



महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना  
**OFFICE OF THE ACCOUNTANT GENERAL(A&E) BIHAR, PATNA**  
O.O.No. Trg.&Exam/ Asstt. Sueperv./23-24/B- 32 Date: 25.05.2023

**OFFICE ORDER**

A two weeks mandatory training of Sr. Accountants for considering promotion to the post of Assistant Supervisor is scheduled to be held from 05.06.2023 to 20.06.2023 (12 days) in Hindi Cell of this office. At the end of the training, a training evaluation examination will be conducted on 05.07.2023. The details/scheme of the examination will be intimated in due course.

The training schedule and list of participants are annexed herewith.

Encl: - As above.

Sd/  
Dy. Accountant General (Admn)

Copy forwarded for information and necessary action to:-

1. A.G.(A&E) Sectt.
2. DAG(Admn) Sectt
3. DAG(Pension, GE & Fund) Sectt
4. DAG (VLC, A/Cs & WM) Sectt
5. AAO/ITS is requested to provide projector for said training.
6. AAO/GD is requested to arrange tea and water.
7. Notice Boards/Telegram
8. Hindi Officer/Hindi Cell
9. Persons concerned

  
Sr. Accounts Officer/Trg. & Exam

**List of participants for two weeks mandatory training to Sr. Accountants for promotion as Asstt. Supervisor to be held from 05-06-2023 to 20-06-2023**

Sl No	Name (Shri/Ms.)	Date of Birth	DoP as Sr. Acctt.
1.	RAJU KUMAR (On Deptn.)	01/05/1989	01/04/2017
2.	JAI PRAKASH (On Deptn.)	21/12/1973	01/04/2017
3.	VIKRAM KISHOR PRASAD (M.T. 02/04/2018)	29/10/1986	03/04/2017
4.	SAVITA KUMARI (On Deptn.)	28/08/1987	01/04/2018
5.	ROUSHAN KUMAR	05/05/1978	01/04/2018
6.	BHAWANA SINHA	10/06/1972	01/04/2018
7.	KAMLESH KUMAR	05/08/1984	01/01/2019
8.	DEEPAK KUMAR	14/09/1988	01/01/2019
9.	SANJAY KUMAR SINGH	10/12/1986	01/01/2019
10.	SUNIL KUMAR	02/01/1982	01/01/2019
11.	SANDIP KUMAR	18/01/1988	01/01/2019
12.	PRATIBHA KUMARI	20/01/1985	01/01/2019
13.	SULEKHA KUMARI	03/04/1985	01/01/2019
14.	NISHANT KUMAR	01/10/1985	01/01/2019
15.	ASHWINI KUMAR PATHAK	18/01/1989	01/01/2019
16.	DHARMENDRA KUMAR	31/12/1980	01/01/2019
17.	KUMAR SAURABH	21/02/1990	01/01/2019
18.	SANGITA KUMARI (On Deptn.)	01/03/1981	01/01/2019
19.	UDAY NARAIN PRABHAKAR (On Deptn.)	01/03/1979	01/01/2019
20.	UMESH PRASAD YADAV	01/11/1981	01/01/2019
21.	NISITH KUMAR	02/10/1988	01/01/2019
22.	SUSHIL KUMAR	01/03/1982	01/01/2019
23.	VISHAL KUMAR	07/06/1992	01/01/2019
24.	NITENDRA RAM	09/01/1983	01/01/2019
25.	DEEPAK KUMAR	30/08/1990	01/01/2019
26.	MD. NESHAR	01/02/1983	01/01/2019
27.	KUMARI GOURI PASWAN	01/05/1986	01/01/2019
28.	AKHLAQR RAHMAN SIDDIQUI	04/02/1987	01/01/2019
29.	RAMESH KUMAR RAJAK	12/09/1991	01/01/2019
30.	SUSHMA KUMARI	01/01/1988	01/01/2019
31.	DHEERAJ KUMAR	05/01/1988	01/01/2019
32.	DURGESH SAH	10/01/1988	01/01/2019
33.	MD. NIZAMUDDIN ANSARI	21/02/1988	01/01/2019
34.	ANANT KUMAR	10/10/1992	01/01/2019
35.	UTTAM KUMAR	31/01/1979	01/01/2019
36.	SUMIT KUMAR GUPTA	01/01/1991	01/01/2019
37.	SANTOSH KUMAR SINGH	21/08/1979	01/01/2019
38.	SANTOSH KUMAR	05/01/1981	01/01/2019

