



OFFICE OF THE Pr. ACCOUNTANT GENERAL
(A&E), PUNJAB, SECTOR-17 E,
CHANDIGARH - 160017

No. Admn III/SAS Training/2021-22/263

Dated: 02.03.2022

OFFICE ORDER

The Competent Authority vide orders dated 02.03.2022 has nominated the following candidates for attending the preparatory training of SAS (Civil Accounts) and SAS (Civil Audit) Examination-I & II of 2022, commencing with effect from 04.03.2022 to 29.03.2022 online through Google Meet App as per schedule attached:-

Sr. No.	Name of Official	Designation	Section	Stream
1.	Sandeep Kumar	Sr. Acctt	Pen-7	Civil Accounts
2.	Devinder Kumar	Sr. Acctt	Admn-II	Civil Accounts
3.	Bhanu Pratap Singh	Sr. Acctt	Admn-I	Civil Accounts
4.	Vikendra Tomer	DEO Grade A	Pen- Despatch	Civil Accounts
5.	Chandeep Singh	Sr. Acctt	Pen-9	Civil Accounts
6.	Mandeep	Sr. Acctt	CRT-I	Civil Accounts
7.	Rakesh Kumar Meena	DA	---	Civil Audit
8.	Ashu Gupta	DA	---	Civil Audit

- Note:** - 1. Training will be held online through the *Google Meet Application* and the timings will be as per the schedule.
2. If any candidate does not attend the training properly, he/she will not be allowed to appear in SAS Examination-I or II of 2022 as the training is mandatory as per HQrs DO No. 179-Trng.Div/32-2012 dated 21.05.2014.
3. The officials are directed to ensure their presence in their respective sections to attend the work pertaining to their seats during the training period except for the time of their online training as mentioned in the schedule. The candidates are directed to attend the training for their respective schedule only.
4. The candidates of DA Cadre are exempted from attending the training of PC-16 paper.

Sd/-

Sr. Accounts Officer (Admn III)

ANNEXURE

TRAINING PROGRAMME FOR CANDIDATES APPEARING IN SAS (CIVIL ACCOUNTS AND AUDIT) EXAMINATION-1 & 2 of 2022.

Date	Timing	Topics	Name of faculty	Name of Paper
04.03.2022	10.00 AM to 11.00 AM	Introduction	Sh. Manjeet, AAO (A)	PC-1
	11.15 AM to 12.15 PM	Verbal and Reading Abilities basics (Verbal Reasoning , Sentence Correction, Idioms and phrases)	Sh. Rahul Verma. AAO	
	01.30 PM to 02.30 PM	Drafting and Writing Abilities Basics (Precis and Draft Para to be drafted from material provided)	Sh. Rahul Verma. AAO	
	02.45 PM to 03.45 PM	Verbal and Reading Abilities basics (Vocabulary Skills, Writing Styles)	Sh. Prakhar Deep Rana. AAO (A)	
	04.00 PM to 05.00 PM	Drafting and Writing Abilities Basics (Drafting of official letters)	Sh. Manjeet, AAO (A)	
05.03.2022	10.00 AM to 11.00 AM	Verbal and Reading Abilities basics (Grammar Applications, Antonyms, Synonyms)	Sh. Prakhar Deep Rana. AAO (A)	PC-5
	11.15 AM to 12.15 PM	Verbal and Reading Abilities basics (Arranging sentences in order, Comprehension of passages)	Sh. Rahul Verma, AAO	
	01.30 PM to 02.30 PM	TA Rules including practical exercise	Sh. Mukesh Kumar Sehrawat, AAO	
	02.45 PM to 03.45 PM	CCS (Leave) Rules	Sh. Manjeet, AAO (A)	
	04.00 PM to 05.00 PM	CCS (Leave) Rules	Sh. Manjeet, AAO (A)	
07.03.2022	10 00 AM to 11 00 AM	GPF(Central Services) Rules	Sh. Prakhar Deep Rana. AAO (A)	PC-5
	11.15 AM to 12.15 PM	Constitution of India (Parts I, V, VI, VIII, IX, IX A, X)	Sh. Rakesh Kumar, AAO	
	01.30 PM to 02.30 PM	Constitution of India (Parts XI, XII, XIV, XVIII, XIX and XX)	Sh. Rakesh Kumar, AAO	
	02.45 PM to 03.45 PM	CCS (Pension) Rules	Sh. Prakhar Deep Rana, AAO (A)	
	04.00 PM to 05.00 PM	CCS (Pension) Rules	Sh. Prakhar Deep Rana, AAO (A)	
08.03.2022	10.00 AM to 11.00 AM	CAG's DPC Act 1971	Sh. Rakesh Kumar, AAO	PC-5 & PC-22
	11.15 AM to 12.15 PM	CAG's DPC Act 1971	Sh. Rakesh Kumar, AAO	
	01.30 PM to 02.30 PM	CCS (CCA) Rules	Sh. Prakhar Deep Rana. AAO (A)	PC-5
	02.45 PM to 03.45 PM	CCS (LTC) Rules	Sh. Mukesh Kumar Sehrawat, AAO	
	04.00 PM to 05.00 PM	CCS (Joining time) Rules	Sh. Manjeet. AAO (A)	
09.03.2022	10.00 AM to 11.00 AM	Fundamental Rules	Sh. Prakhar Deep Rana, AAO (A)	

