



प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

F. No.- W.M.-III/2022-23/Trg. Prog./15
Date:- 05.08.2022

Office Order

Practical training in respect of newly recruited Divisional Accountants (Prob.) in the O/o Accountant General (Audit), Bihar, Patna, has been scheduled w.e.f. 08.08.2022 to 07.10.2022. In this regard, an office order No. Trg. & Exam/Training/DA (Prob.)/2022-23/C-171 dated 03.08.2022, received from the O/o the Accountant General (Audit), Bihar, is hereby enclosed and being circulated for information and necessary action to all Divisional Accountants (Prob.) as per list attached.

Encls: As above.


Sd/-
Dy. Accountant General (Works)
Bihar, Patna

Memo No. - F. No.- W.M.-III/2022-23/Trg. Prog./102

Date:-05.08.2022

Copy forwarded for kind information & necessary action to:-

1. The Secretary to the Pr. A. G. (A&E), Bihar, Patna.
2. PA to the Dy. A. G. (Works), O/o the Pr. A.G. (A&E), Bihar, Patna.
3. Sr. Audit Officer/Training & Exam, O/o the Accountant General (Audit), Bihar.
- ✓ 4. Concerned DA (Prob.) through Office Website/Whatsapp.


Sr. Accounts Officer
Bihar, Patna

कार्यालय महालेखाकार (लेखापरीक्षा), बिहार, पटना

O.O. No. Trg.&Exam./ Training/ DA (Prob.)/2022-23/C-171

Date: 03-08-2022

OFFICE ORDER

As ordered, in light of Office of the Principal Accountant General (A & E), Bihar, Patna, letter No. W, M.- III/ 2022-23/ Trg. Prog./ 180 dated 01-08-2022, a Training Programme for thirteen newly recruited Divisional Accountants (Prob.) will be conducted from 08-08-2022 to 07-10-2022. List of Trainees is enclosed in Annexure A & detail schedule of training is attached in Annexure B.

SAO Hqrs. of respective section/wing will arrange faculty for training & maintain attendance of trainees for the duration given in Annexure B. After conduct of training, respective section/wing will send attendance report and name of faculty for each session of each day to Training & Exam Section. All trainees are hereby directed to report for training in sections as per attached scheduled Annexure B.

(Authority: Accountant General (Au) order dated : 03-08-2022)

Encl: as above.

Sd/-

Dy. Accountant General (Admn.)

Copy forwarded for kind information and necessary action to:-

1. Secretary to O/o PAG (A&E), Bihar
2. Secretary to O/o AG (Au), Bihar
3. Secretariat of DAG (Admn./AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V)
4. Secretary to DAG (Admn.), O/o the PAG (A&E), Bihar
5. SAO, W.M.-III, O/o the PAG (A&E), Bihar
6. All concerned sectors/sections.
7. Notice Board.

Sr. Audit Officer/Training & Exam.

31/20/2022
03/08/2022

2022-2023

Annexure-A

List of DA (Prob.) for training from 08-08-22 to 07-10-22

Sl. No.	Name (Shri/Ms.)	Designation
1	Vivekanand	DA
2	Shakti Kumar	DA
3	Pintu Kumar	DA
4	Amrita Pritam	DA
5	Aditya Singh	DA
6	Saurabh Kumar	DA
7	Sourabh Kumar Gupta	DA
8	Sanjeet Kumar	DA
9	Priyanshu	DA
10	Udit Narayan	DA
11	Suresh Chand Meena	DA
12	Kumar Piyush Shekhar	DA
13	Manjit Kumar	DA

2022
03/08/2022
SAO/ Trg. & Exam.

