



**Office of the PRINCIPAL Accountant General (A&E)
ODISHA Bhubaneswar Pin : 751001**

OOO No: 501

Dated:31.08.2023.

Sub: - Two week Mandatory induction training to newly recruited Clerks.

As per Para 9 of the DOPT OM No. 28020 dated 11.03.2019 “in all cases of direct recruitment there should be a mandatory training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation”.

In view of this and as per Hdqrs Trg. Division No.397/Trg-Div/File No.246/2015 dated 06.07.2020 the following arrangement has been made: -

- i. Two weeks mandatory training in respect of the officials in the cadre of clerk is to be conducted from **01.09.2023 to 18.09.2023** as per the programme given in Annexure.
- ii. The training is to be conducted in Training Hall-I adjacent to VLC LAN.
- iii. An Evaluation Test will be conducted in session I & II of the final day of the Mandatory Training i.e. on **18.09.2023**.
- iv. The following officials in the cadre of clerk are nominated for the training:-

Sl. No.	Names Shri/Smt./Ms.	Section
1.	Subhashree Sahani	P.M.
2.	Yachhita Hansdah	SAI-6
3.	V. Sireesha	GPF-Debit
4.	Anirban Mandal	Record-III
5.	Samrat Chakraborty	Admn.-II
6.	Mainak Das	Pension FSS
7.	Tushar Maheshbhai Chauhan	Deposit

Encl: As above.

Sd/-

Deputy Accountant General (Admn.)

Memo No. EDP/IHT & SSC /2023-24/ 62(8)

Dated- 31.08.2023

Copy forwarded for information and necessary action to:-

1. Sr. DAG (A/Cs & VLC) /DAG (Pen.) /DAG (Funds.)
2. DAG (Works A/Cs) Puri.
3. Pvt. Secy. to A.G (A&E)/ P.A.G's Secretariat.
4. Steno Gr-I / PA to Sr. DAG (Admn.). He is requested to arrange the formalities for the evaluation test to be held in session I & II of the last day of the training i.e. 18.09.2023.
5. All Branch Officers in Main Office.
6. Faculties concerned.
7. Candidates concerned.
8. Notice Board.

Sd/-

Sr. Accounts Officer/ EDP

ANNEXURE

TWO WEEK MANDATORY INDUCTION TRAINING FOR NEWLY RECRUITED CLERKS.

Days	Session I (10.30 am to 11.45 am)	Session II (12.00 pm to 01.15 pm)	Session III (02.45 pm to 04.00 pm)	Session IV (04.15 pm to 05.30 pm)
Day 1 01.09.2023	Introduction & Ice Breaking:- Introduction by participants, sharing of expectations, Course overview. <u>Faculty</u> Shri P.K. Sethi, SAO	Introduction to IA&AD Concept of SAI (C&AG), Organizational setup, various branches of IAAD. <u>Faculty</u> Shri Tapan Sahoo, AAO		Constitution of India Articles 148 to 151 of Constitution of India. <u>Faculty</u> Shri V. Venkatesh, Acct.
Day 2 04.09.2023	DPC Act Regulations on Audit and Accounts Introduction to the various provision of the DPC Act relating to Duties and Responsibilities of the C&AG Regulations on Audit and Accounts. <u>Faculty</u> Shri Sarat Ch. Naik, AAO			-
Day 3 05.09.2023	Conditions of Service and Administrative Matters Job Description of Clerks, career prospects in IA&AD, Importance of APAR , Conditions relating to probation, confirmation, promotions, deputation, foreign services etc. <u>Faculty</u> Shri Sarat Ch. Naik, AAO		Travelling Allowance Rules & Leave Rules General understanding of provisions relating to travel, travel allowance, eligibilities etc., Discussion on the provisions of CCS (Leave) Rules. <u>Faculty</u> Shri Sudam Sethi, AAO	

