



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

OOO No: 25

Date: 11.04.2025

Sub: - Two week Mandatory induction training to newly recruited Junior Hindi Translator-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 for Shri Ajay Kumar Shaw, JHT & Ms. Priya Kumari Jha, JHT is to be conducted from **15.04.2025 to 02.05.2025** as per the programme given in Annexure.
- ii) The training is to be conducted online through MS Teams. The link to join the training will be provided in due course.
- iii) An Evaluation Test will be conducted in 3rd & 4th session of the final day of the training i.e. on 02.05.2025 from 03.00 PM to 04.00 PM.

Encl: As above.

Sd/-
Deputy Accountant General (Admn.)

Memo No. T&E/Mandatory Trg. /2025-26/Tr.No.06

Date: 11.04.2025

Copy forwarded for information and necessary action to:-

- 1) DAG (A/Cs & VLC) /DAG (Pen.) / DAG (Funds)
- 2) DAG (Works A/Cs) Puri with a request to make necessary arrangements for Ms. Priya Kumari Jha, JHT to attend the training online and to relieve her to appear in the evaluation test to be held on 02.05.2025 at Main Office, Bhubaneswar.
- 3) Principal Accountant General's Secretariat.
- 4) Addl. Director, Rajbhasa Vibhag (OL)
- 5) BO/EDP with a request to provide logistic support during the training days.
- 6) Steno Gr-I / PA to DAG (Admn.). He is requested to carry out the formalities for the evaluation test to be held on 02.05.2025 from 03.00 PM to 04.00 PM.
- 7) Faculties concerned.
- 8) Candidates concerned.


11/04/2025
Sr. Accounts Officer/ T&E

Annexure
Two Week Mandatory Induction Training for Newly Recruited Junior Hindi Translator

Days	Session I (10.30 am to 11.45 am)	Session II (12.00 pm to 01.15 pm)	Session III (02.45 pm to 04.00 pm)	Session IV (04.15 pm to 05.30 pm)
Day 1 15.04.2025	<u>Introduction</u> Introduction to the Training Course, Ice-breaking and Expectation sharing. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	<u>Introduction to IA&AD</u> Duties and powers of the CAG- Constitutional Provisions: Structure of CAG office; Audit (various branches) and Accounts offices. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	<u>Leave Rules</u> Discussions of the conditions of CCS (Leave) Rules <u>Faculty</u> Shri Prabhat Kumar Pradhan, AAO	<u>National Pension System</u> <u>Faculty</u> Shri Om Prakash, AAO
Day 2 16.04.2025	<u>Conduct Rules</u> Provisions of conduct Rules. <u>Faculty</u> Shri Manmath Ku. Behera, AAO	<u>CCS (CCA) Rules</u> CCS (CCA) Rules, 1965 <u>Faculty</u> Shri Manmath Ku. Behera, AAO	<u>Word processing(English)</u> MS word Tables: Insert Table, Data Entry, Modify Table, Table Formatting, Convert Tables to Text & Text to Tables, Sorting Data, Use of Formulae with practice. <u>Faculty</u> Shri Vishwash Ku. Sinha, AAO	-
Day 3 17.04.2025	<u>Official Language</u> Introduction to Official language Policy, Rajbhasa Adhiniyam; Rajbhasa Bibhag(under HomeMinistry); incentivesfor Promoting Hindi in Official work; Norms for Hindi magazines; Hindi Exams; Narakas <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		<u>MS Excel (English)</u> Introduction to MS Excel Creating a Work Book, Saving & Retrieving a Workbook, Creating and modifying worksheets, Formatting Cells. Inserting –Rows, Columns, Worksheets, Page Setup, Printing worksheets. Using formulae in Excel <u>Faculty</u> Shri Vishwash Ku. Sinha, AAO	
Day 4 21.04.2025	<u>Translation</u> Principles of translation. Essential requirement for translating a document <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	<u>Status of Hindi</u> Fundamental structure of Language <u>Faculty</u> Ms. Rupa Kumari, SHT	<u>Status of Hindi</u> Language and communication <u>Faculty</u> Ms. Rupa Kumari, SHT	<u>Status of Hindi</u> Constitutional status of Hindi <u>Faculty</u> Ms. Rupa Kumari, SHT

Day 5 22.04.2025	<u>Translation</u> Hindi to English Practical translation of Published Audit paras. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		<u>Translation</u> English to Hindi Practical translation of Published Audit paras. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	
Day 6 23.04.2025	<u>Hindi related official Work</u> <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		-	
Day 7 24.04.2025	<u>Translation of official correspondence</u> Translation of Hindi Letter. <u>Faculty</u> Ms. Rupa Kumari, SHT	<u>Translation of official correspondence</u> Translation of English Letter. <u>Faculty</u> Ms. Rupa Kumari, SHT	<u>Typing and Processing of letters</u> Typing of DO letters/other letters in Hindi <u>Faculty</u> Ms. Rupa Kumari, SHT	<u>Word processing(Hindi)</u> MS word-creating a document, saving a document, cut, copy, paste & other commands, Character formatting, Paragraph formatting, Bullets & Numbering, Page Set-up, Page Border, Columns, Change Case, Drop Caps, Auto Text, Header& Footer, Page Set-up, Spelling Check & Grammar. <u>Faculty</u> Ms. Rupa Kumari, SHT
Day 8 28.04.2025	<u>Administrative Hindi</u> Simplification of administrative Hindi <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		<u>Software enabled translation</u> Introduction to IT enabled translation. Use of Hindi related software being used, Phonetics. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	
Day 09 29.04.2025	<u>Précis</u> Introduction to Hindi précis writing <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		<u>Idioms and Phrases</u> Idioms and phrases in Hindi & its translation Idioms and phrases in English & its translation <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	
Day 10 30.04.2025	<u>Drafting Skills (English)</u> Essay/ draft writing on given topic in English. Translation of Essay/draft in Hindi. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		<u>Public Speaking</u> Elements of Public Speaking; Clear Articulation, vocal tone, body language, facial expression, timing, Needs of the Audience. <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	
Day-11 01.05.2025	<u>Hindi Diwas and Pakhwara</u> Norms for Pakhwara, Hindi Diwas <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)		<u>Noting and Drafting</u> Noting and Drafting in Hindi <u>Faculty</u> Ms. Kirti Shree, Assistant Director (OL)	
Day 12 02.05.2025	<u>Code of Ethics for IA&AD</u> Code of Ethics for IA&AD <u>Faculty</u> Shri Manmath Ku. Behera, AAO		<u>Test and Evaluation. Valediction</u> Test, Evaluation, feedback	