



No.: Admn/A/2023-24/213  
भारतीय लेखा परीक्षा व लेखा विभाग/Indian Audit and Accounts Department  
कार्यालय प्रधान महालेखाकार (ले०वह०)/O/o The Principal Accountant General (A&E)  
हिमाचल प्रदेश, शिमला-171003/ Himachal Pradesh, Shimla-171003  
दूरभाष/Telephone No.: 0177-2814935/2600230,  
विपत्र/Email- agaehimachalpradesh@cag.gov.in

Dated: 11-08-2023

**OFFICE ORDER**

In continuation of this office order No. Admn/A/2022-23/191 endorsed vide Endst. No. Admn/D-4/DAs/Probation/2011-23/23-24/1574-83 dated 26-07-2023, it is further notified that some changes in respect of sessions of faculty to impart training to Divisional Accountants (Probationer) scheduled w.e.f. 31-07-2023 to 16-08-2023 have been made which depicted in annexure attached.

All the faculty members are directed to impart training as per schedule attached; any deviation will be seriously viewed and will attract disciplinary proceeding.

**Authority: Principal Accountant General orders dated 11-08-2022 at page 100/N of file Admn/D-4/DAs/Probation/2011-23/23-24.**

-Sd/-

Deputy Accountant General (Accounts)

**Endst.: Admn/D-4/DAs/Probation/2011-23/23-24/1781-89**

**Dated: 11-08-2023**

Copy forwarded for information and necessary action to:

1. Secy. to Principal Accountant General (A&E), HP, Shimla.
2. PA to Dy. Accountant General (Admn).
3. PA to Dy. Accountant General (Accounts & VLC).
4. Data Manager, EDP section is requested to make necessary arrangements for the training.
5. AAO, EDP section may coordinate with faculty members and trainees for training.
6. All Faculty Members.
7. The Executive Engineer, concerned division of the official.
8. Concerned employee, O/o the Executive Engineer, Concerned division.
9. 'A' series/Admn.

Sr. Accounts Officer (Admn.)



**Syllabus, Schedule and Course Content for Induction Training of Divisional Accountants**

DAY	SESSION	TOPIC	CONTENT	SYLLABUS	FACULTY S/Sh.
11-08-2023	1 & 2	<b>Measurement of work Case Study Initial records maintenance of measurement books</b>	Measurement of work – how measurements are made, how they recorded. Measurement books, How to read a measurement book <b>Case Study</b>	Departmental instructions on Measurement of work Measurement books	Sanjeet Kumar Sinha, DAO-I

**Session Timings**

1 <sup>st</sup> Session	10:00 am to 11:15 am
Tea Break	11:15 am to 11:30 am
2nd Session	11:30 am to 12:45 pm
Lunch	12:45 pm to 02:00 pm
3rd Session	02:00 pm to 03:15 pm
Tea Break	03:15 pm to 03:30 pm
4th Session	03:30 pm to 04:45 pm



Sr. Accounts Officer (Admn.)