

कार्यालय प्रधान महालेखाकार (ले. व ह.) हरियाणा, चण्डीगढ़

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH**

**कार्यालय आदेश/OFFICE ORDER**

It has been decided to impart online training through Zoom Application to newly recruited 33 (Thirty three) Divisional Accountants (On Probation) w. e. f. 25-01-2021 to 06-04-2021. Time table and various topics to be covered during training have been brought out in enclosed training schedule.

The faculty members will impart the training in addition to their regular duties. Training will be conducted online as per training schedule. The username and password will be sent on their respective mobile number (WhatsApp)/Email IDs.

Sd/-

**उपमहालेखाकार (कार्य)**

**Deputy Accountant General (Works)**

**No. WM (A)/DA/Trg./2021-22/2079**

**Dated: 22-01-2021**

Copy along with training schedule forwarded for information and necessary action to:-

1. All faculty members, O/o the Pr. Accountant General (A&E) Haryana, Chandigarh (As per list attached). Faculty members may use Training Room ground floor computer to impart the online training.
2. All faculty members of Divisional Accountants Cadre. (As per list attached).
3. Welfare – 1 (CRT) Section with a request to provide computer with internet connection, webcam and headphone for faculty members in Training room, Ground floor.
4. Secy/ Sr. PS to Pr. Accountant General.
5. Sr. Accounts Officer, Welfare.


**Sr. Accounts Officer WM (A)**

**Faculty members O/o the Pr. Accountant General (A&E) Haryana, Chandigarh**

Sr. No.	Name (S./Sh./Smt.)	Designation	Section
1.	Neeraj Katyal	DAO - I	WC - III
2.	Gurjeet	AAO	WC - III
3.	Bhim Singh	AAO	VLC
4.	Deepak Dutta	AAO	LOAN
5.	Vinay Kumar	AAO	PENSION 14
6.	Rajesh Bhardwaj	AAO	TMC
7.	Sameer Kumar	AAO	PEN-10 G
8.	Ashwinder Kumar	AAO	PEN-9 R
9.	Betal Singh Rana	AAO	ITA
10.	Mandeep Kadian	AAO	FUND DEBIT
11.	Sushil Kumar	AAO	WM (A)

**Faculty members of Divisional Accountants Cadre**

Sr. No.	Name (S./Sh./Smt.)	Designation	Division Name
1.	Anand Kumar	Sr. DAO	Executive Engineer, Provincial Division No. I, PWD B&R, Jind
2.	Sushil Kumar Vij	Sr. DAO	Executive Engineer, Provincial Division No. II, PWD B&R, Karnal
3.	Surender Pal	Sr. DAO	Executive Engineer, Provincial Division No. I, PWD B&R, Karnal
4.	Mahesh Kumar Dhamija	Sr. DAO	Executive Engineer, Provincial Division PWD B&R Majri Chowk, Panchkula
5.	Ranbir Singh	DAO-I	Executive Engineer, Provincial Division PWD B&R, Hansi

