



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal



संख्या/No.I/1497780/2026

दिनांक/Date :01-07-2026

CIRCULAR

Copy of Office Circular No. PAGAEWB/02/06/01/2026-27/68, dated 29.06.2026 regarding Mandatory In house training programme for 2026-27 in respect of Divisional Accountant cadre for promotion of DAO-II, to be held online through MS-Team, is enclosed herewith for information and necessary action to all eligible Officials/Officers of Divisional Accountant cadre.

Encl: As stated above.

sd/-
Sr. Accounts Officer/ WM

No.I/1497780/2026

Date: 01-07-2026

1.Sr AO/ITSC with a request to upload the order in DA Cadre platform of the official website.

sd/-
Sr. Accounts Officer/ WM

**Office of the Pr. Accountant-General (A&E), West Bengal,
Treasury Buildings, Kolkata-700 001.**

No. PAGAEWB/02/06/01/2026-27/68

Date: 29.06.2026

In accordance with the Annual Calendar of In-house Training Programmes for 2026-27, the course at Sl. No. 11 of Non-EDP segment will be held **online through MS-Team** as per detailed programme schedule appended hereto as **Annexure 'A'**. The officials named in **Annexure 'B'** to this order have been selected as participants for these courses.

It is mandatory for all officials selected as trainees to attend the course. The leave-sanctioning authority concerned must follow the orders of the then Accountant-General as specified in the Circular order bearing No. Trg./Genl./25/114 dated 19.01.2006 while sanctioning leave of any kind to any official selected as a participant in any In-house training course for the whole or any part of the period of training for which he/she has been selected. They all must be regular and punctual in attendance and follow the schedule of the whole programme strictly. Attending the training is compulsory for all selected officials and they all must record their attendance. The members of the faculties are also requested to record their attendance for the session(s) allotted to them.

It is also mandatory for all officials selected as trainees to register themselves in the SAI-Training Portal as General User before the commencement of training programme. They are required to submit the Session Feedback and Course Feedback Form given in the said Portal.

The training sessions are to be interactive in nature, and therefore, the members of the faculty are to adopt a participative method and resort to practical examples and problem-solving exercises as often as deemed necessary.

Each participant is also required to submit a feed-back online by filling up the 'Course Evaluation Form' to be provided at the end of the training.

The participants will be assigned work related to the topics for which they are being trained. Their performance therein may be a ground for their work assessment.

The Controlling Officers concerned are requested to make the services of selected instructors/ lecturers chosen from the Office/ Department and of participants available on the specified date and for the duration of the session(s) or of the course, as the case may be.

Links for attending the training classes and links of attendances of training programmes will be provided in due course.

Sd/-

Senior Accounts Officer (Training & Exam.)

Copy uploaded in the office website for information to :

1. Secretary to the Pr. A.G;
2. PA to DAG (Ac/s & VLC);
3. Sr. A.O. (Admn.I)
4. Sr. AO (Admn.II & III)
5. Sr. AO (WM) with the request to intimate all the candidates.
6. Members of the faculty named in Annexure 'A';
7. All participants named in Annexure 'B'.

कायालय प्रधान महालेखाकार (लेखा एव हकदारों), पाश्चिम बंगाल
ट्रेजरी बिल्डिंग, कोलकाता-700 001

क्रमांक. PAGAEWB/02/06/01/2026-27/68

दिनांक: 29.06.2026

साल 2026-27 के लिए इन-हाउस ट्रेनिंग प्रोग्राम के सालाना कैलेंडर के अनुसार नॉन-EDP सेगमेंट के सीरियल नंबर 11 वाला कोर्स MS-Teams के जरिए ऑनलाइन आयोजित किया जाएगा। इसका विस्तृत प्रोग्राम शेड्यूल इस आदेश के साथ 'एनेक्शर A' के तौर पर जुड़ा हुआ है। इस आदेश के 'एनेक्शर B' में बताया गए अधिकारियों को इन कोर्स के लिए पार्टिसिपेंट के तौर पर चुना गया है।

