



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

OOO No: 613

Date: 29.09.2023

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

**“PARTICIPATION IN TRAINING IS COMPULSORY FOR ALL”**

Sl. No.	Topic / Subject	Date & Time	Faculty
1. (A/C's)	<b>General Course:-</b> a. Inter Govt. Settlement Accounts: Inward Accounts from other States. Clearance Memo from RBI. Sanction Orders from GOI Ministries. Operation of CAORB & Unclassified Suspense. Outward Accounts to other States. Operation of head 8793-ISS & 8679-Account with other Countries. b. Inter Govt. Settlement Accounts: Inward Accounts from PAOs. Outward Accounts to PAOs. Operation of 8658-101-PAO Suspense. Operation of 8658-102-Accounts with Railway, Defense and P&T. Operation of 8658-109-RB Suspense (HQ) Operation of 8658-112-TDS c. Compilation of Govt. Accounts. Different Sources, due dates. Process of receiving treasury accounts. Preliminary checks while receiving. Detail checks during compilation. Operation of treasury Suspense & OB Suspense. Refund of Revenue. Refund of Revenue Expenditure. Refund of Capital Expenditure. GIA Vouchers & UC. AC Bills & DC Bills. Nil Bills. Contingent Fund Sanctions & Vouchers. FVC & other contingencies. Scrutiny of Sanction Orders.	03.10.2023 to 05.10.2023 (3 days) (3.00 PM to 4:15 PM)	Sh. Harjit Rahul, AAO
2. (A/Cs)	<b>General Course:-</b> a. Output of VLC: Monthly Civil Accounts. Report on Expenditure. Actuals of CO-wise Expenditure. Accounts at a Glance. FA & AA. Other MIS Reports. b. Import of Treasury Data to VLC database. No. & format of data files. Duration of downloading. Stages of import. Errors & handling the same. Uploading to VLC system.	16.10.2023 & 17.10.2023 (2 days) (3.00 PM to 4:15 PM)	Sh. Anurodh Anand, AAO
3. (Admn.)	<b>E-Office &amp; E-mailing.</b>	20.10.2023 (1 day) (3.00 PM to 4:15 PM)	Sh. Bikramidtya Gangdeb, Acct.
4. (Admn.)	<b>General Course:-</b> I) Recruitment. (a) By Direct Recruitment (b) By promotion. i) DPC, Review of DPC ii) Papers to be submitted to DPC (c) By Deputation (II) Roster for Ex-Serviceman / Physically Handicapped. (III) 20 point Roster for fixation of seniority in the cadre of Accountant & Clerk.	25.10.2023 & 26.10.2023 (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/2023-24/91(10)**

**Dated: 29.09. 2023.**

Copy forwarded for information and necessary action to: -

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

*gllw*  
*29/9/2023*  
Sr. Accounts Officer (EDP)

**Annexure-A**  
**(List of Trainees for October' 2023)**

Sl.No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Santosh Ku. Das, AAO	GPF Clearance	03.10.2023 to 05.10.2023 (3 days) (3.00 PM to 4:15 PM) <b>General Course: -</b> a. Inter Govt. Settlement Accounts: Inward Accounts from other States. Clearance Memo from RBI. Sanction Orders from GOI Ministries etc. b. Inter Govt. Settlement Accounts: Inward Accounts from PAOs. Outward Accounts to PAOs etc. c. Compilation of Govt. Accounts. Different Sources, due dates etc.  <b>Faculty</b> Shri Harjit Rahul, AAO
2.	Anurodh Anand, AAO	VLC-SS	
3.	Pradip Ku. Nayak-I, SA	LTA-III	
4.	Pulin Bihari Behuray, SA	Fund-8	
5.	Kashinath Mohapatra, Acct.	VLC-4	
6.	Prabhat Kumar Mohapatra, Acct.	LTA-I	
7.	Ganesh Prasad Singh, Acct.	P.M.	
8.	Ajit Meena, Acct.	SS Cell	
1.	Sellin S. Choudhury, AAO	Fund-8	16.10.2023 & 17.10.2023 (2 days) (3.00 PM to 4:15 PM)  <b>General Course: -</b> a. Output of VLC: Monthly Civil Accounts. Report on Expenditure. Actuals of CO-wise Expenditure. Accounts at a Glance. FA & AA. Other MIS Reports. b. Import of Treasury Data to VLC database. No. & format of data files. Duration of downloading. Stages of import. Errors & handling the same. Uploading to VLC system.  <b>Faculty</b> Shri Anurodh Anand, AAO
2.	Amaresh Kumar Prabhakar, AAO	Deposit	
3.	Ganju Kishan, Asst. Supv.	Try-6	
4.	Susanta Ghose, SA	Fund-13	
5.	Prakash Chandra Parida, SA	LTA-III	
6.	Deepak Kumar, Acct.	PAO-I	
7.	Jitasha Mishra, Acct.	Fund-10	
8.	Ganesh Prasad Singh, Acct.	P.M.	
9.	Ajit Meena, Acct.	SS Cell	
10.	Kumar Amit, Acct.	O.E.	
11.	Dheeraj Kumar, Acct.	SAI-6	

1.	Prabhat Ku. Pradhan, AAO	O.E.	<p>20.10.2023 (1 day) (3.00 PM to 4:15 PM)</p> <p><b><u>IT Course:</u></b> - E-Office &amp; E-mailing</p> <p><b><u>Faculty</u></b> Shri Bikramidta Gangdeb, Acct.</p>
2.	Subhadarsan Behera, AAO	PAO-I	
3.	Sanchayan Sahani, SA	Try-6	
4.	Mukesh Kumar-II, Acct.	LTA Dig.	
5.	Prakash Bara, Acct.	GPF-SS	
6.	Jitasha Mishra, Acct.	Fund-10	
7.	Ganesh Prasad Singh, Acct.	P.M.	
8.	Ajit Meena, Acct.	SS Cell	
9.	Sasmita Soren, Acct.	Admn.-I	
10.	Rajdev Sahoo, Acct.	Admn.-II	
11.	Radhika Kumari, Acct.	O.E.	
1.	Sadhu Ch. Patra, SAO	F.M.	<p>25.10.2023 &amp; 26.10.2023 (2 days) (3.00 PM to 4:15 PM)</p> <p><b><u>General Course:</u></b> -</p> <p>I) Recruitment. (a) By Direct Recruitment (b) By promotion. i) DPC, Review of DPC ii) Papers to be submitted to DPC (c) By Deputation (II) Roster for Ex-Serviceman / Physically Handicapped. (III) 20 point Roster for fixation of seniority in the cadre of Accountant &amp; Clerk.</p> <p><b><u>Faculty</u></b> Shri A.K. Sahani, Sr.AO</p>
2.	Sanjeeb Ku. Patel, AAO	Fund-1	
3.	Helena Minz, Asst. Supv.	LTA-1	
4.	Chhabilata Mallick, Asst. Supv.	Try-6	
5.	A. Ekka, SA	VLC-2	
6.	Ranveer Kumar, Acct.	SAI-5	
7.	Dheeraj Kumar, Acct.	SAI-6	
8.	Kumar Amit, Acct.	O.E.	
9.	Radhika Kumari, Acct.	O.E.	