



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), v2
ODISHA, BHUBANESWAR-751001**

OOO No:762

Date:17.11.2023

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall** during the month of **November- 2023** for the officials/officers listed at Annexure-A.

The link to join the training for the staff of Puri office is provided below:-

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmFjNWQ3MzktOTRkZC00YjZlTlMNDYtZDI2NGQ2N2RkNjlk%40thread./0?context=%7b%22Tid%22%3a%2211f913f7-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%22a4d8d11d-af93-4fab-800c-b8f3fbd75645%22%7d

“PARTICIPATION IN TRAINING IS COMPULSORY FOR ALL”

Sl. No.	Topic / Subject	Date & Time	Faculty
1. (A/C's)	IT Course:- Preparation of Finance Accounts and Appropriation Accounts. (a) Monthly appropriation Annual Appropriation. Preparation of Appropriation Accounts, Notes to Accounts (various stages). b) Preparation of Finance Accounts (various stages).	20.11.2023 & 21.11.2023 (2 days) (3.00 PM to 4:15 PM)	Shri V. A. Bhatta, AAO
2. (Puri Office)	General Course:- a. Familiarization with VLC module on PW & FC Accounts. b. Scrutiny of PW Accounts & FC Accounts.	29.11.2023 & 30.11.2023 (2 days) (3.00 PM to 4:15 PM)	Shri A.K. Sahani, SAO

Sd/-

Sr. Deputy Accountant General (Admn.)

Memo No. EDP/IHT & SSC/2023-24/101 (11)

Dated: 17.11. 2023.

Copy forwarded for information and necessary action to: -

1. Sr. 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.

Sd/-

Sr. Accounts Officer (EDP)

Annexure-A
(List of Trainees for November' 2023)

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	M. Panigrahi, SAO	Puri Office	<p align="center">20.11.2023 & 21.11.2023 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center"><u>IT Course: -</u> Preparation of Finance Accounts and Appropriation Accounts. (a) Monthly appropriation Annual Appropriation. Preparation of Appropriation Accounts, Notes to Accounts (various stages). b) Preparation of Finance Accounts (various stages).</p> <p align="center"><u>Faculty</u> Shri V. A. Bhatta, AAO</p>
2.	Ravi Kumar, AAO	Puri Office	
3.	Virendra Kumar, AAO	Fund-2	
4.	Dinabandhu Pradhan, Supv.	VLC-4	
5.	Gayatri Kar, SA	SAI-2	
6.	Braja Kishore Naik, A.Supv.	Try-4	
7.	Dambarudhar Munda, SA	C.R.Cell	
8.	Rajesh Kumar Singh, SA	Fund-9	
9.	Prava Kangari, SA	SAI-9	
10.	Chinmayee Sahoo, Acct.	Puri Office	
11.	Sudipta Sharma, Acct.	Puri Office	
1.	M. Panigrahi, SAO	Puri Office	<p align="center">29.11.2023 & 30.11.2023 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center"><u>General Course: -</u> a. Familiarization with VLC module on PW & FC Accounts. b. Scrutiny of PW Accounts & FC Accounts.</p> <p align="center"><u>Faculty</u> Shri A.K. Sahani, SAO</p>
2.	Dinabandhu Pradhan, Supv.	VLC-4	
3.	Sudhanshu S. Panda, A.Supv.	Puri Office	
4.	Braja Kishore Naik, A.Supv.	Try-4	
5.	Dambarudhar Munda, SA	C.R.Cell	
6.	Dukhabandhu Naik, SA	Fund-11	
7.	Sasmita Soren, Acct.	Admn.-I	
8.	Rajdev Sahoo, Acct.	Admn.-II	
9.	Soni Kumari Shaw, Acct	PAO-III	
10.	Kumar Amit, Acct.	O.E.	
11.	Radhika Kumari, Acct.	O.E.	