  
**Sr. Accounts Officer WM (A)**

Theoretical Training schedule for DA(P)  
from 25-1-21 to 06-4-21

DATE	TIME	SUBJECT	FACULTY S/Sh./Smt.
25-01-2021	10:00 AM to 10:45 AM	Duties of Divisional Accountant & Handling Of Cash in Divisional Office	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Introduction Of PWD organisation	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	Introduction Of Sub-divisional Account	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	Introduction Of Divisional Account	Anand Kumar, Sr. DAO
26-01-2021	Holiday		
27-01-2021	10.00 AM to 10:45 AM	Detailed Classifications of Works Expenditure pertaining to Public Health Engineering Department(P.W.Theory)	Sushil Kumar Vij, Sr. DAO
	11:15 AM to 12:00 PM	Detailed Classifications of Works Expenditure pertaining to Public Health Engineering Department (P.W.Theory)	Sushil Kumar Vij, Sr. DAO
	02:00 PM to 02:45 PM	Detailed Classifications of Works Expenditure pertaining to PWD (B&R)	Sushil Kumar Vij, Sr. DAO
	03:15 PM to 04:00 PM	Detailed Classifications of Works Expenditure pertaining to PWD (B&R)	Sushil Kumar Vij, Sr. DAO
28-01-2021	10.00 AM to 10:45 AM	Detailed Classifications of Works Expenditure pertaining to Irrigation & Drainage Works (P.W.Theory)	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Detailed Classifications of Works Expenditure pertaining to Irrigation & Drainage Works (P.W.Theory)	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Meaning and Objectives of Accounting (Book Keeping)	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Meaning and Objectives of Accounting (Book Keeping)	Surender Pal, Sr. DAO
29-01-2021	10.00 AM to 10:45 AM	Cash Book ( PW Theory)	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Cash Book ( PW Theory)	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Precis and Drafting (English)	Rajesh Bhardwaj, AAO
	03:15 PM to 04:00 PM	Precis and Drafting (English)	Rajesh Bhardwaj, AAO
30-01-2021	Saturday		
31-01-2021	Sunday		
01-02-2021	10.00 AM to 10:45 AM	Precis and Drafting (Hindi)	Vinay Kumar, AAO
	11:15 AM to 12:00 PM	Precis and Drafting (Hindi)	Vinay Kumar, AAO
	02:00 PM to 02:45 PM	Cash Book (Practical)	Neeraj Katyal,DAO-I
	03:15 PM to 04:00 PM	Cash Book (Practical)	Neeraj Katyal,DAO-I

02-02-2021	10.00 AM to 10:45 AM	C.C.S. (Conduct) Rules	Mahesh Kumar Dhamija, Sr. DAO
	11:15 AM to 12:00 PM	C.C.S. (Conduct) Rules	Mahesh Kumar Dhamija, Sr. DAO
	02:00 PM to 02:45 PM	Cash Book (Practical)	Mahesh Kumar Dhamija, Sr. DAO
	03:15 PM to 04:00 PM	Cash Book (Practical)	Mahesh Kumar Dhamija, Sr. DAO
03-02-2021	10.00 AM to 10:45 AM	Basic Accounting Terms (B.K)	Sameer Kumar, AAO
	11:15 AM to 12:00 PM	Basic Accounting Terms (B.K)	Sameer Kumar, AAO
	02:00 PM to 02:45 PM	Contractors' Bills (Theory)	Gurjeet, AAO
	03:15 PM to 04:00 PM	Contractors' Bills (Practical)	Gurjeet, AAO
04-02-2021	10.00 AM to 10:45 AM	Accounting Standard (B.K)	Sameer Kumar, AAO
	11:15 AM to 12:00 PM	Accounting Standard (B.K)	Sameer Kumar, AAO
	02:00 PM to 02:45 PM	Utilization of Departmental Receipts towards departmental Expenditure withdrawal from Public Account (General Account Treasury & Finance Rules)	Sushil Kumar Vij, Sr. DAO
	03:15 PM to 04:00 PM	Accounting of Receipts and Handling of cash (General Account Treasury & Finance Rules)	Sushil Kumar Vij, Sr. DAO
05-02-2021	10.00 AM to 10:45 AM	Contractors' Bills (Practical)	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Contractors' Bills (Practical)	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Accounting Principles (B.K)	Ranbir Singh, DAO-I
	03:15 PM to 04:00 PM	Accounting Principles (B.K)	Ranbir Singh, DAO-I
06-02-2021	Saturday		
07-02-2021	Sunday		
08-02-2021	10.00 AM to 10:45 AM	Process of Accounting (B.K)	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Source Document of Accounting (B.K)	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	Contractors' Bills (Practical)	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	Contractors' Bills (Practical)	Anand Kumar, Sr. DAO
09-02-2021	Holiday		
10-02-2021	10.00 AM to 10:45 AM	Contractors' Ledger (PW Theory)	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Contractors' Ledger (PW Theory)	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Preparation and posting of works Abstract (P.W.Theory)	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Preparation and posting of works Abstract (P.W. Practical)	Surender Pal, Sr. DAO

