प्रधान महालेखाकार (ले एवं हक़) का कार्यालय, मणिपुर, इम्फाल – ७९५००१
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
MANIPUR, IMPHAL – 795001

Official site: https://cag.gov.in/ae/manipur/en   Email: agaemanipur@cag.gov.in   Phone No.: 0385 2458526 (O)   Fax: 0385-2442338   सत्यमेव जयते

Establishment (A&E)/Order No. 614
Dated, Imphal the 22nd Feb, 2023

The following official is hereby nominated to attend the In-house training for Data Entry Operator Grade 'B' for promotion to the post of Data Entry Operator Grade 'D' which is scheduled to be held from 20.03.2023 to 31.03.2023 at the Conference Hall of Office of the Principal Accountant General (A&E), Manipur (Training Programme enclosed as Annexure-I):

Sl. No.	Name and Designation of the Trainee
1.	Tracy Leivon, DEO -B

Further, the following officers have been nominated as Faculties for imparting the said training.

Sl. No.	Name of the officers	Remarks
1.	Shri Th. Shyamkumar Singh, AAO	Training programme enclosed herewith as Annexure-I
2.	Shri Njanglung Kamei, AAO	
3.	Shri Y. Deepak Singh, AAO	
4.	Shri Chungkhomang Haokip, AAO	
5.	Shri Benjamin Kipgen, AAO	
6.	Shri Poireinganba Angom, AAO	

[Auth: DAG's order dated 22.02.2023 at P/12N of file No. Estt(A&E)/DEO/TRG-Exam/2017-18]

Sr. Accounts Officer (Admn.)

Memo No. Estt (A&E)/DEO/TRG-Exam/2017-18/2113-2117   Dated: 22.02.2023
Copy for information to:
1. PS to PAG(A&E), Manipur
2. PA to Sr. DAG (A&E), Manipur
3. The Faculties/Trainee concerned
4. Welfare Assistant: - He is requested to make proper seeating arrangement and also provide stationary item, if required, to the Faculties/Trainee.
5. O/o File

22.2.23
Sr. Accounts Officer (Admn.)

Date	Training Sessions			
	Session	Time	TOPICS	Name of faculty
20.03.2023	1	10:30 -11:45 am	(IAAD Security Guidelines)	Njanglung Kamei, AAO
	2	12.00-1.15pm	1) GOI Laws and regulations on cyber security 2) Viruses	Njanglung Kamei, AAO
	3	2.00-3.15pm	Internet, Introduction to Networking, Cloud Computing	Benjamin Kipgen, AAO
	4	3.30-4.45	Business Continuity, Disaster Recovery	Benjamin Kipgen, AAO
21.03.2023	1	10:30 -11:45 am	Advanced word Tables, mail merge, file compare, embedding documents, hyperlink etc	Chungkhomang Haokip, AAO
	2	12.00-1.15pm	IAAD style guide (revisit)	Njanglung Kamei, AAO
	3	2.00-3.15pm	Advanced Word	Chungkhomang Haokip, AAO
	4	3.30-4.45	Tables -convert to text, formula, Bookmarks, Headers, footers, Track Changes comments	
22.03.2023	1	10:30 -11:45 am	Power point (making a proper presentation, tables, graphs	Njanglung Kamei, AAO
	2	12.00-1.15pm	Power point (Practical Exercises)	Njanglung Kamei, AAO
	3	2.00-3.15pm	Advanced Excel (Data Import-Text, CSV, MS Access)	Poireinganba, AAO
	4	3.30-4.45	Advanced Excel (conditional Formatting, Fill and Flash Fill)	Poireinganba, AAO

Date	No.	Time	Topic	Faculty
.03.2023	1	10:30 -11:45 am	Advanced Excel (Functions, Formulas)	Poireinganba, AAO
	2	12.00-1.15pm	Advanced Excel (Advanced Filters, what is analysis)	Poireinganba, AAO
	3	2.00-3.15pm	Advanced Excel (Graphs, Data Analysis using pivot tables)	Poireinganba, AAO
	4	3.30-4.45	Advanced Excel (text to columns, Consolidate)	Poireinganba, AAO
24.03.2023	1	10:30 -11:45 am	Introduction to Tableau	Th. Shyamkumar Singh, AAO
	2	12.00-1.15pm	Data Import, graphs and various option	Th. Shyamkumar Singh, AAO
	3	2.00-3.15pm	Introduction to IDEA	Th. Shyamkumar Singh, AAO
	4	3.30-4.45	Data import , conversion of PDF files to data	Th. Shyamkumar Singh, AAO
27.03.2023	1	10:30 -11:45 am	Introduction to IDEA	Njanglung kamei, AAO
	2	12.00-1.15pm	A overview of functions, duplicate detection, gap detetion etc	Njanglung kamei, AAO
	3	2.00-3.15pm	Data Base *DBMS and RDBMS	Th. Shyamkumar Singh, AAO
	4	3.30-4.45 pm	Tables, relationship, normalisation	Th. Shyamkumar Singh, AAO
28.03.2023	1	10:30 -11:45 am	MS-Access (Advanced) *Creating Database, tables with field of different data	Y. Deepak Singh, AAO
	2	12.00-1.15pm	*Enforcing referential integrity, Primary key *Data Collection, Collation and Validation	Y. Deepak Singh, AAO

	3	2.00-3.15pm	MS -Access (Advance)-Query *Extracting data from single and multiple tables. Applying and /or criteria	Y. Deepak Singh, AAO
	4	3.30-4.45 pm	Using wildcards in query, sorting, finding, query for calculated fields	Y. Deepak Singh, AAO
29.03.2023	1	10:30 -11:45 am	MS-Access (Advance)-Query Writing action queries (Update/Delete etc)	Y. Deepak Singh, AAO
	2	12.00-1.15pm	Finding duplicate and unmatched records *Parameter Query	Y. Deepak Singh, AAO
	3	2.00-3.15pm	MS-Acess (Advance)-Forms *Capturing data through Forms, Creating Forms through wizard and design view	Y. Deepak Singh, AAO
	4	3.30-4.45 pm	Appling different Form Controls	Y. Deepak Singh, AAO
30.03.2023	1	10:30 -11:45 am	MS-Access (Advance)-Forms *Managing Property sheet of Forms and different Forms objects	Y. Deepak Singh, AAO
	2	12.00-1.15pm	*Creating Master /Details form	Y. Deepak Singh, AAO
	3	2.00-3.15pm	MS-Access (Advance) -Reports • Creating, Saving and formatting Reports • Grouping report records	Y. Deepak Singh, AAO
	4	3.30-4.45 pm	Administering Database Locking and start-up options	Y. Deepak Singh, AAO
31.03.2023	1	10:30 -11:45 am	*Making Groups *Project Topic	Th. Shyamkumar Singh, AAO
	2	12.00-1.15pm	• Providing guideline on how to proceed for the application development • Project development by participation	Th. Shyamkumar Singh, AAO

	3	2.00-3.15	Evaluation	Th. Shyamkumar Singh, AAO
31.03.2023	4	3.30-4.45	Evaluation	Th. Shyamkumar Singh, AAO

16/02/2023