09.03.2022	11.15 AM to 12.15 PM	Fundamental Rules	Sh. Prakhar Deep Rana, AAO (A)	PC-5
	01.30 PM to 02.30 PM	Defined Contribution Pension Scheme, (New Pension Scheme)	Sh. Mukesh Kumar Schrawat, AAO	
	02.45 PM to 03.45 PM	Regulation on Audit and Accounts 2020	Sh. Prakhar Deep Rana, AAO (A)	PC-5 & PC-22
	04.00 PM to 05.00 PM	Regulation on Audit and Accounts 2020	Sh. Prakhar Deep Rana, AAO (A)	
10.03.2022	10.00 AM to 11.00 AM	CCS (Medical Attendance) Rules	Sh. Mukesh Kumar Sehrawat, AAO	PC-5
	11.15 AM to 12.15 PM	CCS (Conduct) Rules	Sh. Prakhar Deep Rana, AAO (A)	
	01.30 PM to 02.30 PM	Data Interpretation (Data Tables, Pie Charts, Dimensional Graphs, Bar Charts, Venn Diagram, Geometrical Diagram, Pert Charts)	Sh. Rahul Verma, AAO	
	02.45 PM to 03.45 PM	Data Sufficiency and Reasoning (Deduction, Logical connectives, Selections, Distribution, Circular arrangement)	Sh. Rahul Verma, AAO	
	04.00 PM to 05.00 PM	Quantitative Ability (Probability and chance, Simple Equation)	Sh. Rahul Verma, AAO	
11.03.2022	10.00 AM to 11.00 AM	Quantitative Ability (Ratio-Proportion-Variation, Percentages, Profit & Loss)	Sh. Manjeet, AAO (A)	PC-2
	11.15 AM to 12.15 PM	Quantitative Ability (Simple Interest and Compound Interest, Weighted Averages)	Sh. Manjeet, AAO (A)	
	01.30 PM to 02.30 PM	Introduction to statistics. Statistical concepts Class interval, Frequency Distribution and Histograms, Arithmetic Mean and Geometric Mean, Median, Mode-Concepts and inter se comparison and their interpretation	Sh. Varinder Singh Saini, AAO	
	02.45 PM to 03.45 PM	Range, Variance, Standard Deviation, Quartile Deviation and Coefficient on Variance – Concepts & inter se comparison and their interpretation, Concepts of Skewness & Kurtosis and their interpretation	Sh. Varinder Singh Saini, AAO	
	04.00 PM to 05.00 PM	Statistical Sampling	Sh. Varinder Singh Saini, AAO	
12.03.2022	10.00 AM to 11.00 AM	Govt Accounting Rules, 1990 published by Controller General Accounts (Chapter 1-2)	Sh. Manjeet, AAO (A)	PC-8
	11.15 AM to 12.15 PM	Govt Accounting Rules, 1990 published by Controller General Accounts (Chapter 3-5)	Sh. Manjeet, AAO (A)	
	01.30 PM to 02.30 PM	Govt Accounting Rules, 1990 published by Controller General Accounts (Chapter 6-8)	Sh. Manjeet, AAO (A)	
	02.45 PM to 03.45 PM	Central Govt. Accounts (Receipt and Payments) Rules 1983 Part-I	Sh. Prakhar Deep Rana, AAO (A)	
	04.00 PM to 05.00 PM	Central Govt. Accounts (Receipt and Payments) Rules 1983 Part-II	Sh. Prakhar Deep Rana, AAO (A)	
14.03.2022	10.00 AM to 11.00 AM	Central Govt. Accounts (Receipt and Payments) Rules 1983 III	Sh. Prakhar Deep Rana, AAO (A)	PC-8