11-02-2021	10.00 AM to 10:45 AM	Preparation and posting of works Abstract (P.W. Practical)	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Preparation and posting of works Abstract (P.W. Practical)	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	CCS (CCA) Rules	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	CCS (CCA) Rules	Anand Kumar, Sr. DAO
12-02-2021	10.00 AM to 10:45 AM	Manufacture Account, Preparation of Register of Manufacture Account	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Transfer Entry (P.W. Theory)	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Transfer Entry (P.W.Practical)	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Transfer Entry (P.W.Practical)	Surender Pal, Sr. DAO
13-02-2021	Saturday		
14-02-2021	Sunday		
15-02-2021	10.00 AM to 10:45 AM	Measurement Books, Work Charged establishments and Muster Rolls (P.W. Theory)	Mahesh Kumar Dhamija, Sr. DAO
	11:15 AM to 12:00 PM	Examination of Measurement Books with reference to important instructions	Mahesh Kumar Dhamija, Sr. DAO
	02:00 PM to 02:45 PM	Accounting Equations with illustration (B.K)	Sameer Kumar, AAO
	03:15 PM to 04:00 PM	Accounting Equations with illustration (B.K)	Sameer Kumar, AAO
16-02-2021	10.00 AM to 10:45 AM	Receipt of Money, acceptance of cheque, verification of cash balance and preparation of bills (General Account Treasury & Finance Rules)	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Validity of claims, Scrutiny of payment and recording in Govt. Accounts, Remittance by Money Order (General Account Treasury & Finance Rules)	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Double Entry System	Sameer Kumar, AAO
	03:15 PM to 04:00 PM	Classification Of Accounts (B.K)	Sameer Kumar, AAO
17-02-2021	10.00 AM to 10:45 AM	Preparation of Proforma Account and Pre-audit of Contractors Bills	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Preparation of Proforma Account and Pre-audit of Contractors Bills	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	Cash Settlement Suspense Accounts (P.W. Theory)	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	Cash Settlement Suspense Accounts (P.W. Theory)	Anand Kumar, Sr. DAO
18-02-2021	10.00 AM to 10:45 AM	Rules for distribution of Establishment Charges and Tools & Plant Charges (P.W. Theory)	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Register of Works and Procedure for closing the accounts of Major Works (P.W. Theory)	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Classification Of Accounts	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Advantage of Double Entry System (B K)	Surender Pal, Sr. DAO

19-02-2021	10.00 AM to 10:45 AM	Contingent Expenditure Preventing fraudulent use of sub vouchers (General Accounts Treasury & Finance Rules)	Mandeep Kadian, AAO
	11:15 AM to 12:00 PM	Contingent Expenditure Preventing fraudulent use of sub vouchers (General Accounts Treasury & Finance Rules)	Mandeep Kadian, AAO
	02:00 PM to 02:45 PM	Procedure for obtaining service postage stamps, lapsed deposits (General Accounts Treasury & Finance Rules)	Bhim Singh, AAO
	03:15 PM to 04:00 PM	Control over Expenditure by Head of Department (P.W. Theory)	Deepak Dutta, AAO
20-02-2021	Saturday		
21-02-2021	Sunday		
22-02-2021	10.00 AM to 10:45 AM	Short Notes on PW Accounts(Theory)	Sushil Kumar, AAO
	11:15 AM to 12:00 PM	Short Notes on PW Accounts(Theory)	Sushil Kumar, AAO
	02:00 PM to 02:45 PM	Books of Original Entry and rules of Journalising	Sameer Kumar, AAO
	03:15 PM to 04:00 PM	Illustration of Jorunalising	Sameer Kumar, AAO
23-02-2021	10.00 AM to 10:45 AM	Procedure for preparation of Schedule of Work Expenditure	Gurjeet, AAO
	11:15 AM to 12:00 PM	Material at Site Account & Accounting Procedure (P.W. Theory)	Gurjeet, AAO
	02:00 PM to 02:45 PM	Precis & Drafting (Hindi) Grammar	Vinay Kumar, AAO
	03:15 PM to 04:00 PM	Precis & Drafting (Hindi) Grammar	Vinay Kumar, AAO
24-02-2021	10.00 AM to 10:45 AM	Fees from non Government Bodies and Private Persons (General Accounts Treasury & Finance Rules)	Ashwinder Kumar, AAO
	11:15 AM to 12:00 PM	Fees from non Government Bodies and Private Persons (General Accounts Treasury & Finance Rules)	Ashwinder Kumar, AAO
	02:00 PM to 02:45 PM	Test Of PW Accounts (Theory)	Ashwinder Kumar, AAO
	03:15 PM to 04:00 PM	Test Of PW Accounts (Theory)	Ashwinder Kumar, AAO
25-02-2021	10.00 AM to 10:45 AM	Realization of Revenue From Irrigation alongwith Accounting Procedure. (P.W. Theory)	Neeraj Katyal, DAO-I
	11:15 AM to 12:00 PM	Realization of Revenue From Irrigation alongwith Accounting Procedure. (P.W. Theory)	Neeraj Katyal, DAO-I
	02:00 PM to 02:45 PM	Leave Rules, Pension Rules	Neeraj Katyal, DAO-I
	03:15 PM to 04:00 PM	Leave Rules, Pension Rules	Neeraj Katyal, DAO-I
26-02-2021	10.00 AM to 10:45 AM	Terminology of FR & SR	Rajesh Bhardwaj, AAO
	11:15 AM to 12:00 PM	Terminology of FR & SR	Rajesh Bhardwaj, AAO
	02:00 PM to 02:45 PM	Books of Original Entry -Cash Book (B.K)	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Books of Original Entry -Cash Book (B.K)	Surender Pal, Sr. DAO
27-02-2021	Saturday		
28-02-2021	Sunday		

