



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

**OOO No: 800**

**Date: 30.11.2023**

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall** during the month of **December- 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\\_YjYwN2Y5ZWYtNzIyNy00ZDUwLTlmZDItNjg4MzFmYzc0MGRi%40thread.v2/0?context=%7b%22Tid%22%3a%2211f913f7-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%22a4d8d11d-af93-4fab-800c-b8f3fbd75645%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjYwN2Y5ZWYtNzIyNy00ZDUwLTlmZDItNjg4MzFmYzc0MGRi%40thread.v2/0?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/Cs)	<b>General Course:-</b> a) Maintenance of Long Term Advances: Sanction Noting. Debit & Credit Posting. Handling unposted Items & Missing Credits. Issue of interest notification, Clearance Certificate & NDC. b) LTA (Manual), Issue of NDC/CC, Calculation of interest.	04.12.2023 & 05.12.2023 (2 days) (3.00 PM to 4:15 PM)	<b>Shri B.R.Pandit, AAO</b>
2. (A/Cs)	<b>General Course:-</b> Reserve Fund: Different reserve Funds under Sector ‘J’. Funding & Management of Fund. Investment of Fund. Special focus on CSF, GRF, SDRF, CAMPA etc. Annual adjustments.	11.12.2023 (1 day) (3.00 PM to 4:15 PM)	<b>Shri B. Behera, SAO</b>
3. (Admn.)	<b>General Course:-</b> GeM- Introduction, process flow, unblocking of budget.	18.12.2023 & 19.12.2023 (2 days) (3.00 PM to 4:15 PM)	<b>Shri R. Kerketta, AAO</b>

*Sd/-*

**Sr. Deputy Accountant General (Admn.)**

**Memo No. EDP/IHT & SSC/2023-24/105(11)**

**Dated: 30.11. 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 December' 2023)**

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	M. Panigrahi, SAO	Puri Office	04.12.2023 & 05.12.2023 (2 days) (3.00 PM to 4:15 PM)  <b>General Course:-</b> a) Maintenance of Long Term Advances: Sanction Noting. Debit & Credit Posting. Handling unposted Items & Missing Credits. Issue of interest notification, Clearance Certificate & NDC. b) LTA (Manual), Issue of NDC/CC, Calculation of interest.  <b>Faculty</b> <b>Shri B.R. Pandit, AAO</b>
2.	Ravi Kumar, AAO	Puri Office	
3.	Sushil Kumar Mohanty, AAO	A.C.-II	
4.	Abhishek Kumar, AAO	Fund-3	
5.	Pratap Kumar Das, A.Supv.	Puri Office	
6.	Alok Ku. Nayak, SA	Deposit	
7.	Brajakishore Sahoo, SA	Puri Office	
8.	Ashit Kumar Lakra, SA	SAI-5	
9.	Abhisek Ku. Chaudhary, Acct.	SAI-7	
10.	Liliprava Sasmal, Acct.	SAI-10	
11.	Subhashree Sahani, Clerk	P.M.	
1.	M. Panigrahi, SAO	Puri Office	11.12.2023 (1 day) (3.00 PM to 4:15 PM)  <b>General Course: -</b> Reserve Fund: Different reserve Funds under Sector 'J'. Funding & Management of Fund. Investment of Fund. Special focus on CSF, GRF, SDRF, CAMPA etc. Annual adjustments.  <b>Faculty</b> <b>Shri Brundaban Behera, SAO</b>
2.	Bibhudutta Dora, AAO.	Puri Office	
3.	Kailash Ch. Panda, AAO	Try-6	
4.	Jharana Mallick, Asst. Supv.	Fund-1	
5.	Khirod Ch. Das, A.Supv.	Try-7	
6.	Sridhar Jena, A.Supv.	Puri Office	
7.	Abhiram Nayak, SA	Puri Office	
8.	Theodara Ekka, SA	Fund-2	
9.	Rajesh Singh, SA	Fund-9	
10.	Subhashree Sahani, Clerk	P.M.	

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	M. Panigrahi, SAO	Puri Office	<p>18.12.2023 &amp; 19.12.2023 (2 days) (3.00 PM to 4:15 PM)</p> <p><b><u>General Course:-</u></b> GeM- Introduction, process flow, unblocking of budget.</p> <p><b><u>Faculty</u></b> <b>Shri R. Kerketta, AAO</b></p>
2.	Ashok Ku. Dehury, AAO	Puri Office	
3.	Virendra Kumar, AAO	Fund-2	
4.	B. Kalo, AAO	VLC-3	
5.	Sridhar Jena, A.Supv.	Puri Office	
6.	Pranab Kishore Pattanayak, SA	Puri Office	
7.	Prasanna Kumar Das, SA	Fund-5	
8.	B. Chowhan, Acct.	DAG/F (Secy.)	
9.	Baidyanath Das, SA	C.T.S.	
10.	K.V.P. Rama Rao, SA	LTA-III	