



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
ODISHA BHUBANESWAR PIN:- 751001

OOO No: 1266

Dated: 21 .03.2024

Sub: - Mandatory Training to AAOs to be empaneled for promotion as SAOs for the panel year 2025.

As per the revised recruitment rules for Sr. Accounts Officer/ Sr. Audit Officers. the eligibility criteria for promotion to the post of Sr. Accounts Officer / Sr. Audit Officer is Assistant Accounts Officer / Assistant Audit Officer in Level-8 (₹ 47,600-₹ 1,51,100) of the pay matrix with seven years of regular service including service rendered in non-functional grade of Level-9 (₹ 53,100 – ₹ 1,67,800) of the pay matrix and having successfully completed mandatory training of two to four weeks in the field as prescribed by the department.

In view of this and as per Headquarters letter No.420/Trg. Div./373/2019 dated 24.09.2020. the following schedule is made: -

- i) Three weeks of mandatory training is to be conducted from **01.04.2024 to 22.04.2024** as per the programme (Annexure) in the Training Hall-I of Main Office. Bhubaneswar.
- ii) The training is to be conducted In-house through SAI Training including nomination. Candidates are required to register themselves by logging into SAI Portal and feedback on each session may be given accordingly till the completion of the training.
- iii) The end of the training examination will be intimated later by the Headquarters. The minimum benchmark of the examination is 45% as fixed by the headquarter.

The following officers in the cadre of AAO's have been shortlisted for the above-mentioned training: -

Sl. No	NAME Shri/Smt.	SECTION
1.	Ranjan Kumar Sahoo, AAO	Fund-12
2.	Anjan Kumar Mohanty, AAO	IAD
3.	Sarat Kumar Mohapatra, AAO	SAI-10
4.	Ashutosh Das, AAO	P.M.
5.	Kailash Ch. Panda, AAO	Try-6
6.	V. Ananda Bhatta, AAO	Welfare
7.	Simanchala Gouda, AAO	SAI-2
8.	Ashok Kumar Misha, AAO	T.M.-I
9.	Anil Kumar Pati, AAO	VLC-I
10.	Tapan Kumar Jena, AAO	T.M.-II
11.	Basanta Kumar Panda-II, AAO	F.M.

Sd/-

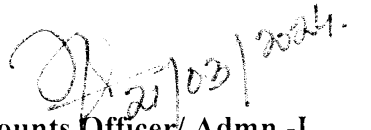
Sr. Deputy Accountant General (Admn.)

Memo No. Admn.-I/AAO to SAO/2023-24/Tr.No.- 696

Dated- 21.03.2024.

Copy forwarded for information and necessary action to: -

1. (A/Cs & VLC) /DAG (Pen.) /DAG (Funds)
2. DAG/Works Accounts, Puri.
3. Sr. Pvt. Secy. to P.A.G (A&E)/P.A.G's Secretariat.
4. Steno Gr-I / PA to Sr. DAG (Admn.). He is requested to arrange the formalities for the examination.
5. All Branch Officers in Main Office.
6. Faculties concerned.
7. Candidates concerned.
8. Notice Board/Website.


Sr. Accounts Officer/ Admn.-I

(Annexure)

1st Week

Day	Session I (10.30 AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.30 PM to 03.45 PM)	Session IV (04.00 PM to 05.15 PM)
Day 1 01.04.2024	An Overview of Role & Responsibilities of SAO Faculty Shri Brundaban Behera, SAO	An Overview of Role & Responsibilities of SAO Faculty Shri Brundaban Behera, SAO	An Overview of Role & Responsibilities of SAO Faculty Shri Brundaban Behera, SAO	An Overview of Role & Responsibilities of SAO Faculty Shri Brundaban Behera, SAO
Day 2 02.04.2024	Introduction to Government Accounts Faculty Shri Krushna Ch. Sahoo-II, SAO	Concept of Accounts Faculty Shri Krushna Ch. Sahoo-II, SAO	Structure and Form of Government Accounts Faculty Shri Krushna Ch. Sahoo-II, SAO	Receipt and Compilation of Treasury Accounts Faculty Shri Krushna Ch. Sahoo-II, SAO
Day 3 03.04.2024	Principles of Budgeting Faculty Shri Krushna Ch. Sahoo-II, SAO	PFMS & iBEMS Faculty Shri A. K. Sahani, SAO	Revenue for both Union & State Government Faculty Shri Krushna Ch. Sahoo-II, SAO	Overview of a revenue system Goods and Services Tax Faculty Shri Krushna Ch. Sahoo-II, SAO
Day 4 04.04.2024	Fund flows among Union & States Faculty Shri Umakanta Mahasuara, SAO	Procurement of Goods, Services and Works Faculty Mohammed Iqbal, AAO	Procurement of Goods, Services and Works Faculty Mohammed Iqbal, AAO	Procurement of Goods, Services and Works Faculty Mohammed Iqbal, AAO
Day 5 05.04.2024	SAO- Prospects and entitlements. Faculty Shri Brundaban Behera, SAO	Time Management Faculty Shri K.N Rao, SAO	Leadership and Human Resource Management Faculty Shri K.N Rao, SAO	