14.03.2022	11.15 AM to 12.15 PM	Central Govt. Accounts (Receipt and Payments) Rules 1983 Part-III and IV	Sh. Prakhar Deep Rana, AAO (A)	PC-8
	01.30 PM to 02.30 PM	General Financial Rules 2017 (Chapter 1-3)	Smt. Neha Pruthi, AAO	
	02.45 PM to 03.45 PM	General Financial Rules 2017 (Chapter 4-6)	Smt. Neha Pruthi, AAO	
	04.00 PM to 05.00 PM	General Financial Rules 2017 (Chapter 7-9)	Smt. Neha Pruthi, AAO	
15.03.2022	10.00 AM to 11.00 AM	General Financial Rules 2017 (Chapter 10-12)	Smt. Neha Pruthi, AAO	PC-8 & PC-21
	11.15 AM to 12.15 PM	Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure (Chapters 1-6)	Sh. Rakesh Kumar, AAO	
	01.30 PM to 02.30 PM	Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure (Chapters 7-10, 13, 17 and paragraph 16.1)	Sh. Rakesh Kumar, AAO	
	02.45 PM to 03.45 PM	List of Major and Minor Heads of Accounts of Union and States (LMMH)	Sh. Manmohit Sharma, AAO	
16.03.2022	04.00 PM to 05.00 PM	CAG's Manual of Standing Orders (A&E) Vol-II Chapter-I : Appropriation Accounts	Sh. Rabinder Kumar, AAO	PC-8
	10.00 AM to 11.00 AM	CAG's Manual of Standing Orders (A&E) Vol-II Chapter -II : Finance Accounts (Revised) Annexure & Appendices	Sh. Manmohit Sharma, AAO	
	11.15 AM to 12.15 PM	Provisions of Delegation of Financial Powers Rules (DFPR) 1978.	Sh. Dinesh Kumar Tiwari, AAO (A)	
	01.30 PM to 02.30 PM	Central Public Works Accounts Code with Appendices (Chapter 1-5)	Sh. Dinesh Kumar Tiwari, AAO (A)	
17.03.2022	02.45 PM to 03.45 PM	Central Public Works Accounts Code with Appendices (Chapter-6)	Sh. Mananjay Kumar Upadhayay, AAO	PC-16 & PC-21
	04.00 PM to 05.00 PM	Central Public Works Accounts Code with Appendices (Chapter-7)	Sh. Mananjay Kumar Upadhayay, AAO	
	10.00 AM to 11.00 AM	Central Public Works Accounts Code with Appendices (Chapter 8-9)	Sh. Dinesh Kumar Tiwari, AAO (A)	
	11.15 AM to 12.15 PM	Central Public Works Accounts Code with Appendices (Chapter 10)	Sh. Mananjay Kumar Upadhayay, AAO	
	01.30 PM to 02.30 PM	Central Public Works Accounts Code with Appendices. (Chapter 11-16)	Sh. Dinesh Kumar Tiwari, AAO (A)	
02.45 PM to 03.45 PM	Central Public Works Accounts Code with Appendices (Chapter 17-21)	Sh. Dinesh Kumar Tiwari, AAO (A)		
04.00 PM to 05.00 PM	Central Public Works Accounts Code with Appendices (Chapter 22)	Sh. Mananjay Kumar Upadhayay, AAO		