01-03-2021	10.00 AM to 10:45 AM	Preparation of Monthly Accounts (PW Theory)	Gurjeet, AAO
	11:15 AM to 12:00 PM	Preparation of Monthly Accounts (PW Theory)	Gurjeet, AAO
	02:00 PM to 02:45 PM	Rectification of errors in P.W. Accounts (P.W. Theory)	Betal Singh Rana, AAO
	03:15 PM to 04:00 PM	Rectification of errors in P.W. Accounts (P.W. Theory)	Betal Singh Rana, AAO
02-03-2021	10.00 AM to 10:45 AM	Special Purposes of Subsidiary Book(B.K)	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Special Purposes of Subsidiary Book(B.K)	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Appropriation of Audit of P.W. Expenditure Scrutiny of March Accounts (P.W. Theory)	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Appropriation of Audit of P.W. Expenditure Scrutiny of March Accounts (P.W. Theory)	Surender Pal, Sr. DAO
03-03-2021	10.00 AM to 10:45 AM	Contractor ledger (PW Practical)	Gurjeet, AAO
	11:15 AM to 12:00 PM	Contractor ledger (PW Practical)	Gurjeet, AAO
	02:00 PM to 02:45 PM	Preparation of Monthly Account w.r.t. Schedule dockets & vouchers, Supporting documents etc.	Betal Singh Rana, AAO
	03:15 PM to 04:00 PM	Preparation of Monthly Account w.r.t. Schedule dockets & vouchers, Supporting documents etc.	Betal Singh Rana, AAO
04-03-2021	10.00 AM to 10:45 AM	Compilation of monthly accounts	Ashwinder Kumar, AAO
	11:15 AM to 12:00 PM	Compilation of monthly accounts	Ashwinder Kumar, AAO
	02:00 PM to 02:45 PM	Ledger and its advantage (B.K)	Sameer Kumar, AAO
	03:15 PM to 04:00 PM	Illustration of Ledger Posting (B.K)	Sameer Kumar, AAO
05-03-2021	10.00 AM to 10:45 AM	Inter Divisional transactions of Transfer of Material/Stock and its Accounting Procedure.	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Inter Divisional transactions of Transfer of Material/Stock and its Accounting Procedure.	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Secured Advance	Ranbir Singh, DAO-I
	03:15 PM to 04:00 PM	Contractor bill/final bill/Security deposit	Ranbir Singh, DAO-I
06-03-2021	Saturday		
07-03-2021	Sunday		
08-03-2021	10.00 AM to 10:45 AM	Workshop Suspense and Workshop transactions w.r.t. Receipt and Payment – Classification thereof	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Non Govt. works which are sometimes required to be undertaken by PWD and how such transactions are accounted for in the Public Works Account of a Division office.	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Bank Reconciliation & Preparation of Trial Balance	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Bank Reconciliation & Preparation of Trial Balance	Surender Pal, Sr. DAO

