

महालेखाकार (ले० एवं ह०) का
कार्यालय बीरचंद पटेल पथ,
पटना, बिहार - 800001



OFFICE OF THE ACCOUNTANT
GENERAL (A&E),
BIRCHAND PATEL PATH PATNA,
BIHAR - 800001

SUPREME AUDIT INSTITUTION OF INDIA

लोकहितार्थं सत्यनिष्ठ

Dedicated to Truth in Public Interest

पत्रांक / Letter No Trg & Exam (A&E)/prom. To Sr. AOs/2024-25-B-206

दिनांक / Date :- 07/02/2025

OFFICE ORDER

As per para 3. of Headquarters Circular No. 49-Staff (App 1)/2019 No. 1376 – staff (App 1)/16-2018 Dated: 22.11.2019 and email letter dated.03.02.2025, a three-week mandatory training(in-house) for AAOs eligible for empanelment for promotion as Sr. AOs in the panel year 2026, is scheduled to be held from 10.02.2025 to 03.03.2025 in Hindi Cell / CV Lab of this office. The detailed programme of evaluation tests will be intimated in due course.

The training schedule and list of participants are annexed herewith.

Encl: - As above.

Sr. Dy. Accountant General (Admn)

Copy forwarded for information & necessary action to: -

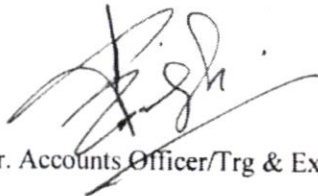
1. A.G. (A&E) Sectt.
2. Sr. DAG (Admn) Sectt
3. DAG (VLC, A/Cs & WM) Sectt
4. DAG (Pension, GE & Fund) Sectt
5. Hindi Cell/Hindi Officer & CV Lab/AAO
6. AAO/Admn-I with a request to intimate about the contents of this office order to those eligible officials of this office who are on deputation.
7. AAO/ITS with a request to upload this office order to the official site.
8. AAO/GD with a request to arrange tea/coffee and water.
9. Persons concerned.
10. Notice Boards/Telegram

Sr. Accounts Officer/Trg. & Exam

List of participants for three-week mandatory training to AAOs for Promotion as Sr. AOs to be held from 10.02.2025 to 03.03.2025.

List of Participants (AAOs): -

Sl. No	Name(S/Shri/Smt/Ms)	DOB
1	DINESH KUMAR-II	05.01.1980
2	SUDHIR KUMAR	19.01.1983
3	SALAUDDIN ANSARI	18.01.1983
4	MANOJ KUMAR SINGH	01.01.1985
5	INDRAJIT KUMAR SINGH	15.01.1983
6	RAHUL KUMAR-I	07.04.1988
7	MANI PUSPA NARAYAN SINGH	02.02.1985


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Training Schedule for AAOs to be empanelled for promotion as Sr. AOs - Panel year 2026 (15 days)

