Divisional Accountant-II
23	Samrat Mukherjee	Divisional Accountant-II
24	Shubhamay Chatterjee	Divisional Accountant-II
25	Sk. Habib	Divisional Accountant-II
26	Soumali Dey	Divisional Accountant-II
27	Sreyashi Chakraborty	Divisional Accountant-II
28	Suman Basak	Divisional Accountant-II
29	Suresh Kumar Hela	Divisional Accountant-II
30	Sushovan Majumder	Divisional Accountant-II
31	Tanmoy Saha	Divisional Accountant-II
32	Tapas Chandra Dutta	Divisional Accountant-II
33	Vindh Bashini Kumari	Divisional Accountant-II