

## Annexure

Annual Calendar of In-house Training Programme 2020-21 in respect of the Office of the Sr.  
Dy. Accountant General (A&E), Sikkim, Gangtok.

Sl. No.	Name of Course	Faculty	Duration/Time	Name of participant
1.	i)Compilation of Civil Accounts in VLC system ii) Maintenance and clearance of various types of suspense and iii) Responsibility for maintenance of Accounts	Shri S.Mukherjee, AAO	20.04.2020 to 21.04.2020  <b>(4.00 pm to 5.00 pm)</b>	Shri Mangal Thami, MTS Shri Bhakta Br. Manger, CA Shri Suresh Sarkar, MTS
2.	Surrender and re-appropriation of budget in Book Section.	Shri Suraj Lama, AAO	27.07.2020 to 28.07.2020  <b>(4.00 pm to 5.00 pm)</b>	Smt. D.L.Bhutia, Sr.Acctt. Smt. Nima Lepcha, Sr.Acctt. Shri B.K.Basnet, Sr.Acctt.
3.	Generation of various report through VLC system.	Shri N.G.Bhutia, AAO	14.09.2020 to 15.09.2020  <b>(4.00 pm to 5.00 pm)</b>	Shri Rabin Sharma, MTS Shri L.K. Limbu, MTS Shri Jhari Bhujel, MTS
4.	Implementation of Compact and passing of bills in Compact.	Shri S.P.Mandal, AAO	21.12.2020 to 22.12.2020 <b>(4.00 pm to 5.00 pm)</b>	Shri Jordan Kartak, Sr.Acctt. Smt. C.C.Bhutia(Lama), Sr.Acctt. Smt. E.Dungdung, Sr.Acctt.
5.	Office Order- i) Receipt of dak, diarising and despatch ii) Closing of diaries/despatch register and iii) maintenance and upkeet of records.	Shri H.S.Prasad, AAO	06.03.2021 to 07.03.2021  <b>(4.00 pm to 5.00 pm)</b>	Shri Ravi Dutraj, MTS Shri Nima Sherpa, MTS Shri Jhinza Thami, CA

Sd/-  
Sr.Accounts Officer/Admn.