<p>Day 4 06.09.2023</p>	<p align="center">Salient features of the Manual of General Procedure</p> <p>Provisions in the Manual of General Procedure of the Office relating to attendance, opening and maintenance of registers and files, procedures for preservation and destruction of records etc.</p> <p align="center"><u>Faculty</u> Shri Sarat Ch. Naik, AAO</p>		<p align="center">Introduction to MCA</p> <p>Introduction to Monthly Civil Account, classified and consolidated abstract.</p> <p align="center"><u>Faculty</u> Shri Tapan Ku. Jena, AAO</p>	
<p>Day 5 07.09.2023</p>	<p align="center">Handling of correspondence and files</p> <p>Receipt/ diarising and tracking correspondence, Opening, maintaining and closing files. Maintaining and closing registers.</p> <p align="center"><u>Faculty</u> Shri Jnanaranjan Satpathy, AAO</p>		<p align="center">Pension Rules and Pension System</p> <p>Provisions related to calculation and grant of pension, gratuity and family pension. Discussion on the features of the National Pension System.</p> <p align="center"><u>Faculty</u> Shri Praveen Kumar, AAO</p>	
<p>Day 6 08.09.2023</p>	<p align="center">Use of e-Office (Online DAK system)</p> <p align="center">Pension <u>Faculty</u> Shri Praveen Kumar, AAO</p>	<p align="center">Use of e-Office (Online DAK system)</p> <p align="center">GPF <u>Faculty</u> Shri Vinesh Kumar, AAO</p>	<p align="center">Use of e-Office (Online DAK system)</p> <p align="center">ORADAK <u>Faculty</u> Shri Jnanaranjan Satpathy, AAO</p>	<p align="center">Soft skills activity / field visit</p> <p align="center">Soft skills activity /field visit to Record-III section.</p>
<p>Day 7 11.09.2023</p>	<p align="center">Formatting and Drafting skills</p> <p align="center">Forms of correspondence. <u>Faculty</u> Shri Kailash Ch. Panda, AAO</p>		<p align="center">MS Word</p> <p align="center">Preparing, formatting and printing documents in MS Word. <u>Faculty</u> Shri V. Venkatesh, Acct.</p>	
<p>Day 8 12.09.2023</p>	<p align="center">Vouchers, challans and voucher audit</p> <p align="center">Concept of vouchers and challans. Duties of clerks in relation to audit of vouchers. <u>Faculty</u> Shri Tapan Ku. Jena, AAO</p>		<p align="center">MS Word</p> <p align="center">Text editing using MS Word. <u>Faculty</u> Shri V. Venkatesh, Acct.</p>	

<p>Day 9 13.09.2023</p>	<p style="text-align: center;">Gender Sensitisation</p> <p style="text-align: center;">Gender Sensitisation including The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.</p> <p style="text-align: center;"><u>Faculty</u></p> <p style="text-align: center;">Shri K.N. Rao, Sr. AO</p>	<p style="text-align: center;">MS Excel</p> <p style="text-align: center;">Data entry, formatting and printing using MS Excel.</p> <p style="text-align: center;"><u>Faculty</u></p> <p style="text-align: center;">Shri B. Gangdeb, Acct.</p>
<p>Day 10 14.09.2023</p>	<p style="text-align: center;">MS Excel</p> <p style="text-align: center;">Simple Calculations in MS Excel.</p> <p style="text-align: center;"><u>Faculty</u></p> <p style="text-align: center;">Shri B. Gangdeb, Acct.</p>	<p style="text-align: center;">Internet and Information security</p> <p style="text-align: center;">Using the internet and email. Familiarity with the website of the CAG of India Basic information security.</p> <p style="text-align: center;"><u>Faculty</u></p> <p style="text-align: center;">Shri B. Gangdeb, Acct.</p>
<p>Day 11 15.09.2023</p>	<p style="text-align: center;">Provisions of CCS (Conduct) & CCS (CCA) Rules</p> <p style="text-align: center;">Rules relating to conduct, maintaining decorum, etc., and disciplinary procedures.</p> <p style="text-align: center;"><u>Faculty</u></p> <p style="text-align: center;">Shri K.N. Rao, Sr. AO</p>	<p style="text-align: center;">Code of Ethics for IAAD.</p> <p style="text-align: center;">Code of Ethics for staff of IAAD.</p> <p style="text-align: center;"><u>Faculty</u></p> <p style="text-align: center;">Shri Manmath Ku. Behera, AAO</p>
<p>Day-12 18.09.2023</p>	<p style="text-align: center;">Evaluation</p> <p style="text-align: center;">Test including evaluation of computer skills.</p>	<p style="text-align: center;">Experience Sharing, Feedback and Vaediction</p>