39.	MANTOSH KUMAR (On Deptn.)	13/10/1977	01/01/2019
40.	MANOJ KUMAR YADAV	12/02/1982	01/01/2019
41.	KISHAN RAJ	23/08/1991	01/01/2019
42.	SAHDEV KUMAR	08/08/1984	01/01/2019
43.	MANOJ KUMAR KHAWAS (On Deptn.)	28/04/1971	01/01/2019
44.	SUNIL KUMAR	01/01/1968	01/01/2019
45.	RAJESH KUMAR	16/08/1973	01/01/2019
46.	JAY PRAKASH	15/10/1980	01/01/2019
47.	DEEPAK KUMAR GUPTA	15/08/1983	01/01/2019
48.	SHREE RAM SINGH	08/01/1964	01/01/2019
49.	SURENDRA MASIH	01/07/1972	01/01/2019
50.	ASHISH KUMAR (On Deptn.)	10/12/1988	01/04/2016
51.	SACHIN PRASAD (On Deptn.)	18/01/1987	03/04/2018



Sr. Accounts Officer/Trg & Exam

**Two weeks mandatory training to Sr. Accountant for promotion to the post of Asstt Supervisor.**

Session:-I –10.45 -12.00 am; II –12.15 - 01.30 pm.; III 2.00 - 3.15 pm; IV – 3.30 -4.45 pm.

DATE/SESSION	TOPIC	CONTENT	FACULTY
05.06.2023 Session I & II	<b>Evaluation of budgets of State Government-</b> (i). Introduction of Basic Structure of Government Accounts	1. Structure of Government Accounts 2. Numeric Classification 3. Classification of Transaction in Accounts	Shri Birendra Kumar Singh, Sr.AO
05.06.2023 Session III & IV	(ii). Budget Review	1. Accounting Rules 2. Case Study with any of the Office's Budget Review documents 3. Exercises	Shri Pradip Kumar, AAO
06.06.2023 Session- I	<b>Management of data capture in Voucher Level Computerization System (VLC)-</b> (i). VLC System	1. Brief Introduction to VLC platform (OS, Database, 2/3 tier architecture) 2. Database Structure, Modules, Roles and responsibilities of various users in VLC application 3. Brief Introduction to Data Project (Voucher Data downloading from Treasury server to VLC server electronically) 4. Validation methods for Data correctness of downloaded data 5. Process of receiving physical vouchers from treasuries, maintenance of mandatory registers in respect of Voucher receipt monitoring (Due date registers, missing vouchers register etc.) 6. Reconciliation of Reserve Bank Deposits	Shri Mantoo Kumar Sinha, AAO
06.06.2023 Session- II	(ii) Master Data capture	Procedure to capture Master data, its significance, and checks and validations to be exercised to ensure its correctness	Shri Mantoo Kumar Sinha, AAO
06.06.2023 Session -III & IV	(iii) Hands on/Demo of VLC application	1. Demonstration of Master data capturing including Users and their Roles 2. Capture of Voucher data, TES	Shri Mantoo Kumar Sinha, AAO
07.06.2023 Session- I & II	(iv) VLC System-Modules	1. process to capture details pertaining to Account current, ISS, PD Accounts, Works Accounts etc 2. Process to generate Monthly Civil Accounts 3. Generation of Ledger and Broadsheet through VLC 4. Process to generate Finance and Appropriation Accounts through VLC	Shri Mantoo Kumar Sinha, AAO

07.06.2023 Session- III & IV	(v) Hands on/Demo of VLC application	Demonstration of: 1. Capture of data through various modules available in VLC 2. Checks to be exercised before generating MCA 3. Process of generating the MCA 4. Generation of various reports including Ledger and Broadsheets in VLC	Shri Jitendra Kumar Sinha, Data Manager
08.06.2023 Session -I & II	<b>Entitlement Applications like GPF IT Application-</b>  (i) Maintenance of Provident Fund through IT application	1. An overview of GPF Rules, accounting and review. 2. Generation of Reports\ 3. Performance Review and Reconciliation 4. UP/Clearance 5. Data Entry of schedules & Voucher, Authorisation of abstract.	Shri Shakti Kumar, AAO
08.06.2023 Session -III & IV	(ii) Hands on/Demo of GPF application	An introduction and overview of GPF package, Capture of details, Annual slips generation, Settlement of FW/RB cases	Shri Shakti Kumar, AAO
09.06.2023 Session- I & II	<b>Pension processing IT application-</b>  (i) Pension processing IT application	1. Receipt of Service Books (SB) and Registration process 2. Verification of SBs and capturing of details from SBs 3. Review of details, Processing of data, Computing the retirement benefits through system 4. Authorisation of amounts 5. Generation of PPO, GPO and CPO and its Dispatch 6. Process of Revision cases 7. Capture of correspondence	Shri Sanjay Burnwal, AAO
09.06.2023 Session -III & IV	(ii) Hands on/Demo of Pension application	Demonstration of complete life cycle of Pension Payment process (from registration to generation of authorizations and its dispatch)	Shri Manoranjan Kumar, AAO
12.06.2023 Session- I & II	<b>Gazetted Entitlement Management System and Grievance Redressal-</b>  (i) Gazetted Governments Servants Entitlement	1. Introduction to Gazetted Entitlements 2. Types of Bills processed by GE section 3. Nominations 4. Last Pay certificates	Shri Chandra Prakash Singh, AAO
12.06.2023 Session- III	(ii) Gazetted Governments Servants Entitlement	1. Leave Account 2. Transfer 3. Advances 4. History of Services 5. Civil List 6. G.E Accountant's Duties	Shri Avinash Kumar Thakur-I, AAO