19.03.2022	10.00 AM to 11.00 AM	Central Public Works Account Code with Appendices (Chapter 22)	Sh. Mananjoy Kumar Upadhyay, AAO	PC-16 & PC-21
	11.15 AM to 12.15 PM	Central Public Works Accounts Code with Appendices (Chapter 23-24)	Sh. Dinesh Kumar Tiwari, AAO (A)	
	01.30 PM to 02.30 PM	Book of Forms referred in CPWA Code	Sh. Manjeet, AAO (A)	
	02.45 PM to 03.45 PM	Comptroller and Auditor General's Manual of Standing Orders (A&E) Volume-I: Chapter 8 – Accounts of Public Works	Sh. Manjeet, AAO (A)	
	04.00 PM to 05.00 PM	Comptroller and Auditor General's Manual of Standing Orders (A&E) Volume-I: Chapter 9 – Accounts of Forests	Sh. Manjeet, AAO (A)	
21.03.2022	10.00 AM to 11.00 AM	Accounts Code Volume-III (Forest Account)	Sh. Manjeet, AAO (A)	PC-16
	11.15 AM to 12.15 PM	Accounts Code Volume-III (Forest Account)	Sh. Manjeet, AAO (A)	
	01.30 PM to 02.30 PM	Accounts Code Volume-III (Forest Account)	Sh. Manjeet, AAO (A)	
	02.45 PM to 03.45 PM	CPWD Works Manual 2014	Sh. Dinesh Kumar Tiwari, AAO (A)	
	04.00 PM to 05.00 PM	Treasury Rules	Sh. Prakhar Deep Rana, AAO (A)	
22.03.2022	10.00 AM to 11.00 AM	Account Code for Accountants General	Sh. Prakhar Deep Rana, AAO (A)	PC-21
	11.15 AM to 12.15 PM	Fundamental Principles of Accounting- Meaning, Objectives, Types of Accounting Information, Advantages and Limitations, Qualitative Characteristics of Accounting Information	Sh. Varinder Singh Saini, AAO	
	01.30 PM to 02.30 PM	Income and Expenditure Concepts	Sh. Manjeet, AAO (A)	
	02.45 PM to 03.45 PM	Accounting Process: from recording of transactions to preparation of Financial Statements (Trading Account)	Sh. Manjeet, AAO (A)	
	04.00 PM to 05.00 PM	Accounting Process: from recording of transactions to preparation of Financial Statements (Profit and Loss Account)	Sh. Manjeet, AAO (A)	
23.03.2022	10.00 AM to 11.00 AM	Accounting Process: from recording of transactions to preparation of Financial Statements (Balance Sheet)	Sh. Manjeet, AAO (A)	PC-13 & PC-14
	11.15 AM to 12.15 PM	Theory Base of Accounting-Basic Concepts and Conventions, Generally Accepted Accounting Principles (GAAP)	Sh. Manjeet, AAO (A)	
	01.30 PM to 02.30 PM	Journal and Ledger	Sh. Varinder Singh Saini, AAO	
	02.45 PM to 03.45 PM	Accounting Equation	Sh. Manjeet, AAO (A)	
	04.00 PM to 05.00 PM	Laws of Accounting	Sh. Manjeet, AAO (A)	
24.03.2022	10.00 AM to 11.00 AM	Preparation of Bank Reconciliation Statement	Sh. Manjeet, AAO (A)	PC-13 & PC-14
	11.15 AM to 12.15 PM	Depreciation, Provisions and Reserves	Sh. Manjeet, AAO (A)	
	01.30 PM to 02.30 PM	Financial Statements- Sole proprietorship concerns, Not-for-profit Organizations	Sh. Varinder Singh Saini, AAO	
	02.45 PM to 03.45 PM	Bill of Exchange, Promissory Notes and Cheques	Sh. Manjeet, AAO (A)	
	04.00 PM to 05.00 PM	Analysis of Financial Statements i.e. Ratio	Sh. Varinder Singh Saini, AAO	
25.03.2022	10.00 AM to 11.00 AM	Rectification of Errors	Sh. Manjeet, AAO (A)	14