2nd Week

Day	Session I (10.30 AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.30 PM to 03.45 PM)	Session IV (04.00 PM to 05.15 PM)
Day 6 08.04.2024	Ethics and Governance Faculty Shri. K.N. Rao, SAO	Big data Management Faculty Mohammed Iqbal, AAO	Computer Assisted Audit Techniques (CAATs)- Data Analysis Faculty Mohammed Iqbal, AAO	
Day 7 09.04.2024	Overview of Data Analysis Faculty Mohammed Iqbal, AAO	IT Security & Emerging applications in IA & AD Faculty Mohammed Iqbal, AAO	Computer Assisted Audit Techniques (CAATs)- Data Analysis Faculty Mohammed Iqbal, AAO	Computer Assisted Audit Techniques (CAATs)- Data Analysis Faculty Mohammed Iqbal, AAO
Day 8 10.04.2024	Receipt of Divisional Accounts Faculty Shri Krushna Ch. Sahoo-II, SAO	Debt, Deposit and Remittance Transactions Faculty Shri Krushna Ch. Sahoo-II, SAO	Transfer Entry Faculty Shri Krushna Ch. Sahoo-II, SAO	GASAB Faculty Shri G.N. Murty, SAO
Day 9 12.04.2024	Appropriation Act (Budget) and Finance Act Faculty Shri G.N. Murty, SAO	Government Revenue & Expenditure including IGAS. Faculty Shri Krushna Ch. Sahoo-II, SAO	Classification of Vouchers Faculty Shri Biman Ranjan Pandit, SAO	Functions of Pay & Accounts Office Faculty Shri A. K. Sahani, SAO
Day 10 15.04.2024	Inter Government Adjustments Faculty Shri Krushna Ch. Sahoo-II, SAO	VLC Modules Faculty Shri Krushna Ch. Sahoo-II, SAO	IFMS- Its implementation Faculty Shri Krushna Ch. Sahoo-II, SAO	RBI's role in Government Transactions Faculty Shri Krushna Ch. Sahoo-II, SAO

3rd Week

Day	Session I (10.30 AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.30 PM to 03.45 PM)	Session IV (04.00 PM to 05.15 PM)
Day 11 16.04.2024	Deposit Accounts Faculty Shri P. K Sethi, SAO	Suspense Accounts Faculty Shri P. K Sethi, SAO	Maintenance of Broadsheets Faculty Shri Umakanta Mahasuara, SAO	Inspection of Treasuries Faculty Shri P. K Sethi, SAO
Day 12 17.04.2024	Financial Statements- Concepts & Objectives Faculty Shri G.N. Murty, SAO	Appropriation Accounts- Concepts & Objectives Faculty Shri G.N. Murty, SAO	Appropriation Accounts- Concepts & Objectives Faculty Shri G.N. Murty, SAO	Appropriation Accounts- Concepts & Objectives Faculty Shri G.N. Murty, SAO
Day 13 18.04.2024	Effective Interpersonal Skills-Communication skills and Relationship Skills Faculty Shri K.N Rao, SAO		Audit and Accounts mandate of CAG Faculty Shri Brundaban Behera, SAO	Stress Management Faculty Shri K.N Rao, SAO
Day 14 19.04.2024	Gender Sensitization Faculty Shri K.N Rao, SAO	Legal Matters in IAAD Faculty Shri K.N Rao, SAO	Disciplinary Issues Faculty Shri K.N Rao, SAO	Right to Information Act Faculty Shri K.N Rao, SAO
Day 15 22.04.2024	Entitlement Functions-GPF Faculty Shri P.K. Mohapatra, SAO	Entitlement Functions- Pension Faculty Shri Saroj Behera, SAO	Feedback & Valediction	