Days	Session-I (10.15 AM to 11.30 AM)	Session-II (11.45 AM to 01.00 PM)	Session-III (02.00 PM to 03.15 PM)	Session-IV (03.30 PM to 04.45 PM)
	Topic & Faculty	Topic & Faculty	Topic & Faculty	Topic & Faculty
10.02.2025 (Day 1)	SAO- Prospects and Entitlements - Shri Vishwapati Singh. Sr. AO	Leadership and Human Resource Management - Shri Guddu Kumar, AAO		Time Management - Shri Vishwapati Singh, Sr. AO
11.02.2025 (Day 2)	Audit and Accounts Mandate of CAG of India - Shri Pradip kumar. AAO	Effective Interpersonal Skills- Communication Skills and Relationship Skills - Shri Abhay Kumar Sinha. Sr. AO		Stress Management - Shri Abhay Kumar Sinha. Sr. AO
12.02.2025 (Day 3)	Gender Sensitization - Shri Guddu Kumar. AAO	Legal matters in IAAD - Shri Ranjeet Kumar, AAO	Disciplinary Issues - Shri Guddu Kumar, AAO	RTI Act - Shri Sandeep Kumar Chaudhary, AAO
13.02.2025 (Day 4)	Ethics & Governance - Shri Sadhan Pal. AAO	Big Data Management - Shri Manish Kumar, Data Manager	Overview of IDEA - Shri Jitendra Kumar Sinha, Data Manager	
14.02.2025 (Day 5)	Overview of Data Analytics Shri Jitendra Kumar Sinha, Data Manager	IT Security & Emerging applications in IA&AD - Shri Manish Kumar, Data Manager	Computer Assisted Audit Techniques (CAATs)-Data Analysis- MS Excel - Shri Manish Kumar, Data Manager	Computer Assisted Audit Techniques (CAATs)-Data Analytics Tableau - Shri Manish Kumar, Data Manager
17.02.2025 (Day 6)	Principles of Budgeting - Shri Raj Kishore Kunwar, AAO	An overview of PFMS & iBEMS - Shri Binod Kr. Chaudhary, Sr. AO	Revenue for both Union and State Government - Shri Raj Kishore Kunwar, AAO	Overview of a Revenue system-Goods and Services Tax - Shri Guddu Kumar AAO
18.02.2025 (Day 7)	Fund flows among Union and States - Shri Raj Kishore Kunwar, AAO	Procurement of Goods, Services and Works - Shri Abhijeet Kumar Sinha, AAO		
19.02.2025 (Day 8)	An Overview of role and Responsibilities of SAO, Shri Jai Prakash, Sr. AO			
20.02.2025 (Day 9)	Introduction to Govt Accounts - Shri Pradip Kumar. AAO	Concepts of Accounts - Shri Pradip Kumar, AAO	Structure and Form of Government Accounts - Shri Raj Kishor Kunwar, AAO	Receipt and Compilation of Treasury Accounts Shri Raj Kishor Kunwar, AAO

21.02.2025 (Day 10)	Receipt of Divisional Accounts - Shri Santosh Kumar Rajak, Sr. AO	Debt, Deposit and Remittance Transaction Shri Birendra Kumar Singh, Sr. AO	Transfer Entries - Shri Jitendra Kumar Sinha, Data Manager	Government Accounting Standards Advisory Board(GASAB) - Shri Sanjeev Kumar Das
24.02.2025 (Day 11)	Appropriation Act(Budget) and Financial Act - Shri Sanjay Kr.No. IV, Sr. AO	Government Revenue and Expenditure Including IGAS - Shri Arvind Prasad Singh, Sr. AO	Classification of Vouchers - Shri Jitendra Kumar Sinha, Data Manager	Function of Pay and Accounts Office - Shri Sunil Kumar No. III, Sr. AO
25.02.2025 (Day 12)	Inter Government/Departmental Adjustments -Shri Birendra Kumar Singh, Sr. AO	Voucher Level Computerisation(VLC) Module - Shri Jitendra Kumar Sinha, Data Manager	Integrated Financial Management System(IFMS)- Its implementation - Shri Jitendra Kumar Sinha, Data Manager	Role of Reserve Bank of India in Government Transaction - Shri Raj Kishor Kunwar, AAO
27.02.2025 (Day 13)	Deposit Accounts -Shri Shashi Bhushan Prasad, AAO	Suspense Accounts - Shri Birendra Kumar Singh, Sr. AO	Maintenance of Broadsheets Shri Santosh Kumar Rajak, Sr. AO	Inspection of Treasuries - Shri Raj Kishor Kunwar, AAO
28.02.2025 (Day 14)	Financial Statements: Concepts and Objectives Poddar, Sr. AO	Concepts and Objectives Shri Ajay Kumar	Appropriation Accounts: Concepts and Objectives Singh, Sr. AO	Concepts and Objectives - Shri Arvind Prasad
03.03.2025 (Day 15)	Entitlement functions General Provident Fund and Gazetted Entitlements - Shri Latesh Kumar, AAO	Entitlement Functions Pension - Shri Jai Prakash, Sr. AO		

Validation

- Stand by Faculty**
- 1 Shri Raj Kishor Kunwar, AAO
 - 2 Shri Guddu Kumar, AAO
 - 3 Shri Jitendra Kumar Sinha, Data Manager

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