



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

OOO No: 110

Date: 19.05.2025

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall-I** during the month of **May' 2025** for the officials/officers listed at Annexure-A.

"PARTICIPATION IN TRAINING IS COMPULSORY FOR ALL"

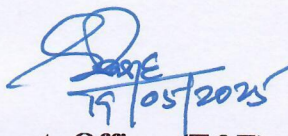
Sl. No.	Topic / Subject	Date & Time	Faculty
1. (IT)	IT Course:- Microsoft-Word Getting started with Word, File Management, Editing a Document, Text Formatting, Paragraph Formatting, Auto Text and Auto Correct, Templates, Printing, Creating Tables.	27.05.2025 & 28.05.2025 (2 days) (3.00 PM to 4:15 PM)	Shri Vishwash Kumar Sinha, AAO
2. (IT)	IT Course:- Microsoft Excel Getting started with Excel, File Management, Editing and Selecting Data, Using Functions, Working with Dates, Copying and Moving Data / Formulae, Editing Worksheets, Formatting Worksheets, printing.	29.05.2025 & 30.05.2025 (2 days) (3.00 PM to 4:15 PM)	Shri Vishwash Kumar Sinha, AAO

**Sd/-
Sr. Deputy Accountant General (Admn.)**

Memo No. Admn.-I/T&E/2025-26/Spl. Tr. No. 21

Date: 19.05.2025

- Copy forwarded for information and necessary action to: -
1. Secretary to Deputy Accountant General (Accounts & VLC)/ (Pension)/ (Funds)
 2. Sr. Pvt. Secretary to P.A.G /P.A.G's Secretariat.
 3. Pay & Accounts Officer.
 4. BO /T.M/F.M/P.M/Admn.-II/O.E/WME.
 5. BO/O.M with a request to provide writing Pads / pens.
 6. BO/EDP with a request to provide logistics support on the training days.
 7. The Faculty concerned.
 8. Trainees concerned/Notice Board.
 9. Manager, A.G. Deptt. Canteen to provide Tea.


Sr. Accounts Officer (T&E)

Annexure-A
(List of Trainees for May-2025)

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Sheetal Jha, Acct.	FMS	<p>27.05.2025 & 28.05.2025 (2 days) (3.00 PM to 4:15 PM)</p> <p>IT Course:- Microsoft-Word Getting started with Word, File Management, Editing a Document, Text Formatting, Paragraph Formatting, Auto Text and Auto Correct, Templates, Printing, Creating Tables.</p> <p>Faculty Shri Vishwash Kumar Sinha, AAO</p>
2.	Radhika Kumari, Acct.	O.E.	
3.	Ujjawal Kumar, Acct.	SAI-2	
4.	Deepak Kumar, Acct.	PAO-I	
5.	Dheeraj Kumar, Acct.	SAI-6	
6.	Rimpa Sarkar, Acct.	LTA-I	
7.	Ranjan Kumar, Acct.	VLC-3	
8.	Ashit Kumar Sahu, Acct.	Deposit-II	
9.	Abhay Kumar Sinha, Acct.	SAI-I	
10.	Ranjit Kundu, Acct.	Try-5	
1.	Sheetal Jha, Acct.	FMS	<p>29.05.2025 & 30.05.2025 (2 days) (3.00 PM to 4:15 PM)</p> <p>IT Course:- Microsoft Excel Getting started with Excel, File Management, Editing and Selecting Data, Using Functions, Working with Dates, Copying and Moving Data / Formulae, Editing Worksheets, Formatting Worksheets, printing.</p> <p>Faculty Shri Vishwash Kumar Sinha, AAO</p>
2.	Radhika Kumari, Acct.	O.E.	
3.	Ujjawal Kumar, Acct.	SAI-2	
4.	Deepak Kumar, Acct.	PAO-I	
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6.	Rimpa Sarkar, Acct.	LTA-I	
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