



कार्यालय प्रधान महालेखाकार(ले. एवं ह.), मणिपुर, इम्फाल: 795001
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(A&E),
MANIPUR, IMPHAL: 795001

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Establishment (A&E)/Order No.208

Dated:15.04.2021

The following Officials are hereby nominated to attend the In-house training for Data Entry Operator Grade- 'A' which is scheduled to be held w.e.f 19.04.2021 to 30.04.2021 at the Conference Hall of this office. (Training Programme enclosed as Annexure-I)

S.No.	Name and Designation of the trainee	Remarks
1.	Shailesh Kumar Mehta, DEO-A	All the officials who have been nominated for training had completed probation period of 2 years, as required under para 5 of HQs' letter dated 17.11.2017.
2.	S. Menaka Devi, DEO-A	
3.	L. Paominthang Haokip, DEO-A	
4.	Krishna Kumar, DEO-A	
5.	Nivedeeta Verma, DEO-A	
6.	Vishwa Pawar, DEO-A	

Therefore, the following Officers are nominated as Faculty for imparting the training:

S.No.	Name and Designation of the trainee	Remarks
1.	Shri Ph. Jugindro Singh, Sr. A.O	Training Programme enclosed herewith as Annexure-I
2.	Shri M. Nungleiba Singh, AAO	
3.	Shri Th. Shyamkumar Singh, AAO	

Further, the following Officers are nominated for Evaluation of Course end Test:-

S.No.	Name and Designation of the trainee	Evaluation of	
		Paper 1
1.	Shri Ph. Jugindro Singh, Sr. A.O	Paper 2
2.	Shri N. Budhichandra Singh, Sr. A.O	Paper 2

[Auth:- PAG's Order dated 06.04.2021 at p/11^N of file No. Estt(A&E)/DEO/TRG-Exam/2017-18]

Sr. Accounts Officer (Admn.)

Dated:15.04.2021

Memo No. Estt(A&E)/DEO/TRG-Exam/2017-18/56-60

Copy to:-

1. PA to Pr. A.G(A&E), Manipur
2. *PA to Sr. DAG (A&E), Manipur
3. Officers/Officials concerned.
4. O/o file
5. Guard File

Sr. Accounts Officer (Admn.)

ANNEXURE-I

TRAINING PROGRAMME

DATE	TRAINING SESSIONS			
	10.30-11.45 a.m	12.00-01.15 p.m	02.00-3.15 p.m	3.30-4.45 p.m
19.04.2021	Constitution (Art 148-151) M. Nungleiba Singh, AAO	C&AG's DPC Act, 1971 M. Nungleiba Singh, AAO	C&AG's DPC Act, 1971 M. Nungleiba Singh, AAO	MS Access (Basic) Th. Shyamkumar Singh, AAO
20.04.2021	Regulation on Audit & Accounts, 2020 M. Nungleiba Singh, AAO	Regulation on Audit & Accounts, 2020 M. Nungleiba Singh, AAO	Exposure to FRSR, CCS (Leave Rules) Ph. Jugindro Singh, Sr. A.O	Exposure to FRSR, CCS (Leave Rules) Ph. Jugindro Singh, Sr. A.O
21.04.2021	CCS Conduct Rules Ph. Jugindro Singh, Sr. A.O	CCS Conduct Rules Ph. Jugindro Singh, Sr. A.O	CCS Pension Rules & Entitlements Such as LTC Ph. Jugindro Singh, Sr. A.O	CCS Pension Rules & Entitlements Such as LTC Ph. Jugindro Singh, Sr. A.O
22.04.2021	GPF (GS) Rules Ph. Jugindro Singh, Sr. A.O	CGHS/Medical Staff Advance Ph. Jugindro Singh, Sr. A.O	Manual of Office Procedure, 2003 (Chapter 1-7 & 21) M. Nungleiba Singh, AAO	Manual of Office Procedure, 2003 (Chapter 1-7 & 21) M. Nungleiba Singh, AAO
23.04.2021	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO
26.04.2021	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO
27.04.2021	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO
28.04.2021	MS Word (Advanced) Th. Shyamkumar Singh, AAO	MS Word (Advanced) Th. Shyamkumar Singh, AAO	Drafting Office Correspondence Ph. Jugindro Singh, Sr. A.O	Drafting Office Correspondence Ph. Jugindro Singh, Sr. A.O
29.04.2021	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO	MS-Excel (Advanced) Th. Shyamkumar Singh, AAO	Audit Report Formatting Standards Ph. Jugindro Singh, Sr. A.O	Audit Report Formatting Standards Ph. Jugindro Singh, Sr. A.O
30.04.2021	Introduction to Powerpoint Th. Shyamkumar Singh, AAO	Introduction to Powerpoint Th. Shyamkumar Singh, AAO	Evaluation on Statutory Background of IA&AD and Rules and Regulation (25 MCQs of 2 marks each) Ph. Jugindro Singh, Sr. A.O	Evaluation of EDP Skills Hands on paper for testing job skills in MS Word and MS Excel (50 Marks) N. Budhichandra Singh, Sr. A.O


Sr. Accounts Officer (Admn.)