



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

OOO No: *1105*

Date: *21* .02.2023

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall** during the month of **March 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. (A/Cs)	<b>General Course:-</b> Deposit: Operation of each major head under Sector “K-Deposits & Advances”. Different types of deposits like Revenue deposits, Security deposits, Civil Court deposits, Criminal Court deposits, PW deposits, Forest deposits etc. Lapsed deposit & Refund of Lapsed deposit. PL Accounts- Opening, Operation, Closing, Plus Minus Memo etc.	01.03.2023 & 02.03.2023 (2 days) (3.00 PM to 4:15 PM)	Sh. Dinesh Pandey, AAO
2. (A/Cs)	<b>IT Course:-</b> Transfer Entries. Format of TE. Rectification of errors. Mechanism of Accounts. Periodical & Annual Adjustments TE (OCF, SDRF, GPF Interest etc.) Cash Balance contra TE.	13.03.2023 (1 day) (3.00 PM to 4:15 PM)	Sh. Tapan Ku. Jena, AAO
3. (Funds)	<b>General Course:-</b> (i) Disposal of GPF Final payment cases, disposal of RB cases, operation of PF Suspense for adjustment of missing credits & debits, ii) Admission to GPF for new Entrants joined after 01.01.2005.	14.03.2023 (1 day) (3.00 PM to 4:15 PM)	Sh. Saumya R. Moharana, AAO
4. (Funds)	<b>IT Course:-</b> Overview of GPF package, data import from IFMS e-schedules, e-A/c statement, e-authorities.	15.03.2023 (1 day) (3.00 PM to 4:15 PM)	Sh. Vinesh Yadav, AAO
5. (Pen)	<b>General Course:-</b> Revision of pension/ family pension cases of AIS Officers/ Judges. Authorization of incoming SSA.	16.03.2023 (1 day) (3.00 PM to 4:15 PM)	Sh. M. Panigrahi, SAO
6. (IT)	<b>IT Course:-</b> <b>Microsoft Access</b> Getting started with Access, Tables, Inputting Data, Importing Data, Finding Records, Filters, Queries, Forms, Reports.	20.03.2023 & 21.03.2023 (2 days) (3.00 PM to 4:15 PM)	<i>Smt. Bharati Mohapatra, AAO</i>
7. (Pen)	<b>General Course:-</b> Authorization of family pension to the unmarried/ widowed/ divorced daughters and disabled children of deceased Govt. servant-Rule position in OCS (P) Rules-1992 and latest orders issued by Finance Department.	27.03.2023 & 28.03.2023 (2 days) (3.00 PM to 4:15 PM)	Sh. Sudarshan Sahu, AAO

Sr. Deputy Accountant General (Admn.)

*[Signature]*  
*[Signature]*

**Memo No. EDP/IHT & SSC/2022-23/**

**Dated: 21.02.2023**

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.

