



सत्यमेव जयते

भारतीय लेखा परीक्षा और लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा तथा हकदारी) पंजाब एवं  
यू.टी. ,

प्लॉट न. 20 सेक्टर 17 ई, चंडीगढ़-160017

दूरभाष 0172-2270174, 2702906 फैक्स 0172-2702286

ईमेल: [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)

क्रमांक/No. TIH/Training/21-22/ 3

दिनांक/Date : 21.06.2021

**OFFICE ORDER**

The competent authority has approved the training programme for the purpose of Treasury Inspection. The training will be held from 05/07/2021 to 07/07/2021 in online mode through "Ms-Teams" app and link for the same is being/has been sent on mobile/email of trainee. Trainee should download "Ms-Teams" app in mobile/desktop by using the link and join the training on schedule time.

**Important instructions :-**

- It is compulsory for each trainee to attend the training and mark attendance in the class accordingly.
- The training is to be held in one batch only. Therefore while attending to the class in online mode even the Covid related protocols may compulsorily be adhered to.

Details of trainee and training schedule attached as under:-

Annexure-A, The training Schedule

Annexure-B, List of Trainees

Encl: As above.

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**DAG (A/Cs and VLC)**

Endst. No. TIH/Training/2021-22/89-94

dated 21.06.2021

Copy to;-

- i) Secretary to A.G. for information.
- ii) P.A. to DAG(A/Cs and VLC).
- iii) Sr. A.O. (Training Cell) for information.
- iv) All the trainees as per Annexure-B for necessary action.
- v) All the Faculty member as per Annexure-A for necessary action.
- vi) IT support cell, to facilitate the training by providing training platform and links to trainees and also to upload the circular alongwith enclosures on website and to send the notification in this regard through SMS to all the staff members of the office.

Sr. Accounts Officer (TIH)

### Annexure-A

Proposed Topics and faculty name along with sessions is as under:-

Sr. no.	Date	Session	Faculty member (Sh.)	Topic
1.	05.07.2021	I (10.15 am to 11.30 am)	Rajiv Bhagat, AAO	Introduction to Treasury Inspection Calling for information and record through Preliminary standard Memos. Issue of observation Memos. Conducting of Entry conference & Exit conference. Code of ethics. Collection of key documents
		II (11.45 am to 1.00 pm)	Sanjiv Thakur, Sr.AO	Deposit issues PLA PD/RD/CD accounts Plus minus memo Lapsed statement Reconciliations
		III (2.00 pm to 3.15 pm)	Manoj Chillar, AAO	<b>Pensionary benefit issues</b> Leave Encashment GIS GPF DCRG Provisional Pension Ex-Gratia Payment
		IV(3.30 pm to 4.45 pm)		
2.	06.07.2021	I (10.15 am to 11.30 am)	Manish Kumar, AAO	Cash Book issues RBD issues RBI issues GST issues NPS Strong room/Stamps issues DTO as DDO FINAT guidelines.
		II (11.45 am to 1.00 pm)		
		III (2.00 pm to 3.15 pm)	Mananjay Kumar Upadhyay, AAO	IFMS and ECS transactions Analysis of data with MS Excel/ Advanced Excel and IDEA.
		IV(3.30 pm to 4.45 pm)		
3.	07.05.2021	I (10.15 am to 11.30 am)	Mananjay Kumar Upadhyay, AAO	Classification of heads AC/DC bills and Grant-in aid bills. Analysis of VLC data
		II (11.45 am to 1.00 pm)		
		III (2.00 pm to 3.15 pm)		Scrutiny of reply submitted by DTO Preparation of Draft Inspection Report Forwarding document and its importance.
		IV(3.30 pm to 4.45 pm)		

*Rajbals*  
Sr. Accounts Officer (T/H)

**Annexure-A**

**Name of trainees for training of treasury inspection**

<b>Sr.No.</b>	<b>Name of AAO's</b>	<b>Designation</b>	<b>Section</b>
1.	Rajesh Sharma.	AAO	Budget
2.	Rakesh Verma	AAO	Wrks A/c-1
3.	Gurvinder Kaur	AAO	C-1
4.	Atish Kumar	AAO	C-2
5.	Nilambar Dutt	AAO	C-3
6.	Sunita Rani Kumari	AAO	C-4
7.	Neelam Kanta	AAO	A/C current
8.	Varinder Pal	Sr. Accountant	Book-1
9.	Ravi Sinha	Sr. Accountant	Book-I
10.	Sahajpal Singh (S)	Accountant	Budget
11.	Shiv Bhagat Negi	Sr. Accountant	Appropriation
12.	Vikas Yadav	Sr. Accountant	TM-I
13.	Jasvir Singh	DEO	TM-II
14.	Aman Verma	Sr. Accountant	TM-II
15.	Banwari Lal Meena	Accountant	Wrks A/c-1
16.	Kuldeep (S)	Sr. Accountant	Wrks A/c-2/Forest &code cell
17.	Rahul Malhotra (S)	Accountant	C-I
18.	Sandeep Rana	Accountant	C-2
19.	Sarabjit Singh	Sr. Accountant	C-2
20.	Chaman Lal	Sr. Accountant	C-2
21.	Dinesh Mann	Sr. Accountant	C-3
22.	Ranbir Singh (S)	Accountant	C-3
23.	Sandeep Singh (S)	Sr.Accountant	C-4
24.	Dinesh Lal	Clerk	C-4
25.	Manoj Kumar	Sr.Accountant	C-4
26.	Sunil Kumar	Sr.Accountant	Misc. Correspondence
27.	Sudheer	DEO	Loan
28.	Anand Kumar	Sr. Accountant	Loan
29.	Deepak	Sr.Accontant	Deposit
30.	Roop Lal	Sr.Accountant	A/C current
31.	Bahadur Singh	Sr. Accountant	A/C current
32.	AmanDeep	Sr.Accountant	VLC



33.	Jitender Singh	AAO	Record Management
34.	Rajender Kumar Sharma	Sr. Accountant	Book-I
35.	Vikas Kumar	DEO	Book-II
36.	Vishal Arora	Clerk	Budget
37.	Kesar Singh	Clerk	TM-I
38.	Suneet Kumar	Sr. Accountant	TM-I
39.	Takdir Singh	Sr. Accountant	TM-II
40.	Pardeep (from DC-2)	DEO	TM-II
41.	Ashish Kumar	DEO	Wrks A/c-2/Forest & code cell
42.	Harjit Singh (s)	Sr. Accountant	Wrks A/c-2/Forest & code cell
43.	Raj Kumar-2	Clerk	C-2
44.	Hardeep Singh	Clerk	C-2
45.	Jodh Singh	Accountant	C-3
46.	Vipin Kumar	DEO (A)	C-4
47.	Saurav Rautela	Sr. C.O	C-4
48.	Rakinderjit Singh (S)	Sr.Accountant	Misc. Correspondence
49.	Ravi Jhajharia	Accountant	Loan
50.	Narender Singh	DEO	A/C current
51.	Surjit Singh-VII	Sr.Accountant	A/C current

*RajBals*

**Sr. Accounts Officer (TIH)**