



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA, BHUBANESWAR-751001**

OOO No: 1246

Date: 24.03.2023

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall** during the month of **April- 2023** for the officials/officers listed at Annexure-A as per the programme detailed below:-

"PARTICIPATION IN TRAINING IS COMPULSORY FOR ALL"

Sl.	Topic / Subject	Date & Time	Faculty
1. (Admn.)	General Course:- Awareness about ISSAIs.	10.04.2023 (1 day) (3.00 PM to 4:15 PM)	Sh. B. Behara, AAO
2. (A/Cs)	General Course:- a. System of Govt. Accounts, Role of R.B.I. b. Familiarization with VLC module on PW & FC Accounts. c. Receipt/availability of physical vouchers/challans with reference to LOP/SOP. d. Six tier classification. Charged/Voted. Revenue Capital. Public Debt, Loan & other DDR heads. e. Suspense Accounts: - Operation of each major head under Sector" L- Suspense & Miscellaneous.	17.04.2023 to 19.04.2023 (3 days) (3.00 PM to 4:15 PM)	Sh. K. C. Sahoo-II, AAO
3. (IT)	IT Course:- Microsoft-Word Getting started with Word, File Management, Editing a Document, Text Formatting, Paragraph Formatting, Auto Text and Auto Correct, Templates, Printing, Creating Tables.	24.04.2023 & 25.04.2023 (2 days) (3.00 PM to 4:15 PM)	Sh. Vishwash Ku. Sinha, AAO

Sr. Deputy Accountant General (Admn.)

Dated: 24.03.2023

Memo No. EDP/IHT & SSC/2022-23/163(10)

Copy forwarded for information and necessary action to:-

1. Sr. Deputy Accountant General (Accounts & VLC)
2. Deputy Accountant General (Pension)
3. Deputy Accountant General (Funds)
4. Sr. Pvt. Secretary to P.A.G /P.A.G's Secretariat.
5. Pay & Accounts Officer.
6. BO / T.M /F.M/P.M/Admn.-I/O.E.
7. BO/Record with a request to provide writing Pads / pens.
8. The Faculties concerned. They are requested to send a requisition to BO (EDP), in advance for Projector, if required.
9. Trainees concerned/Notice Board.
10. Manager, A.G Deptt. Canteen to provide Tea.

Sr. Accounts Officer (EDP)

Annexure-A
(List of Trainees for April' 2023)

Sl.No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Char Oram, SAO	Funds	<p align="center">10.04.2023 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center">General Course:- Awareness about ISSAIs.</p> <p align="center">Faculty Shri. B. Behera, SAO</p>
2.	Sushil Mohanty, AAO	A.C.-I	
3.	Sudam Sethi, AAO	O.E.	
4.	Purusottam Nanda, AAO	F.M.	
5.	<i>Krushna Ch. Sahoo I, AAO</i>	<i>PAO-3</i>	
6.	Md. Amanat, Supv.	VLC-3	
7.	Kamadev Mallick, A.supv.	Try-2	
8.	Khirod Ch. Das, A.Supv.	Try-7	
1.	Mulagada Aari, AAO	Fund-2	<p align="center">17.04.2023 to 19.04.2023 (3 days) (3.00 PM to 4:15 PM)</p> <p align="center">General Course:-</p> <p>a. System of Govt. Accounts, Role of R.B.I. b. Familiarization with VLC module on PW & FC Accounts. c. Receipt/availability of physical vouchers/challans with reference to LOP/SOP. d. Six tier classification. Charged/Voted. Revenue Capital. Public Debt, Loan & other DDR heads. e. Suspense Accounts: - Operation of each major head under Sector" L- Suspense & Miscellaneous.</p> <p align="center">Faculty Shri Krushna Ch. Sahoo-II, AAO</p>
2.	Bedabyas Kallo, AAO	VLC-3	
3.	Vincent Dung Dung, Supv.	CTS	
4.	Nilamadhab Behera, SA	Try-6	
5.	K.V.P. Rama Rao, SA	LTA-III	
6.	Pradeep Ku. Nayak, SA	Fund-5	
7.	Julfikar Ali Khan, SA	SAI-6	
8.	Deepak Ku. Dash, Acct.	SAI-RRD	
1.	S. Srinivas Patnaik, A.supv.	Trg & Exam Cell	<p align="center">24.04.2023 & 25.04.2023 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center">IT Course:- Microsoft-Word Getting started with Word, File Management, Editing a Document, Text Formatting, Paragraph Formatting, Auto Text and Auto Correct, Templates, Printing, Creating Tables</p> <p align="center">Faculty Shri Vishwash Ku. Sinha, AAO</p>
2.	<i>Subhadarshan Behera, Acct</i>	<i>O.E.</i>	
3.	Sanatan Mishra, Acct.	Rec-III	
4.	Bishnu Pr. Dash, Acct.	Fund-15	
5.	Pravasini Singh, Clerk	O.E.	
6.	Shyam Prasad Naik, Clerk	VLC-I	
7.	Surendra Ku. Sahoo, Clerk	Old-Record	
8.	Biswaketan Das, Clerk	VLC-5	