*P. Ch...*  
**Sr. Accounts Officer (EDP)**

*21/2/2023*

**Annexure-A**  
**(List of Trainees for March' 2023)**

Sl.No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Subhendu Ranjan Nayak, AAO	SAI-RRD	<p align="center">01.02.2023 &amp; 02.02.2023 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center"><b>General Course:-</b> Deposit: Operation of each major head under Sector "K-Deposits &amp; Advances". Different types of deposits like Revenue deposits, Security deposits, Civil Court deposits, Criminal Court deposits, PW deposits, Forest deposits etc. Lapsed deposit &amp; Refund of Lapsed deposit. PL Accounts- Opening, Operation, Closing, Plus Minus Memo etc.</p> <p align="center"><b>Faculty</b> Shri Kailash Ch. Behera, AAO</p>
2.	Sadhu Charan Patra, AAO	Fund-15	
3.	Kailash Ch. Behera, AAO	T.M.-II	
4.	Raj Gaurav, AAO	LTA-II	
5.	Dinabandhu Pradhan, Supv.	VLC-2	
6.	Sridhar Jena, A.supv.	SAI-7	
7.	Pulin B. Behuray, SA	Fund-8	
8.	Abanikanta Giri, SA	Try-6	
1.	Pratap Ch. Khuntia, AAO	SAI-6	<p align="center">13.03.2023 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center"><b>IT Course:-</b> Transfer Entries. Format of TE. Rectification of errors. Mechanism of Accounts. Periodical &amp; Annual Adjustments TE (OCF, SDRF, GPF Interest etc.) Cash Balance contra TE.</p> <p align="center"><b>Faculty</b> Shri Tapan Ku. Jena, AAO</p>
2.	Bijay Ku. Patra, AAO	Fund-6	
3.	Koyel Chakraborty, AAO	Try-4	
4.	Md. Amanat, Supv.	VLC-3	
5.	Poushali Ghatak, SA	VLC-5	
6.	Susanta Ghose, SA	Fund-13	
7.	Prava Kangari, SA	SAI-9	
8.	Nilamadhab Behera, SA	Try-6	
1.	Vishwash Ku. Sinha, AAO	P.M.	<p align="center">14.03.2023 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center"><b>General Course:-</b> (i) Disposal of GPF Final payment cases, disposal of RB cases, operation of PF Suspense for adjustment of missing credits &amp; debits, (ii) Admission to GPF for new Entrants joined after 01.01.2005.</p> <p align="center"><b>Faculty</b> Shri Saumya R. Moharana, AAO</p>
2.	Arun Parashar, AAO	Try-5	
3.	Anurodh Anand, AAO	VLC-SS	
4.	Ambika Ch. Patra, Supv.	F.M.	
5.	Rina Das, A.Supv.	LTA Dig. Cell	
6.	Anil Ku. Satapathy, SA	VLC (B & R)	
7.	Balaram Patra, SA	SAI-RRD	
8.	Samarendra Mohapatra, Clerk	F.M.	
1.	Santosh Ku. Das, AAO	GPF Cl.	<p align="center">15.03.2023 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center"><b>IT Course:-</b> Overview of GPF package, data import from IFMS e-schedules, e-A/c statement, e-authorities.</p> <p align="center"><b>Faculty</b> Shri Vinesh Ku. Yadav, AAO</p>
2.	Priya Chandan Kumar, AAO	Fund-2	
3.	Alok Kumar, AAO	VLC (B & R)	
4.	Ravi Kumar, AAO	LTA-1	
5.	Vincent Dung Dung, Supv.	CTS	
6.	Chetan Ku. Nayak, SA	FSS	
7.	Sonu Kumar, Acct.	SS Cell	
8.	Lumdev Kelvadkar, Acct.	T.M.-II	



1.	Ranjan Ku. Sahoo, AAO	Fund-12	<p>16.03.2023 (1 day) (3.00 PM to 4:15 PM) <b>General Course:-</b> Revision of pension/ family pension cases of AIS Officers/ Judges. Authorization of in- coming SSA. <b>Faculty</b> Shri M. Panigrahi, SAO</p>
2.	Sujeet Ku. Tarwey, AAO	A.C.-II	
3.	Braja Kishore Naik, A.supv.	Try-4	
4.	Kadu Murmu, SA	SS Cell	
5.	Sujit Kumar Ray, SA	SAI-3	
6.	Bhela Majhi, SA	Fund-6	
7.	Dhiren Kumar Rout, Acct.	VLC-1	
8.	Nitesh Sharma, Acct.	T.M.-II	
1.	Bipin Bihari Tripathy, AAO	SAI-4	<p>20.03.2023 &amp; 21.03.2023 (2 days) (3.00 PM to 4:15 PM) <b>IT Course:-</b> <b>Microsoft Access</b> Getting started with Access, Tables, Inputting Data, Importing Data, Finding Records, Filters, Queries, Forms, Reports. <b>Faculty</b> <i>Smt. Bharati Holopalia AAO</i></p>
2.	Dilip Kumar Dubey, AAO	GPF-Debit	
3.	Ashok Ku. Pattnayak, A.Supv.	A.C.-II	
4.	Narendra Ku. Sethy, SA	SAI-RRD	
5.	Duryodhan Naik, SA	Try-2	
6.	Chandra Sekhar Pradhan, SA	VLC-2	
7.	Rankanidhi Behera, SA	Fund-14	
8.	Byasadev Chowhan, Acct.	GPF-SS	
1.	Ajay Kumar Das, AAO	SAI-1	<p>27.03.2023 &amp; 28.03.2023 (2 days) (3.00 PM to 4:15 PM) <b>General Course:-</b> Authorization of family pension to the unmarried/ widowed/ divorced daughters and disabled children of deceased Govt. servant- Rule position in OCS (P) Rules-1992 and latest orders issued by Finance Department. <b>Faculty</b> Shri Sudarshan Sahu, AAO</p>
2.	Anubhav Ku. Singh, AAO	Fund-9	
3.	B. Kallo, AAO	VLC-3	
4.	K.V.P. Rama Rao, SA	VLC (B & R)	
5.	Rabi Narayan Behera, SA	LTA-I	
6.	Theodora Ekka, SA	Fund-2	
7.	D. Subhakanta Mohanty, SA	SAI-6	
8.	Abhishek Ku. Choudhury, Acct.	VLC-4	