



## 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/24-25//B-23

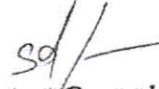
Date: 09/05/2024

### OFFICE ORDER

As per para 3. of Headquarters Circular No. 49-Staff (App 1)/2019 No. 1376 – staff (App 1)/16-2018 Dated: 22.11.2019 and email letter dated.13.03.2024, a three-week mandatory training(in-house) for AAOs eligible for empanelment for promotion as Sr. AOs in the panel year 2025, is scheduled to be held from 13.05.2024 to 03.06.2024 in Hindi Cell of this office. The detailed programme of evaluation test will be intimated in due course.

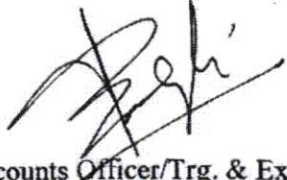
The training schedule and list of participants are annexed herewith.

Encl: - As above.

  
Sr. Dy. Accountant General (Admn)

Copy forwarded for information & necessary action to: -

1. A.G. (A&E) Sectt.
2. Sr. 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 deputa'ion.
7. AAO/ITS with a request to upload this office order to the official site.
8. AAO/GD with a requested to arrange tea/coffee and water.
9. Persons concerned.
10. 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 13.05.2024 to 03.06.2024.**

List of Participants (AAOs): -

Sl. No	Name(S/Shri/Smt/Ms)	DOB
1	Vidya Sagar Dwivedi	04.01.1974
2	Guddu Kumar-I	15.03.1986
3	Kundan Kumar-III	05.09.1987
4	Kaushal Kishor Pathak	24.02.1982
5	Sandeep Kumar Choudhary	29.01.1990
6	Umesh Kumar Verma (on Deptn)	10.01.1972
7	Santosh Kumar Singh-II (on Deptn)	05.03.1974

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**Training Schedule for AAOs to be empanelled for promotion as Sr. AOs - Panel year 2025 (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)	
	Topic & Faculty	Topic & Faculty	Topic & Faculty	Topic & Faculty	Topic & Faculty	Topic & Faculty	Topic & Faculty	Topic & Faculty
13.05.2024 (Day 1)	SAO- Prospects and entitlements, Shri Vishwapati Singh, Sr. AO	Leadership and Human Resource Management, Shri Abhay Kumar Sinha, Sr. AO					Time Management, Shri Vishwapati Singh, Sr. AO	
14.05.2024 (Day 2)	Audit and Accounts Mandate of CAG of India, Shri Pradip kumar, AAO	Effective Interpersonal Skills-Communication skills, Shri Abhay Kumar Sinha, Sr. AO					Stress Management, Shri Jai Prakash, Sr. AO	
15.05.2024 (Day 3)	Gender Sensitization, Shri Sanjeev Kumar Sinha, AAO	Legal matters in IAAD, Shri Ranjeet Kumar, AAO			Disciplinary Issues, Shri Satish Kumar Sharma, AAO		RTI Act, Shri Sanjeev Kumar Sinha, AAO	
16.05.2024 (Day 4)	Ethics & Governance, Shri Santosh Kumar Rajak, Sr. AO	Big data management, Mantoo Kumar Sinha, AAO			Overview of IDEA, Mantoo Kumar Sinha, AAO			
17.05.2024 (Day 5)	Overview of Data Analytics, Mantoo Kumar Sinha, 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	
20.05.2024 (Day 6)	Principles of Budgeting, Ashish Kumar Makhija, AAO	An overview of PFMS & iBEMS, Shri Binod Kr. Chaudhary, Sr. AO			Revenue for both Union and State Government, Shri Santosh Kumar Rajak, Sr. AO		Overview of a Revenue system-Goods and Services Tax, Shri Sudhir Kumar AAO	
21.05.2024 (Day 7)	Fund flows among Union and States, Shri Ashish Kumar Makhija, AAO	Procurement of Goods, Services and Works, Shri Rakesh Kumar, AAO						



22.05.2024 (Day 8)	An Overview of role and responsibilities of SAO, Shri Jai Prakash, Sr. AO		
24.05.2024 (Day 9)	Introduction to Govt Accounts Shri Pradip Kumar, AAO	Concepts of Accounts Shri Pradip Kumar, AAO	Structure and Form of Government Accounts Shri Raj Kishor Kunwar, AAO
27.05.2024 (Day 10)	Receipt of Divisional Accounts Shri Ashok Kumar, Sr. AO	Debt, Deposit and Remittance Transaction Shri Birendra Kumar Singh, Sr. AO	Transfer Entries Shri Jitendra Kumar Sinha, Data Manager
28.05.2024 (Day 11)	Appropriation Act(Budget) and Financial Act Shri Sanjay Kr.No. IV, Sr. AO	Government Revenue and Expenditure Including IGAS, Shri Ajay Kumar Poddar, Sr. AO	Classification of Vouchers Shri Jitendra Kumar Sinha, Data Manager
29.05.2024 (Day 12)	Inter Government/Departmental Adjustments, Shri Birendra Kumar Singh, Sr. AO	Voucher Level Computerisation(VLC) Module Shri Mantoo Kumar Sinha, AAO	Integrated Financial Management System(IFMS)- Its implementation Shri Jitendra Kumar Sinha, Data Manager
30.05.2024 (Day 13)	Deposit Accounts Shri Choudhary Bharat Kumar Roy, AAO	Suspense Accounts Shri Birendra Kumar Singh, Sr. AO	Maintenance of Broadsheets Shri Ashok Kumar, Sr. AO
31.05.2024 (Day 14)	Financial Statements: Concepts and Objectives Shri Ajay Kumar Poddar, Sr. AO		Appropriation Accounts: Concepts and Objectives Shri Sanjay Kr. NO. IV
03.06.2024 (Day 15)	Entitlement functions General Provident Fund and Gazetted Entitlements Shri Latesh Kumar, AAO	Entitlement Functions Pension Shri Sanjay Burruwal, AAO	Receipt and Compilation of treasury Accounts Shri Anil Kumar, AAO
Validation			

**Stand by Faculty**

- 1 Shri Raj Kishor Kunwar, AAO
- 2 Shri Salauddin Ansari, AAO
- 3 Shri Jitendra Kumar Sinha, Data Manager

Sr. Accounts Officer/Trg. & Exam

