

Office of the Principal Accountant General (A&E) Haryana, Chandigarh.

Office Order

Two-weeks mandatory in-house training to the eligible Divisional Accountant/Divisional Accounts Officer, Grade-II for their promotion to the next grade, in terms of IA & AD (Divisional Accounts Officer, Grade-II) Recruitment Rules, 2018/ IA & AD (Divisional Accounts Officer, Grade-I) Recruitment Rules, 2018 will be imparted in this office from 12-12-2022 to 23-12-2022. The details of participants along with detailed training program is enclosed. All concerned are directed to attend the training program invariably. At the end of the training, an examination will be conducted to ensure that officials have learnt the skill needed to perform the job efficiently. Maximum marks for this examination would be 100 and a candidate securing 50% and above marks will be declared having completed the training successfully. There will be relaxation in pass marks to the extent of 5% to the candidates belonging to SC/ST. No leave will be granted during the training period except in exigencies.

Sd/-

Sr. Deputy Accountant General (Works)

No. WM (A)/DA/DAO-II/Two Weeks Trng./2022-23/1128

Dated: 06/12/2022

Copy forwarded through office website under employee corner for information and necessary action to the following:

1. All the concerned Divisional Accountants/Divisional Accounts Officers-II (List enclosed).
2. All the concerned Executive Engineers.
3. All the faculty members. Sh. Gurjeet, AAO (WC-III), Sh. Jasbir Singh, AAO (VLC), Sh. Sushil Kumar, AAO WM (A).
4. P.A. to Sr. Deputy Accountant General (Works).
5. Sr. Accounts Officer, Welfare the request for suitable arrangement may please be made.
6. Sr. Accounts Officer, Admn. I.
7. Sr. Accounts Officer, CRT Section.
8. Sr. Accounts Officer, (IT Cell) for uploading of office website.


Sr. Accounts Officer WM (A)

List of eligible Divisional Accountants/ Divisional Accounts Officer-II for In-house training from 12-12-2022 to 23-12-2022.

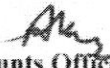
S. No.	Name of Candidate (S./Sh./Ms.)	Designation	Remarks
1	Mohit (HRE 2050161)	Divisional Accountant	
2	Navdeep Nain	DAO - II	
3	Deepak Dhull	DAO - II	Two Weeks Training already attended. Hence, directed to attend exam on 23-12-2022 as per schedule
4	Jyoti	DAO - II	Two Weeks Training already attended. Hence, directed to attend exam on 23-12-2022 as per schedule

Sd/-
Sr. Accounts Officer WM (A)

**Mandatory In House Training for Divisional Accountants/ Divisional Accounts Officers - II from
12-12-2022 to 23-12-2022**