09-03-2021	10.00 AM to 10:45 AM	Rectification of Errors in Book Keeping	Sameer Kumar, AAO
	11:15 AM to 12:00 PM	General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Mandeep Kadian, AAO
	02:00 PM to 02:45 PM	General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Mandeep Kadian, AAO
	03:15 PM to 04:00 PM	Preparation of schedule of monthly settlement with Treasury	Gurjeet, AAO
10-03-2021	10.00 AM to 10:45 AM	Drawals of allowances before the end of the month, payment of pensions, Checks applied by the Treasury Officer (General Account Treasury & Finance Rules)	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Drawals of allowances before the end of the month, payment of pensions, Checks applied by the Treasury Officer (General Account Treasury & Finance Rules)	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	T.A. Rules (General Accounts Treasury & Finance Rules)	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	T.A. Rules (General Accounts Treasury & Finance Rules)	Anand Kumar, Sr. DAO
11-03-2021	10.00 AM to 10:45 AM	Provision and Reserve, Depreciation	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Provision and Reserve, Depreciation	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Leave Travell Concession Rules	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Leave Travell Concession Rules	Surender Pal, Sr. DAO
12-03-2021	10.00 AM to 10:45 AM	Central Audit of Schedule Dockets and Review of Monthly Accounts in Accountant General Office (P.W. Theory)	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Central Audit of Schedule Dockets and Review of Monthly Accounts in Accountant General Office (P.W. Theory)	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Schedule of revenue realized/deposits (P.W. Theory)	Ranbir Singh, DAO-I
	03:15 PM to 04:00 PM	Schedule of revenue realized/deposits (P.W. Theory)	Ranbir Singh, DAO-I
13-03-2021	Saturday		
14-03-2021	Sunday		
15-03-2021	10.00 AM to 10:45 AM	Financial Statements-Trading Account, Profit & Loss Account and Balance Sheet	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Financial Statements-Trading Account, Profit & Loss Account and Balance Sheet	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Transportation, Child Care, Conveyance Allowances, Fee and Honorarium	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Transportation, Child Care, Conveyance Allowances, Fee and Honorarium	Surender Pal, Sr. DAO



16-03-2021	10.00 AM to 10:45 AM	Cash order, Disallowance by the Accountant General (General Account Treasury & Finance Rules)	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Cash order, Disallowance by the Accountant General (General Account Treasury & Finance Rules)	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	Sanctions of Grant in Aid (General Account Treasury & Finance Rules)	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	Sanctions of Grant in Aid (General Account Treasury & Finance Rules)	Anand Kumar, Sr. DAO
17-03-2021	10.00 AM to 10:45 AM	Exhibition of losses in Govt. Accounts (General Account Treasury & Finance Rules)	Bhim Singh, AAO
	11:15 AM to 12:00 PM	Exhibition of losses in Govt. Accounts (General Account Treasury & Finance Rules)	Bhim Singh, AAO
	02:00 PM to 02:45 PM	Balance Sheet with Adjustment	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Balance Sheet with Adjustment	Surender Pal, Sr. DAO
18-03-2021	10.00 AM to 10:45 AM	Permanent Advances (General Account Treasury & Finance Rules)	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Permanent Advances (General Account Treasury & Finance Rules)	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Joining Time Rules	Ranbir Singh, DAO-I
	03:15 PM to 04:00 PM	Joining Time Rules	Ranbir Singh, DAO-I
19-03-2021	10.00 AM to 10:45 AM	Illustration on classification of P.W. transactions with reference to list of Major, Minor Heads	Betal Singh Rana, AAO
	11:15 AM to 12:00 PM	Illustration on classification of P.W. transactions with reference to list of Major, Minor Heads	Betal Singh Rana, AAO
	02:00 PM to 02:45 PM	Balance Sheet with Adjustment	Sameer Kumar, AAO
	03:15 PM to 04:00 PM	Balance Sheet with Adjustment	Sameer Kumar, AAO
20-03-2021	Saturday		
21-03-2021	Sunday		
22-03-2021	10.00 AM to 10:45 AM	Land Award Statement, Objects of local inspection of Accounts of PWD	Neeraj Katyal,DAO-I
	11:15 AM to 12:00 PM	Land Award Statement, Objects of local inspection of Accounts of PWD	Neeraj Katyal,DAO-I
	02:00 PM to 02:45 PM	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project	Deepak Dutta
	03:15 PM to 04:00 PM	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project	Deepak Dutta
23-03-2021	10.00 AM to 10:45 AM	Cost Accounting Objectives	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Cost Accounting Objectives	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Fixation of Pay	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Fixation of Pay	Surender Pal, Sr. DAO

