



महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE ACCOUNTANT GENERAL(A&E) BIHAR, PATNA

O.O.No. Trg.&Exam/Prom to Sr. AO/23-24//B- 04

Date: 12/04/2023

OFFICE ORDER

In compliance of Headquarters Office Training Division letter No. 329/Trg.Div/373/2023 dated.20.03.2023, a three weeks mandatory training(in-house) for AAOs eligible for empanelment for promotion as Sr. AOs in the panel year 2024, is scheduled to be held from 11.05.2023 to 31.05.2023 in Hindi Cell of this office. The detailed programme of evaluation test will be intimated in due course.

The training schedule and list of participants are annexed herewith.

Encl:- As above.

Sd/
Dy. Accountant General (Admn)

Copy forwarded for information & necessary action to:-

1. A.G. (A&E) Sectt.
2. DAG (Admn) Sectt
3. DAG (VLC, A/Cs & WM) Sectt
4. DAG (Pension, GE & Fund) Sectt
5. Hindi Cell/Hindi Officer.
6. AAO/Admn-I with a request to intimate about the contents of this office order to those eligible officials of this office who are on deputation.
7. AAO/ITS with a request to upload this office order to official site.
8. Persons concerned.
9. Notice Boards/Telegram

Sr. Accounts Officer/Trg. & Exam

**List of participants for three week mandatory training to AAOs for Promotion as Sr.
AOs to be held from 11.05.2023 to 31.05.2023.**

List of Participants (AAOs):-

Sl. No	Name(S/Shri/Smt/Ms)	DOB
1	Amitav Ganguly	14.03.1964
2	Manoranjan Kumar	03.05.1982
3	Vidya Sagar Dwivedi	04.01.1974
4	Deepali Gupta (on Deptn)	21.10.1987
5	Madhu Singh(on Deptn)	13.01.1979



Sr. Accounts Officer/Trg & Exam

Training Schedule for AAOs to be empanelled for promotion as Sr. AOs - Panel year 2024 (15 days)

Days	Session-I (10.15 AM to 11.30 AM)	Session- II (11.45 AM to 01.00 PM)	Session- III (02.00 PM to 03.15 PM)	Session- IV (03.30 PM to 04.45 PM)
11.05.2023 (Day 1)	Topic & Faculty SAO- Prospects and entitlements, Shri Rakesh Khanna, Sr. AO	Topic & Faculty Leadership and Human Resource Management, Shri Amrendra Pandey, Sr. AO	Topic & Faculty	Topic & Faculty Time Management, Shri Vishwapati Singh, Sr. AO
12.05.2023 (Day 2)	Audit and Accounts Mandate of CAG of India, Shri Anil Kr. Chaudhary, AAO	Effective Interpersonal Skills- Communication skills, Shri Rakesh Khanna, Sr. AO	Disciplinary Issues, Shri Guddu Kumar, AAO	Stress Management, Shri Jai Prakash, Sr. AO
15.05.2023 (Day 3)	Gender Sensitization, Shri Sanjeev Kumar Sinha, AAO	Legal matters in IAAD, Shri Ranjeet Kumar, AAO	RTI Act, Shri Chandra Prakash, AAO	
16.05.2023 (Day 4)	Ethics & Governance, Shri Sanjay Kumar NO. III	Big data management, Salauddin Ansari, AAO	Overview of IDEA, Salauddin Ansari, AAO	
17.05.2023 (Day 5)	Overview of Data Analytics, Salauddin Ansari, AAO	IT Security & Emerging applications in IA&AD, Shri Manish Kumar, Data Manager	Computer Assisted Audit Techniques (CAATs)-Data Analysis- MS Excel, Shri Manish Kumar, Data Manager	Computer Assisted Audit Techniques (CAATs)-Data Analytics Tableau, Shri Manish Kumar, Data Manager
18.05.2023 (Day 6)	Principles of Budgeting, Sanjeev Kumar Das, AAO	An overview of PFMS & iBEMS, Shri Binod Kr. Chaudhary, AAO	Revenue for both Union and State Government, Shri Birendra Kumar Singh, Sr. AO	Overview of a Revenue system-Goods and Services Tax, Shri Sanjay Kumar AAO
19.05.2023 (Day 7)	Fund flows among Union and States, Shri Birendra Kumar Singh, Sr. AO	Procurement of Goods, Services and Works, Shri Rakesh Kumar, AAO		

An Overview of role and responsibilities of SAO, Shri Arbind Pd. Singh, Sr. AO						
22.05.2023 (Day 8)	Introduction to Govt Accounts Shri Arbind Pd. Singh, Sr. AO	Concepts of Accounts Shri Arbind Pd. Singh, Sr. AO	Structure and Form of Government Accounts Shri Raj Kishor Kunwar, AAO	Receipt and Compilation of treasury Accounts Shri Mantoo Kumar Sinha, AAO		
24.05.2023 (Day 10)	Receipt of Divisional Accounts Shri Birendra Kumar Singh, Sr. AO	Debt, Deposit and Remittance Transaction Shri Birendra Kumar Singh, Sr. AO	Transfer Entries Shri Birendra Kumar Singh, Sr. AO	Government Accounting Standards Advisory Board(GASAB) Shri Sanjay Kr. No. IV, Sr. AO		
25.05.2023(Day 11)	Appropriation Act(Budget) and Financial Act Shri Sanjay Kr.No. IV, Sr. AO	Government Revenue and Expenditure Including IGAS , Shri Shambhu Dayal, Sr. AO	Classification of Vouchers Shri Deepak Kumar, Sr. AO	Function of Pay and Accounts Office Shri Sanjay Kr. No. III		
26.05.2023 (Day 12)	Inter Government/Departmental Adjustments, Shri Birendra Kumar Singh, Sr. AO	Voucher Level Computerisation(VLC) Module Shri Amrendra Pandey, Sr.AO	Integrated Financial Management System(IFMS)- Its implementation Shri Amrendra Pandey, Sr.AO	Role of Reserve Bank of India in Government Transaction, Shri Mantoo Kumar Sinha, AAO		
29.05.2023 (Day 13)	Deposit Accounts Shri Birendra Kumar Singh, Sr.AO	Suspense Accounts Shri Birendra Kumar Singh, Sr.AO	Maintenance of Broadsheets Shri Ashok Kumar, AAO	Inspection of Treasuries Shri Mantoo Kr. Sinha, AAO		
30.05.2023(Day 14)	Financial Statements: Concepts and Objectives Shri Jai Prakash, Sr.AO	Financial Statements: Concepts and Objectives Shri Jai Prakash, Sr.AO	Appropriation Accounts: Concepts and Objectives Shri Sanjay Kr. NO. IV			
31.05.2023(Day 15)	Entitlement functions General Provident Fund and Gazetted Entitlements Shri Ajay Kr. Sinha, Sr. AO	Entitlement Functions Pension Shri Ajay kr. Sharma, Sr.AO				


Sr. Accounts Officer/Trg. & Exam