



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

**OOO No: 470**

**Date: 04.09.2024**

**Sub: - Two week Mandatory induction training to newly recruited Accountants-reg.**

As per Para 9 of the DOPT OM No. 28020 dated 11.03.2019 “in all cases of direct recruitment there should be a mandatory training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation”.

In view of this and as per Headquarter Training Division letter No.397/Trg-Div/File No.246/2015 dated 06.07.2020 the following arrangement has been made:-

- i) Two weeks mandatory training in respect of the officials in the cadre of Accountant is to be conducted from **09.09.2024 to 25.09.2024** as per the programme given in Annexure.
- ii) The training will be held in the Training Hall-I & II adjacent to VLC LAN, where candidates have to attend the training online.
- iii) An Evaluation Test will be conducted in 3<sup>rd</sup> & 4<sup>th</sup> session of the final day of the Mandatory Training i.e. on **25.09.2024** from 03.00 PM to 04.00 PM.

The list of officials in the cadre of Accountant has been shortlisted for the above mentioned training. (Copy enclosed)

*Encl: As above.*

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

**Memo No. T&E/Mandatory Trg to Acct. /2024-25/Tr.No.43**

**Date: 04.09.2024**

Copy forwarded for information and necessary action to:-

- 1) DAG (A/Cs & VLC) /DAG (Pen.) / DAG (Funds)/DAG (Works A/Cs) Puri.
- 2) Principal Accountant General's Secretariat.
- 3) All Branch Officers in Main Office.
- 4) BO (WME) Puri with a request to make necessary arrangements for the trainees to join the online training sessions as per the schedule and relieve the staff to appear the evaluation test to be held on 25.09.2024 at Main Office, Bhubaneswar.
- 5) Steno Gr-I / PA to Sr. DAG (Admn.). He is requested to carry out the formalities for the evaluation test to be held in the last day of the training i.e. 25.09.2024 from 03.00 PM to 04.00 PM.
- 6) Faculties concerned.
- 7) Candidates concerned.

  
04/09/2024  
**Sr. Accounts Officer/ T&E**

| SL. No. | Name<br>Shri/Ms.            | Section            |
|---------|-----------------------------|--------------------|
| 1       | Bhagyashree Srutipadma Jena | PAO-3              |
| 2       | Mitali Chand                | <b>Puri Office</b> |
| 3       | Shradhanjali Behera         | Record-I           |
| 4       | Kumar Amit                  | Admn.-II           |
| 5       | Sheetal Jha                 | FMS                |
| 6       | Radhika Kumari              | O.E.               |
| 7       | Ajeet Meena                 | Pen-SS             |
| 8       | Rajjab Ali                  | LTA-I              |
| 9       | Deepak Kumar                | PAO-I              |
| 10      | Dibyajay Majhi              | Record-I           |
| 11      | Dheeraj Kumar               | SAI-6              |
| 12      | Ranveer Kumar               | SAI-5              |
| 13      | Mukesh Kumar Singh          | PAO-3              |
| 14      | Rimpa Sarkar                | LTA-I              |
| 15      | Rashmita Behara             | SAI-4              |
| 16      | Chhotu Kumar                | PAO                |
| 17      | Lovely Anand                | GPF-Debit          |
| 18      | Saurav Kumar                | SAI-2              |
| 19      | Himanshu Raj                | SAI-7              |
| 20      | Ranjan Kumar                | VLC-3              |
| 21      | Ashit Kumar Sahu            | Deposit-II         |
| 22      | Adarsh Kumar                | Record-I           |
| 23      | Ruma Jha                    | F.M.               |
| 24      | Ashish Kumar Meena          | <b>Puri Office</b> |
| 25      | Atin Das                    | IAD                |
| 26      | Niraj Kumar                 | <b>Puri Office</b> |
| 27      | Sonika Kumari               | GPF Clearance      |
| 28      | Arindam Mondal              | SAI-4              |
| 29      | Rashmi Ranjan Behera        | PAO                |
| 30      | Rimo Sarkar                 | LTA-I              |
| 31      | Sakshi Gopal Ghosh          | Try-2              |
| 32      | Sanjay Yadav                | GST                |
| 33      | Yash Raj Mishra             | Record-I           |
| 34      | Rahul Kumar Tiwary          | PAO-I              |
| 35      | Ranjit Kundu                | Try-5              |
| 36      | Goutam Kumar Keshri         | Deposit-I          |
| 37      | Dhriti Rani                 | PAO-2              |
| 38      | Saurav Kumar Thakur         | <b>Puri Office</b> |
| 39      | Maniratnam Jee              | GPF-SS             |
| 40      | Kumar Shubham               | Deposit-II         |
| 41      | Sandeep Purty               | T.M.               |
| 42      | Manidipa Sarkar             | P.M.               |
| 43      | Dhruv Rawat                 | Admn.-I            |