25.03.2022	11.15 AM to 12.15 PM	Accounting Standards issued by ICAI	Sh. Varinder Singh Saini, AAO	PC-13 & PC-14
	01.30 PM to 02.30 PM	International Public Sector Accounting Standards (IPSAS) of IFAC and IND AS notified by the Ministry of Corporate Affairs	Sh. Manmohit Sharma, AAO	
	02.45 PM to 03.45 PM	Cost Accounting: Introduction, Materials, Labour and Direct Expenses	Sh. Manjeet, AAO (A)	PC-14
04.00 PM to 05.00 PM	Overheads (I) Factory Overheads, (II) Office and Administrative, Selling and Distribution Overheads	Sh. Manjeet, AAO (A)		
26.03.2022	10.00 AM to 11.00 AM	EoQ and Miscellaneous concepts	Sh. Manjeet, AAO (A)	
	11.15 AM to 12.15 PM	Marginal Costing	Sh. Manjeet, AAO (A)	
	01.30 PM to 02.30 PM	Production Accounts and Cost Sheets and Process Accounts	Sh. Manjeet, AAO (A)	
	02.45 PM to 03.45 PM	Provisions of Performance Audit Guidelines of C&AG	Sh. Dinesh Kumar Tiwari, AAO (A)	
28.03.2022	04.00 PM to 05.00 PM	Provisions of Performance Audit Guidelines of C&AG	Sh. Dinesh Kumar Tiwari, AAO (A)	PC-22
	10.00 AM to 11.00 AM	Provisions of Compliance Audit Guidelines of C&AG	Sh. Manjeet, AAO (A)	
	11.15 AM to 12.15 PM	Financial Attest Audit: Provisions of Financial Attest Audit Manual and Financial Attest Auditing Guidelines for audit of State Government Accounts of C&AG	Sh. Dinesh Kumar Tiwari, AAO (A)	
	01.30 PM to 02.30 PM	Provisions of CAG's Manual of Standing Orders (Audit)	Sh. Dinesh Kumar Tiwari, AAO (A)	
	02.45 PM to 03.45 PM	Provisions of CAG's Manual of Standing Orders (Audit)	Sh. Dinesh Kumar Tiwari, AAO (A)	
	04.00 PM to 05.00 PM	Provisions of Audit Quality Management Framework Guidelines issued by C&AG	Sh. Manjeet, AAO (A)	
29.03.2022	10.00 AM to 11.00 AM	Provisions of Manual of Instructions for Audit of Autonomous Bodies of C&AG	Sh. Dinesh Kumar Tiwari, AAO (A)	PC-22
	11.15 AM to 12.15 PM	Provisions of Auditing Standards issued by the C & AG and Provisions of Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG	Sh. Dinesh Kumar Tiwari, AAO (A)	
	01.30 PM to 02.30 PM	Provisions of Public Private Partnerships in Infrastructure Project Public Auditing Guidelines of C&AG	Sh. Dinesh Kumar Tiwari, AAO (A)	
	02.45 PM to 03.45 PM	Provisions of Internal Controls Evaluation Manual of C&AG	Sh. Manjeet, AAO (A)	
	04.00 PM to 05.00 PM	Provisions of Environment and Climate Change Auditing Guidelines issued by C&AG	Sh. Manjeet, AAO (A)	


 Sr. Accounts Officer (Admin II)