12.06.2023 Session- IV	(iii) Grievance redressal etc and Compliance with statutes/rules	Guidelines to be followed for settlement of grievances for GPF subscribers, Pension cases, Gazetted entitlement cases etc. and compliance with reference to statutes/rules prevailed in concerned offices.	Shri Avinash Kumar Thakur-I, AAO
<b>General Administrative Work ↓</b>			
13.06.2023 Session- I & II	PFMS	1. PFMS- Duties and responsibilities of Maker and Checker 2. Processing of bills through PFMS at DDO & PAO level 3. Monthly reconciliation with PAO	Shri Shakti Kumar, AAO
13.06.2023 Session- III & IV	BEMS	1. Uploading of Budget Requirement by DDO/sanctions received 2. Uploading of periodical reports and returns in iBEMS Portal 3. Enforcing budget and cash management based on the instructions issued by Budget Wing in Headquarters Office.	Shri Binod Kr. Choudhary, AAO
14.06.2023 Session- I & II	Calculation of Income Tax of Staff	1. Salary structure, various components, taxable items, exemptions, savings, various sections of IT Act applicable for Salaried Class employees.	Shri Sudhir Kumar, AAO
14.06.2023 Session III & IV	Calculation of Income Tax of Staf	1. Form-16 and its significance 2. Income from House Property 3. E-filing of Returns 4. Checklist for Audit scrutiny 5. Exercise on above	Shri Sudhir Kumar, AAO
15.06.2023 Session -I & II	Recruitment Procedures in IA&AD	1. Cadres in IA&AD and the applicable Recruitment Rules for Direct Recruitment 2. Creation of Posts 3. Age Relaxations for Appointments 4. Maintenance of Direct Recruitment Rosters	Shri Suman Sangam, Sr. Acctt
15.06.2023 Session- III & IV	Recruitment Procedures in IA&AD	1. Recruitment through SSC examination of mandatory documents of direct recruits, Joining Procedure, Medical examination 2. Consultation with and Recruitment through UPSC 3. Recruitment by Absorption/ Deputation 4. Probation on Appointment 5. Appointment on Compassionate ground 6. Sports quota recruitment	Shri Raj Kishore Kunwar, AAO

16.06.2023 Session- I & II	RTI Act- Overview of the Act and its provisions	1. jurisdiction, important definitions (information, record right to information, public authority, third party), 2. suo-motu disclosure under Section 4 (1) (b) 3. request, disposal of request including transfer under section 6 (3) 4. exemption from disclosure of information under Section 8 5. rejection, appeal, third party information, fee to be paid, exemption from payment of fee, penalties. 6. relation with Official Secrets Act, 1923 and list of exempted organization (Schedule-2) and power to make rules	Shri, Saurav Jagdish Prasad AAO
16.06.2023 Session- III & IV	RTI Act- information -how to process the applications in various stages.	1. preparation of replies to request and drafting of speaking order in case of appeal	Shri Chandra Prakash Singh, AAO
19.06.2023 Session -I & II	Legal work	1.Applicable rules 2.Scrutiny of complaints received 3. Memorandum and its drafting 4. preparation of charge sheet and annexure	Shri Saurav Kumar, AAO(Ad-hoc)
19.06.2023 Session -III & IV	Legal work	1. Preparation of Para-wise replies to the applications filed in Central Administrative Tribunal 2. Preparation of Counters to the writ petitions, etc. filed in the High Court 3. Maintenance of relevant Registers for DC/VC cases	Shri Ranjit Kumar, AAO
20.06.2023 Session -I & II	Procurement through GeM	1. Procurement procedures as per GFR 2017 2. Provisions of General Financial Rules 2017 applicable to GeM 3. Roles, Responsibilities and Obligations of Buyer 4. buying Modes in GeM	Shri Pankaj Kumar No-III, AAO
20.06.2023 Session- III & IV	Procurement through GeM	1. How to do procurement through GeM Practical examples	Shri Rakesh Kumar, AAO
<b>Reserve Faculty</b>	1. Manish Kumar, Data Manager		
	2. Salauddin Ansari, AAO		
	3. Guddu Kumar, AAO		



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