**Annexure**

**Two Week Mandatory Induction Training for Newly Recruited Accountants**

| <b>Days</b>         | <b>Session I<br/>(10.30 am to 11.45 am)</b>  | <b>Session II<br/>(12.00 pm to 01.15 pm)</b> | <b>Session III<br/>(02.45 pm to 04.00 pm)</b>   | <b>Session IV<br/>(04.15 pm to 05.30 pm)</b>  |
|---------------------|--|--|---|---|
| Day 1<br>09.09.2024 | <p style="text-align: center;"><b>An Introduction to the Department</b><br/>Awareness of the role, legal framework and documentation relevant to the Department, accounting function and office procedures:</p> <p style="text-align: center;"><u><b>Faculty</b></u><br/>Shri Guruprasad Mukherjee, SAO</p>  |  | <p style="text-align: center;"><b>Position of CAG as per the constitution of India</b><br/>Articles 148-151 of the Constitution of India</p> <p style="text-align: center;"><u><b>Faculty</b></u><br/>Shri Raj Gaurav, AAO</p>  | <p style="text-align: center;"><b>Record Maintenance</b><br/>Overview of significant provisions in Public Records Act, Rules and Record Retention norms as per GFR 2017 and departmental norms on file and record management and retention</p> <p style="text-align: center;">Discussion on balance between Secrecy, Confidentiality, Privacy and Transparency in Manual and IT systems (Need to Know, Protection of Third Party Rights and data, Legislative privileges)</p> <p style="text-align: center;"><u><b>Faculty</b></u><br/>Shri R.K. Das, AAO</p> |
| Day 2<br>10.09.2024 | <p style="text-align: center;"><b>Statutory provisions on Government Accounts and related powers</b><br/>CAG's (Duties, Powers and Conditions of Service)<br/>Act 1971- S.10 to 12, 21 to 23 with commentary and other annexure on these Sections in Brochure.</p> <p style="text-align: center;"><u><b>Faculty</b></u><br/>Shri Raj Gaurav, AAO</p> |  | <p style="text-align: center;"><b>Conditions of Service of CAG</b><br/>Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971- S.1 to 9 and Introductory comments in Brochure.</p> <p style="text-align: center;"><u><b>Faculty</b></u><br/>Shri Raj Gaurav, AAO</p> | <p style="text-align: center;"><b>Introduction to nature of work done in A &amp; E offices- Entitlement Function</b><br/>Introduction to nature of work done in A &amp; E offices- Entitlement- Pension, PF, Gazetted Entitlement and maintenance and retrieval of Records thereof. Importance of Service Book.<br/>Accountant's duties in this regard.</p> <p style="text-align: center;"><u><b>Faculty</b></u><br/>Shri Bhagabat Pr. Rath, AAO</p>  |

|                             |   |   |  |
|-----------------------------|---|---|--|
| <p>Day 3<br/>11.09.2024</p> | <p><b>Introduction to Government Accounts and Treasuries</b><br/>Introduction to Government Accounts - Form &amp; Structure, Major &amp; Minor Heads- Awareness of List of Major and Minor Heads, Classification, Finance<br/>Accounts and Appropriation Accounts, with Case Study-reading of annual accounts, Awareness of IGAS issued by GASAB, Treasury Operations<br/><b>Faculty</b><br/>Shri Ram Balak Sharma, AAO</p> |   | <p><b>Introduction to nature of work done in A &amp; E offices- Pay and Accounts Function, Accounting Function</b><br/>Work done in A &amp; E offices, Pay and Accounts Office.<br/>Accountant's duties in this regard<br/>Introduction to nature of work done in A &amp; E offices- Accounts Wing- Accounts, Compilation- Primary and Secondary, VLC, integration with State Government.<br/>Accounting Systems through IFMS, Treasury Inspection.<br/>Accountant's duties in this regard.<br/><b>Faculty</b><br/>Smt. Bharati Mohapatra, AAO</p> |
| <p>Day 4<br/>12.09.2024</p> | <p><b>Regulatory provisions of relevance to Accounting and Establishment</b><br/>Regulations on Audit and Accounts, 2007-Chapter 1, Regulation 151, and Chapter 17.<br/><b>Faculty</b><br/>Shri Bhagabat Pr. Rath, AAO</p>  | <p><b>Regulations on Government Accounting</b><br/>Regulations on Audit and Accounts, 2007-Chapter 16.<br/><b>Faculty</b><br/>Shri Bhagabat Pr. Rath, AAO</p> | <p><b>Rules on Government Accounting – GFR</b><br/>Introduction to GFR 2017 relating to accounts-Rules 7-11, 57, iBEMS, Chapter 4 including PFMS, Rules 288, 303-305.<br/><b>Faculty</b><br/>Smt. Bharati Mohapatra, AAO</p>   |
| <p>Day 5<br/>13.09.2024</p> | <p><b>General awareness of Rules of procurement</b><br/>General awareness of the principles of procurement and the existence of monetary limits for determining mode and process of procurement for goods, services and works, features of CPPP and GeM.<br/>General awareness of the purpose of Delegation of Financial Powers Rules.<br/>1978 MSO (Admn.) Vol.2<br/><b>Faculty</b><br/>Shri Ayan Mukherjee, AAO</p>       |   | <p><b>MS Word</b><br/>Basic Practice of MS Word.<br/><b>Faculty</b><br/>Shri Vishwash Kumar Sinha, AAO</p>   |