DATE	Timings of Lecture	Topics Proposed to be Covered	Name of Faculty Member
12-12-2022	10:15 am to 11:00 am	Motivation and Leadership	Sh. Gujeet, AAO
	11:15 am to 12:00 pm	Role and Responsibility of DA Cadre	Sh. Gurjeet, AAO
	3:00 pm to 3:45 pm	Detailed Classifications of Works Expenditure pertaining to Irrigation & Drainage Works (P.W.Theory)	Sh.Jasbir Singh, AAO
	4:00 pm to 4:45 pm	Preparation & Payment of Contractor Bills (P.W. Theory)	Sh.Jasbir Singh, AAO
13-12-2022	10:15 am to 11:00 am	Exhibition of losses in Govt. Accounts (General Account Treasury & Finance Rules)	Sh. Gujeet, AAO
	11:15 am to 12:00 pm	Secured Advances	Sh. Gurjeet, AAO
	3:00 pm to 3:45 pm	Material at Site Account & Accounting Procedure (P.W. Theory)	Sh.Jasbir Singh, AAO
	4:00 pm to 4:45 pm	Procedure regarding Maintenance of Numerical Account of Tools & Plants	Sh.Jasbir Singh, AAO
14-12-2022	10:15 am to 11:00 am	Double Entry System (Book Keeping)	Sh. Sushil Kumar, AAO
	11:15 am to 12:00 pm	General principles for preparation of Trading Account	Sh. Sushil Kumar, AAO
	3:00 pm to 3:45 pm	Contractor's Ledger (P.W. Practical)	Sh. Gurjeet, AAO
	4:00 pm to 4:45 pm	Sale & Transfer of Tool & Plants and Maintenance of Tools & Plant Ledger	Sh. Gurjeet, AAO
15-12-2022	10:15 am to 11:00 am	Profit and Loss Account, Balance Sheet Adjustments etc. (Theory) (Book-Keeping)	Sh. Sushil Kumar, AAO
	11:15 am to 12:00 pm	Reserve Fund (Book Keeping)	Sh. Sushil Kumar, AAO
	3:00 pm to 3:45 pm	Posting of Contractor's Ledger from transaction given (P.W. Practical)	Sh. Jasbir Singh, AAO
	4:00 pm to 4:45 pm	Material at Site Account & Accounting Procedure (P.W. Theory)	Sh. Jasbir Singh, AAO
16-12-2022	10:15 am to 11:00 am	Precis and Drafting	Sh. Sushil Kumar, AAO
	11:15 am to 12:00 pm	Precis and Drafting	Sh. Sushil Kumar, AAO
	3:00 pm to 3:45 pm	Broad outlines of HRMS	Sh. Gurjeet, AAO
	4:00 pm to 4:45 pm	Broad outlines of HRMS	Sh. Gurjeet, AAO
17-12-2022	SATURDAY		
18-12-2022	SUNDAY		
19-12-2022	10:15 am to 11:00 am	Detailed Classifications of Works Expenditure pertaining to PWD (B&R)	Sh. Jasbir Singh, AAO

	11:15 am to 12:00 pm	Accounting under head CSSA	Sh. Jasbir Singh, AAO
	3:00 pm to 3:45 pm	Procedure for preparation of Schedule of Work Expenditure	Sh. Gurjeet, AAO
	4:00 pm to 4:45 pm	Difference between Accounting system of Public Works and Civil Department	Sh. Gurjeet, AAO
20-12-2022	10:15 am to 11:00 am	Detailed Classifications of Works Expenditure pertaining to P.H.E. Department	Sh. Sushil Kumar, AAO
	11:15 am to 12:00 pm	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project	Sh. Sushil Kumar, AAO
	3:00 pm to 3:45 pm	Computerisation of PW Accounts	Sh. Jasbir Singh, AAO
	4:00 pm to 4:45 pm	Computerisation of PW Accounts	Sh. Jasbir Singh, AAO
21-12-2022	10:15 am to 11:00 am	Dealing with arbitration cases	Sh. Sushil Kumar, AAO
	11:15 am to 12:00 pm	Dealing with arbitration cases	Sh. Sushil Kumar, AAO
	3:00 pm to 3:45 pm	Accounting of Receipts and Handling of cash (General Account Treasury & Finance Rules)	Sh. Jasbir Singh, AAO
	4:00 pm to 4:45 pm	Works Accounts, Muster Rolls and Checks applied by Divisional Accountants (P.W. Theory)	Sh. Jasbir Singh, AAO
22-12-2022	10:15 am to 11:00 am	Measurement Books, Work Charged establishments and Muster Rolls (P.W. Theory)	Sh. Sushil Kumar, AAO
	11:15 am to 12:00 pm	Suspense Accounts, Material at site Account (P.W. Practical)	Sh. Sushil Kumar, AAO
	3:00 pm to 3:45 pm	Land Award Statement, Objects of local inspection of Accounts of PWD	Sh. Gujeet, AAO
	4:00 pm to 4:45 pm	Fixation of pay on Promotion /ACP	Sh. Gurjeet, AAO
23-12-2022	02:00 pm to 04:00 pm	Examination to be held in O/o Pr. Accountant General (A&E) Haryana in Multipurpose hall	


 Sr. Accounts Officer WM (A)