प्रशिक्षणार्थियों के रूप में चयनित सभी अधिकारियों के लिए इस पाठ्यक्रम में भाग लेना अनिवार्य है। किसी भी प्रकार का अवकाश स्वीकृत करते समय संबंधित अवकाश स्वीकृति प्राधिकारी को तत्कालीन महालेखाकार के आदेशों का पालन करना होगा, जैसा कि परिपत्र संख्या प्रशिक्षण/जनरल/25/114 दिनांक 19.01.2006 में निर्दिष्ट है। किसी भी आंतरिक प्रशिक्षण पाठ्यक्रम में प्रतिभागी के रूप में चयनित अधिकारी को प्रशिक्षण अवधि के पूरे या आंशिक भाग के लिए नियमित और समय पर उपस्थित रहना होगा और पूरे कार्यक्रम का कड़ाई से पालन करना होगा। प्रशिक्षण में भाग लेना सभी चयनित अधिकारियों के लिए अनिवार्य है और उन्हें अपनी उपस्थिति दर्ज करानी होगी। संकाय सदस्य से भी अनुरोध है कि वे अपने लिए आवंटित सत्रों के लिए अपनी उपस्थिति दर्ज कराएं।

ट्रेनिंग सेशन इंटरैक्टिव होने चाहिए, इसलिए फैंकल्टी सदस्यों को पार्टिसिपेटिव तरीका अपनाना चाहिए और जरूरत पड़ने पर प्रैक्टिकल उदाहरणों और प्रॉब्लम-सॉल्विंग एक्सरसाइज का इस्तेमाल करना चाहिए।

ट्रेनी के तौर पर चुने गए सभी अधिकारियों के लिए ट्रेनिंग प्रोग्राम शुरू होने से पहले SAI-ट्रेनिंग पोर्टल पर 'जनरल यूजर' के तौर पर रजिस्टर करना जरूरी है। उन्हें उस पोर्टल पर दिए गए सेशन फ्रीडबैक और कोर्स फ्रीडबैक फॉर्म भी जमा करने होंगे।

हर प्रतिभागी को ट्रेनिंग के आखिर में दिए जाने वाले 'कोर्स इवैल्यूएशन फॉर्म' को भरकर ऑनलाइन फ्रीडबैक भी देना होगा।

प्रतिभागियों को उन विषयों से संबंधित कार्य सौंपा जाएगा जिनके लिए उन्हें प्रशिक्षण दिया जा रहा है। उनके कार्य प्रदर्शन के आधार पर उनका मूल्यांकन किया जा सकता है।

संबंधित समूह अधिकारियों से अनुरोध है कि वे कार्यालय/विभाग से चयनित प्रशिक्षकों/व्याख्याताओं और प्रतिभागियों की सेवाएं निर्दिष्ट तिथि(तिथियां) और सत्रों या पाठ्यक्रम की अवधि के लिए उपलब्ध कराएं।

ट्रेनिंग क्लास में शामिल होने और ट्रेनिंग प्रोग्राम में उपस्थिति के लिंक सही समय पर उपलब्ध कराए जाएंगे।

हस्ता/-

वरिष्ठ लेखा अधिकारी (प्रशिक्षण एवं परीक्षा)

Annexure – A**Mandatory Training Programme of DA for promotion to the post of DAO-II***(Programme Schedule/Module)*