|                             |  |  |  |
|-----------------------------|--|--|--|
| <p>Day 6<br/>17.09.2024</p> | <p align="center"><b>FRSR- Part-1 : Provisions of greater relevance to Accounts</b><br/>FRSR- Part-1 : Definitions, Pay Rules and Exercises, Accounting for Foreign Service-Pension and Leave Contributions<br/><b><u>Faculty</u></b><br/>Shri Praveen Kumar, AAO</p>  | <p align="center"><b>Soft Skills</b><br/>Communication and Motivation/ Soft Skills/ Team-Building/ Site Visit (Role play/ Exercises/ Group activities)<br/><b><u>Faculty</u></b><br/>Shri K. Nageswar Rao, SAO</p>   |  |
| <p>Day 7<br/>18.09.2024</p> | <p align="center"><b>Rules on Government Accounting – RPR</b><br/>Central Government Accounts (Receipts and Payments) Rules, 1983<br/><b><u>Faculty</u></b><br/>Shri Ashok Kumar Mishra, AAO</p>   | <p align="center"><b>Rules on Government Accounting – GAR</b><br/>Overview of purpose and content covered by Government Accounting Rules, 1990<br/><b><u>Faculty</u></b><br/>Shri Dinesh Pandey, AAO</p>   |  |
| <p>Day 8<br/>19.09.2024</p> | <p align="center"><b>Noting and Drafting</b><br/>Noting and Drafting in manual and e-office, Official Language Policy in Noting and Drafting, Exercises in Noting, Drafting of Circulars and official letters. Disposal of correspondence-Timing and Courtesy Use of e-office.<br/><b><u>Faculty</u></b><br/>Shri Kailash Ch. Panda, AAO</p> | <p align="center"><b>MS Excel</b><br/>Basic Practice of MS Excel.<br/><b><u>Faculty</u></b><br/>Shri Vishwash Kumar Sinha, AAO</p>   |  |
| <p>Day 9<br/>20.09.2024</p> | <p align="center"><b>MSO (A &amp; E) Vol.1</b><br/>Chapters 3-7 of MSO (A &amp; E) Vol.1<br/><b><u>Faculty</u></b><br/>Shri Alok Kumar, AAO</p>  | <p align="center"><b>Ethics and Etiquette</b><br/>An overview of CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 in guiding official and personal conduct. An overview of significant rules in CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 in guiding official and personal conduct and general awareness of the other rules therein. General Administrative Rules (Do's and Don'ts) Ethics and Etiquette in dealing with stakeholders, protocols for handling HQ correspondence, VIP references and RTI queries Precautions in use of Social Media<br/><b><u>Faculty</u></b><br/>Shri Manmath Ku. Behera, AAO</p> |  |

|                              |   |   |  |
|------------------------------|---|---|--|
| <p>Day 10<br/>23.09.2024</p> | <p style="text-align: center;"><b>Accounts of Public Works and Accounts of Forests</b><br/>Chapter 8 of MSO (A &amp; E) Vol.1 and Chapter 10 of CPWA Code;<br/>Chapter 9 of MSO (A &amp; E) Vol.1</p> <p style="text-align: center;"><b><u>Faculty</u></b><br/>Shri Krushna Ch. Sahoo-II, SAO</p> | <p style="text-align: center;"><b>MSO (A &amp; E) Vol.2- Finance and Appropriation Accounts</b><br/>Chapter 1 and 2</p> <p>Annexure 1 and 2 of MSO (A &amp; E) Vol.2<br/>Awareness of Financial Attest Audit by AG (Audit)</p> <p style="text-align: center;"><b><u>Faculty</u></b><br/>Shri V. A Bhatta, AAO</p> | <p style="text-align: center;"><b>Leave Rules</b><br/>CCS (Leave) Rules, 1972<br/><b><u>Faculty</u></b><br/>Shri Prabhat Kumar Pradhan, AAO</p>                    |
| <p>Day 11<br/>24.09.2024</p> | <p style="text-align: center;"><b>Pension Rules</b><br/>CCS (Pension) Rules, 1972</p> <p style="text-align: center;"><b><u>Faculty</u></b><br/>Shri Ravi Kumar, AAO</p>   |   | <p style="text-align: center;"><b>NPS</b><br/><u>National Pension System</u></p> <p style="text-align: center;"><b><u>Faculty</u></b><br/>Shri Ravi Kumar, AAO</p> |
| <p>Day-12<br/>25.09.2024</p> | <p style="text-align: center;"><b>Accounts Code for Accountants General.</b><br/>Chapter 1, 2 &amp; 9 of Account Code for Accountants General.</p> <p style="text-align: center;"><b><u>Faculty</u></b><br/>Shri Ram Balak Sharma, AAO</p>  | <p style="text-align: center;"><b>Test &amp; Group Discussion on the training, Feedback, Evaluation and Valediction.</b></p>  |  |