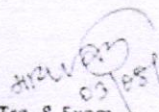
Annexure-B

Training Schedule for newly appointed Divisional Accountants (Prob) from 08-08-2022 to 07-10-2022

Session-I: 10:30 AM to 11:45 AM, Session-II: 12:15 PM to 01:30 PM,
Session-III: 02:15 PM to 03:30 PM, Session-IV: 04:00 PM to 05:15 PM,

Date	Sector/Section	Topic	Faculty Support
8/8/2022	AMG-I	Preparation of Audit plan and Report Returns	SAO/Hars.
10/8/2022	AMG-I	Processing of Draft Para	SAO/DP cell
11/8/2022	AMG-I	Working of Audit Committee	SAO/AMG-I
12/8/2022	AMG-I	Working of Vetting section	SAO/Vetting
16-08-2022	AMG-II	Preparation of Audit plan and Report Returns	SAO/Hars.
17-08-2022	AMG-II	Processing of Draft Para	SAO/DP cell
18-08-2022	AMG-II	Working of Audit Committee	SAO/AMG-II
19-08-2022	AMG-II	Working of Vetting section	SAO/Vetting
22-08-2022	AMG-III	Preparation of Audit plan and Report Returns	SAO/hars
23-08-2022	AMG-III	Processing of Draft Para	SAO/DP cell
24-08-2022	AMG-III	Working of Audit Committee	SAO/AMG-III
25-08-2022	AMG-III	Working of Vetting section	SAO/Vetting
26-08-2022	AMG-III	Working of Vetting section	SAO/Vetting
29-08-2022	AMG-IV	Preparation of Audit plan and Report Returns	SAO/Hars.
30-08-2022	AMG-IV	Processing of Draft Para	SAO/DP cell
31-08-2022	AMG-IV	Working of Audit Committee	SAO/AMG-IV
1/9/2022	AMG-IV	Working of Vetting section	SAO/Vetting
2/9/2022	AMG-IV	Working of Vetting section	SAO/Vetting
5/9/2022	AMG-V	Preparation of Audit plan and Report Returns	SAO/AMG-V
6/9/2022	AMG-V	Processing of Draft Para	SAO/AAO/AMG-V
7/9/2022	AMG-V	Working of Audit Committee	SAO/AAO/AMG-V
8/9/2022	AMG-V	Working of Vetting section	SAO/AAO/AMG-V
9/9/2022	AMG-V	Working of Vetting section	SAO/AAO/AMG-V
12/9/2022	Admin.-I	Various works related to Admn.-I section	SAO/AAO/ Admn.-I
13-09-2022	Admin.-II	Various works related to Admn.-II section	SAO/AAO/ Admn.-II
14-09-2022	AMG- II & III Report	Working of preparation of Audit Report	SAO/AAO/ Concerned Report

15-09-2022	Claim-I	Settlement of medical claims and preparation of Salary bills on PFMS etc.,	SAO/AAO/ Claim-I
16-09-2022	Claim-II	Passing of TA bill, LTC etc.	SAO/AAO/ Claim-II
19-09-2022	AG Sectt. & DAG (Admn.) Sectt.	Work done by AG Sectt. (Forenoon) & DAG (Admn.) Sectt. (Afternoon)	SAO/AAO/AG sectt./DAG sectt.
20-09-2022	CC & RTI	Work done by Confidential Cell and RTI cell	SAO/AAO/CC
21-09-2022	Trg. & Exam. & Cash	Introduction to various Departmental Examination and Training conducted by AG Audit Bihar & work done by Cash.	SAO/AAO/ Trg. & Exam.
22-09-2022	FINAT	Works performed by FINAT	SAO/AAO/FINAT
23-09-2022	PPG	Works performed by PPG section	SAO/AAO/PPG
26-09-2022	GD & Welfare	Introduction of work done by GD section (Forenoon) & Welfare (Afternoon).	SAO/AAO/GD & Welfare
27-09-2022	AMG-IV Report	Working of preparation of Audit Report	SAO/AAO/ AMG-IV Report
28-09-2022	Report PSU & COPU	Introduction of work done by Report PSU section (Forenoon) & COPU (Afternoon)	SAO/PSU & COPU
29-09-2022	AMS & DA Group	Introduction of work done by AMS section (Forenoon) & DA Group (Afternoon).	SAO/AAO/AMS & DA Group
30-09-2022	PAC	Introduction to work done by PAC section	SAO/AAO/PAC
3/10/2022	PA	Introduction to work done by PA section	SAO/AAO/PA
6/10/2022	FAW	Introduction to work done by FAW section	SAO/AAO/FAW
7/10/2022	Hindi	Introduction to work done by Hindi section	SAO/AAO/Hindi


 09/09/2022
 SAO/ Trg. & Exam.