



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

OOO No: 48

Dated: 21.04.2023

Sub: - Mandatory Training to AAOs to be empanelled for promotion as SAOs for the panel year 2024.

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 mandatory training is to be conducted from **11.05.2023 to 31.05.2023** as per the programme (Annexure) in the Training Hall 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 training examination is going to be held on **07.06.2023** from 11.00 AM to 01.00 PM in the Training & Exam Hall of Main office. The minimum benchmark of the examination is 45% as fixed by the headquarters.

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

Sl. No	NAME Shri/Smt.	SECTION
1.	Santosh Kumar Das	F.M.
2.	Satyanarayan Mishra	T.M.
3.	Krushna Ch. Sahoo-II	Book
4.	Govind Narayan Murty	IAD
5.	Sarada Pr. Mohapatra	Pension
6.	Krushna Ch. Sahoo-I	PAO
7.	Ajaya Kumar Das	Pension
8.	Biman Ranjan Pandit	LTA-
9.	Bijaya Kumar Patra	F.M.
10.	Umesh Prasad Panda	F.M.

Sd/-

Sr. Deputy Accountant General (Admn.)

Memo No. EDP/IHT & SSC /2023-24/03

Dated- 21 .04.2023

Copy forwarded for information and necessary action to:-

1. Sr. DAG (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 to be held on 07.06.2023.
5. All Branch Officers in Main Office/ WME, Puri.
6. Faculties concerned.
7. Candidates concerned.
8. Notice Board/Website.


Sr. Accounts Officer/ EDP

(Annexure)
1st Week

Day	Session I (10.00 am to 11.15 am)	Session II (11.30 am to 12.45 pm)	Session III (02.15 pm to 03.30 pm)	Session IV (03.45 pm to 05.00 pm)
Day 1 11.05.2023	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 12.05.2023	Introduction to Government Accounts Faculty Shri C. Patra, SAO Consultant	Concept of Accounts Faculty Shri C. Patra, SAO Consultant	Structure and Form of Government Accounts Faculty Shri C. Patra, SAO Consultant	Receipt and Compilation of Treasury Accounts Faculty Shri C. Patra, SAO Consultant
Day 3 15.05.2023	Principles of Budgeting Faculty Shri C. Patra, SAO Consultant	PFMS & iBEMS Faculty Shri T.P. Rao, SAO	Revenue for both Union & State Government Faculty Shri C. Patra, SAO Consultant	Overview of a revenue system Goods and Services Tax Faculty Shri C. Patra, SAO Consultant
Day 4 16.05.2023	Fund flows among Union & States Faculty Shri C. Patra, SAO Consultant	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 17.05.2023	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 (10.00 am to 11.15 am)	Session II (11.30 am to 12.45 pm)	Session III (02.15 pm to 03.30 pm)	Session IV (03.45 pm to 05.00 pm)
Day 6 18.05.2023	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 19.05.2023	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 22.05.2023	Receipt of Divisional Accounts Faculty Shri C. Patra, SAO Consultant	Debt, Deposit and Remittance Transactions Faculty Shri C. Patra, SAO Consultant	Transfer Entry Faculty Shri C. Patra, SAO Consultant	GASAB Faculty Shri P.K. Samal, SAO Consultant
Day 9 23.05.2023	Appropriation Act (Budget) and Finance Act Faculty Shri T.P. Rao, SAO	Government Revenue & Expenditure including IGAS Faculty Shri C. Patra, SAO Consultant	Classification of Vouchers Faculty Shri C. Patra, SAO Consultant	Functions of Pay & Accounts Office Faculty Shri T.P. Rao, SAO
Day 10 24.05.2023	Inter Government Adjustments Faculty Shri C. Patra, SAO Consultant	VLC Modules Faculty Shri P.K. Samal, SAO Consultant	IFMS- Its implementation Faculty Shri T.P. Rao, SAO	RBI's role in Government Transactions Faculty Shri P.K. Samal, SAO Consultant

3rd Week

Day	Session I (10.00 am to 11.15 am)	Session II (11.30 am to 12.45 pm)	Session III (02.15 pm to 03.30 pm)	Session IV (03.45 pm to 05.00 pm)
Day 11 25.05.2023	Deposit Accounts Faculty Shri P. K Sethi, SAO	Suspense Accounts Faculty Shri P. K Sethi, SAO	Maintenance of Broadsheets Faculty Shri P.K. Samal, SAO Consultant	Inspection of Treasuries Faculty Shri P.K. Samal, SAO Consultant
Day 12 26.05.2023	Financial Statements- Concepts & Objectives Faculty Shri P. K Sethi, SAO	Appropriation Accounts- Concepts & Objectives Faculty Shri P. K Sethi, SAO	Appropriation Accounts- Concepts & Objectives Faculty Shri P. K Sethi, SAO	Appropriation Accounts- Concepts & Objectives Faculty Shri P. K Sethi, SAO
Day 13 29.05.2023	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 30.05.2023	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 31.05.2023	Entitlement Functions-GPF Faculty Shri Sushil Mishra, SAO	Entitlement Functions- Pension Faculty Shri Saroj Behera, SAO	Feedback & Valediction	