24-03-2021	10.00 AM to 10:45 AM	Deputation and Foreign Services	Sushil Kumar Vij, Sr. DAO
	11:15 AM to 12:00 PM	Deputation and Foreign Services	Sushil Kumar, Vij, Sr. DAO
	02:00 PM to 02:45 PM	Medical Attendance Rules	Sushil Kumar Vij, Sr. DAO
	03:15 PM to 04:00 PM	Medical Attendance Rules	Sushil Kumar Vij, Sr. DAO
25-03-2021	10.00 AM to 10:45 AM	Bills of Exchange	Ranbir Singh, DAO-I
	11:15 AM to 12:00 PM	Bills of Exchange	Ranbir Singh, DAO-I
	02:00 PM to 02:45 PM	Incidence of Exp. on Audit & Accounts (General Account Treasury & Finance Rules)	Ranbir Singh, DAO-I
	03:15 PM to 04:00 PM	Incidence of Exp. on Audit & Accounts (General Account Treasury & Finance Rules)	Ranbir Singh, DAO-I
26-03-2021	10.00 AM to 10:45 AM	Sale & Transfer of Tool & Plants and Maintenance of Tools & Plant Ledger	Ashwinder Kumar, AAO
	11:15 AM to 12:00 PM	Procedure regarding Maintenance of Numerical Account of Tools & Plants	Ashwinder Kumar, AAO
	02:00 PM to 02:45 PM	Difference between Accounting system of Public Works and Civil Department	Gurjeet, AAO
	03:15 PM to 04:00 PM	Difference between Accounting system of Public Works and Civil Department	Gurjeet, AAO
27-03-2021	Saturday		
28-03-2021	Sunday		
29-03-2021	Holiday		
30-03-2021	10.00 AM to 10:45 AM	Revision Of PW Accounts and Procedure(Theory)	Anand Kumar, Sr. DAO
	11:15 AM to 12:00 PM	Revision Of PW Accounts and Procedure(Theory)	Anand Kumar, Sr. DAO
	02:00 PM to 02:45 PM	Revision Of PW Accounts and Procedure(Theory)	Anand Kumar, Sr. DAO
	03:15 PM to 04:00 PM	Revision Of PW Accounts and Procedure(Theory)	Anand Kumar, Sr. DAO
31-03-2021	10.00 AM to 10:45 AM	Revision Of PW Accounts and Procedure(Practical)	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Revision Of PW Accounts and Procedure(Practical)	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Revision Of PW Accounts and Procedure(Practical)	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Revision Of PW Accounts and Procedure(Practical)	Surender Pal, Sr. DAO
01-04-2021	10.00 AM to 10:45 AM	Revision of Precs and Drafting and Grammar (English)	Rajesh Bhardwaj, AAO
	11:15 AM to 12:00 PM	Revision of Precs and Drafting and Grammar (English)	Rajesh Bhardwaj, AAO
	02:00 PM to 02:45 PM	Revision of Precs and Drafting and Grammar (Hindi)	Vinay Kumar, AAO
	03:15 PM to 04:00 PM	Revision of Precs and Drafting and Grammar (Hindi)	Vinay Kumar, AAO

02-04-2021	Holiday		
03-04-2021	Saturday		
04-04-2021	Sunday		
05-04-2021	10.00 AM to 10:45 AM	Revision of General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Sushil Kumar Vij, Sr. DAO
	11:15 AM to 12:00 PM	Revision of General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Sushil Kumar Vij, Sr. DAO
	02:00 PM to 02:45 PM	Revision of General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Sushil Kumar Vij, Sr. DAO
	03:15 PM to 04:00 PM	Revision of General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Sushil Kumar Vij, Sr. DAO
06-04-2021	10.00 AM to 10:45 AM	Revision of Elementary Book Keeping	Surender Pal, Sr. DAO
	11:15 AM to 12:00 PM	Revision of Elementary Book Keeping	Surender Pal, Sr. DAO
	02:00 PM to 02:45 PM	Revision of Elementary Book Keeping	Surender Pal, Sr. DAO
	03:15 PM to 04:00 PM	Revision of Elementary Book Keeping	Surender Pal, Sr. DAO

  
**Sr Accounts Officer WM (A)**