Date	1st Session	2nd Session	3rd Session	4th Session
	(11 AM to 12.15 PM)	(12.30 PM to 1.45 PM)	(2.30 PM to 3.45 PM)	(4 PM to 5.15 PM)
02.07.2026 Thursday	Introductory- Role of Divisional Accounts Officers in P. W. Divisions and Departmental Hierarchy. -	Introduction to IFMS-Different Modules E-billing, HRMS, AAFS etc.	E-Pradan Module- Beneficiary Entry, Allotment Register, Checking of Sanction cum allotment order in IFMS	E-billing Module- Project master, Contractor Master, Deposit Account Master
Faculty	Shri Debasis Pahari, Sr. DAO	Shri Tanmoy Saha, Sr. DAO		
03.07.2026 Friday	E-billing Module- Preparation of a contractor's bill, Statutory deductions including SD, IT, Revenue, LW Cess, TDS under GST-CPIN Generation, CPIN Tagging, Beneficiary Entry etc. Generation of NPS Bill in TR 43 in E-billing Module, Generation of Increment Order, Pay Fixation Order,	E-billing Module- Preparation of a contractor's bill, Statutory deductions including SD, IT, Revenue, LW Cess, TDS under GST-CPIN Generation, CPIN Tagging, Beneficiary Entry etc. Checking of different EB reports in E-billing module. -	CVC guidelines on tendering process & award of contracts including negotiation/ post tender negotiation & tender conditions etc. Discussion of practical cases/case Laws	Introduction to Competition Commission of India How to detect collusion/cartel formation of tenders – what are the red flags. Case Study.
Faculty	Shri Atikram Basu, AAO		Shri Promod Kr. Burnwal, DAO I	Shri Pradip Kumar Senapati, Sr. DAO
06.07.2026 Monday	General awareness on Finance & Appropriation Accounts		Role of Divisional Accountant at the time of Government Audit, Preparation of Audit Replies	Discussion on Audit Observations relating to Works Audit
	Shri Subhankar Mondal, AAO		Shri Soumick Sinha, DAO-I	

07.07.2026 Tuesday	Different T.R. Forms in e-Billing	Statutory Deductions from Works Bills	Drafting in different occasions	
Faculty	Shri Alok Kr. Chakraborty, Sr. DAO		Shri Debasis Pahari, Sr.DAO	
08.07.2026 Wednesday	Contract Management	Supplementary Tender	GFR-2017	GFR-2017
Faculty	Shri Pradip Kumar Senapati, Sr. DAO		Shri Pabitra Kumar Jana, A.A.O	
09.07.2026 Thursday	Broadsheet of Remittances & Deposits		WBTR	
Faculty	Smt. Sreyasee Indra, A.A.O		Shri Debasish Chakraborty, AAO	
10.07.2026 Friday	Procedure of Collection & Refunds of EMD, P. W.Pass book in IFMS		Basic knowledge on GST and its implications in contracts	
Faculty	Shri Pranab Roy, DAO-I		Shri Arup Kr. Dutta, Sr.DAO	
13.07.2026 Monday	DCRB Rules		Classification of Govt. Expenditure	
Faculty	Shri Pritam Majumder, AAO		Shri Raktim De, AAO	
14.07.2026 Tuesday	Different types of Revenue and its accounting in GRIPS.		Submission of monthly accounts/vouchers to A.G as per IFMS	
	Shri Arindam Chowdhury, DAO-I		Shri Rupam Choudhury, DAO-I	
15.07.2026 Wednesday	Budget and budgetary provisions for works, Reconciliation of accounts, supplementary grants, appropriation and re-appropriation		Evaluation	
Faculty	Shri Tapas Ch. Dutta, DAO-I		Shri Satyadip Chottopadyay, Sr. AO (Training) & Examination	

Annexure – B*(List of Participants)*

Sl. No.	Name	Designation	Mail Id.
1	Sourav Saha	Divisional Accountant	souravs1.wbl.ae@cag.gov.in
2	Soumyadev Sarkar	Divisional Accountant	soumyadevs.wbl.ae@cag.gov.in
3	Aftab Hussain	Divisional Accountant	aftabh.wbl.ae@cag.gov.in
4	Deepanjan Bhattacharjee	Divisional Accountant	deepanjanb.wbl.ae@cag.gov.in

5	Ravi Shankar Kumar	Divisional Accountant	ravisk.wbl.ae@cag.gov.in
6	Subhankar Das	Divisional Accountant	subhankard.wbl.ae@cag.gov.in
7	Shivam Tiwari	Divisional Accountant	shivamt.wbl.ae@cag.gov.in
8	Prince Kumar	Divisional Accountant	princek.wbl.ae@cag.gov.in
9	Keshav Layek	Divisional Accountant	keshavl.wbl.ae@cag.gov.in
10	Ankit Raj	Divisional Accountant	ankitr.wbl.ae@cag.gov.in
11	Chitra Biswas	Divisional Accountant	chitrab.wbl.ae@cag.gov.in
12	Maemae Lhouvum	Divisional Accountant	maemael.wbl.ae@cag.gov.in
13	Mukhtar Khan	Divisional Accountant	mukhtark.wbl.ae@cag.gov.in