



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA, BHUBANESWAR-751001**

OOO No: 1159

Date: 29.02.2024

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall-I** during the month of **March-2024** for the officials/officers listed at Annexure-A. The link to join the training for officers/officials of Branch office, Puri will be provided during the training.

“PARTICIPATION IN TRAINING IS COMPULSORY FOR ALL”

Sl. No.	Topic / Subject	Date & Time	Faculty
1. (A/Cs)	General Course:- Deposit: Operation of each major head under Sector “K- Deposits & Advances”. Different types of deposits like Revenue deposits, Security deposits, Civil Court deposits, Criminal Court deposits, PW deposits, Forest deposits etc. Lapsed deposit & Refund of Lapsed deposit. PL Accounts-Opening, Operation, Closing, Plus Minus Memo etc.	04.03.2024 & 05.03.2024 (2 days) (3.00 PM to 4:15 PM)	Shri Dinesh Pandey, AAO
2. (A/Cs)	IT Course:- Transfer Entries. Format of TE. Rectification of errors. Mechanism of Accounts. Periodical & Annual Adjustments TE (OCF, SDRF, GPF Interest etc.) Cash Balance contra TE.	11.03.2024 (1 day) (3.00 PM to 4:15 PM)	Shri Tapan Ku. Jena, AAO
3. (IT)	IT Course:- Microsoft Access Getting started with Access, Tables, Inputting Data, Importing Data, Finding Records, Filters, Queries, Forms, and Reports.	21.03.2024 & 22.03.2024 (2 days) (3.00 PM to 4:15 PM)	Smt. Nivedita, AAO
4. (Pen)	General Course:- Authorization of family pension to the unmarried/ widowed/ divorced daughters and disabled children of deceased Govt. servant- Rule position in OCS (P) Rules-1992 and latest orders issued by Finance Department.	27.03.2024 & 28.03.2024 (2 days) (3.00 PM to 4:15 PM)	Shri M. Panigrahi, SAO

Sd/-

Sr. Deputy Accountant General (Admn.)

Dated: 29 .02.2024

Memo No. EDP/IHT & SSC/2023-24/123(11)

Copy forwarded for information and necessary action to: -

1. Deputy Accountant General (Accounts & VLC)
2. Deputy Accountant General (Works Accounts, Puri)
3. Deputy Accountant General (Pension)
4. Deputy Accountant General (Funds)
5. Sr. Pvt. Secretary to P.A.G /P.A.G's Secretariat.
6. Pay & Accounts Officer.
7. BO / T.M /F.M/P.M/Admn.-I/O.E/WME.
8. BO/Record with a request to provide writing Pads / pens.
9. The Faculties concerned. They are requested to send a requisition to BO (EDP), in advance for Projector, if required.
10. Trainees concerned/Notice Board.
11. Manager, A.G Deptt. Canteen to provide Tea.

M. Panigrahi
29/02/2024
Sr. Accounts Officer (EDP)

Annexure-A
(List of Trainees for March-2024)

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Shri M. Aari, SAO	Puri Office	<p align="center">04.03.2024 & 05.03.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center">General Course:-</p> <p>Deposit: Operation of each major head under Sector "K-Deposits & Advances". Different types of deposits like Revenue deposits, Security deposits, Civil Court deposits, Criminal Court deposits, PW deposits, Forest deposits etc.</p> <p align="center">Faculty Shri Dinesh Pandey, AAO</p>
2.	Ravi Kumar, AAO	Puri Office	
3.	Amit Kumar Bhawal, AAO	GPF	
4.	Sumit, AAO	GPF	
5.	Fakir Charan Behera, Supv.	VLC-2	
6.	M.C. Naik, A.Supv.	Puri Office	
7.	Ashit Kumar Sahu, Acct.	Deposit-II	
8.	Kumar Subham, Acct.	Deposit-II	
9.	Sourav Thakur, Acct.	Puri Office	
10.	Mihir Prasad Barik, Acct.	SS Cell	
11.	Lingaraj Dwibedi, Acct.	SAI-1	
1.	Bijay Kumar Patra, SAO	Puri Office	<p align="center">11.03.2024 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center">IT Course:-</p> <p>Transfer Entries. Format of TE. Rectification of errors. Mechanism of Accounts. Periodical & Annual Adjustments TE (OCF, SDRF, GPF Interest etc.) Cash Balance contra TE.</p> <p align="center">Faculty Shri Tapan Ku. Jena, AAO</p>
2.	Praveen Patel, AAO	Puri Office	
3.	Garima Singh, AAO	GPF	
4.	Pushpita Biswas, AAO	SAI-6	
5.	Hata K. Behera, Supv.	Deposit-I	
6.	Pranab K. Patnaik, SA	Puri Office	
7.	Duryodhan Naik, SA	Try-2	
8.	Rimpa Sarkar, Acct.	Try-4	
9.	Sonika Kumari, Acct.	GPF	
10.	Ashish Meena, Acct.	Puri Office	
11.	Himanshu Raj, Acct.	SAI-7	

1.	Shri M. Aari, SAO	Puri Office	<p>21.03.2024 & 22.03.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p><u>IT Course:-</u> Microsoft Access Getting started with Access, Tables, Inputting Data, Importing Data, Finding Records, Filters, Queries, Forms, and Reports.</p> <p><u>Faculty</u> Smt. Nivedita, AAO</p>
2.	Ravi Kumar, AAO	Puri Office	
3.	A. Maity, AAO	T&E /Budget	
4.	Sanjay Kumar Panda, Acct.	EDP	
5.	Chinmayee Sahoo, Acct.	Puri Office	
6.	Mitali Chand, Acct.	Puri Office	
7.	Bishnu Pr. Dash, Acct.	Fund-15	
8.	Sanatan Mishra, Acct.	Rec-III	
9.	Pravasini Singh, Clerk	O.E.	
10.	Shyam Prasad Naik, Clerk	VLC-I	
1.	Bijay Kumar Patra, SAO	Puri Office	<p>27.03.2024 & 28.03.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p><u>General Course:-</u> Authorization of family pension to the unmarried/ widowed/ divorced daughters and disabled children of deceased Govt. servant- Rule position in OCS (P) Rules-1992 and latest orders issued by Finance Department.</p> <p><u>Faculty</u> Shri M. Panigrahi, SAO</p>
2.	Parteek Yadav, AAO	GPF	
3.	Aman Goyal, AAO	GPF	
4.	Harjit Rahul, AAO	LTA-III	
5.	Suman Ghosh, AAO	SAI-5	
6.	Dinesh Kumar, AAO	SAI-4	
7.	Chandra Sekhar Pradhan, SA	VLC-2	
8.	Aravinda Kumar Singh, SA	LTA-II	
9.	Braja Kishore Sahoo, SA	Puri Office	
10.	Bichitrananda Das, Clerk	Puri Office	