



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

OOO No: 1115

Date: 25.03.2022

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall** during the month of **April 2022** 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.)	<b>General Course:-</b> Awareness about ISSAs.	04.04.2022 (1 day) (3.00 PM to 4:15 PM)	Sh. Praveen Kumar, AAO
2 (A/C's)	<b>General Course:-</b> System of Govt. Accounts – Introduction Structure of classification in Govt. Accounts. Brief History, Part/Sector/Sub-Sector/Group/Section etc.	05.04.2022 (1 day) (3.00 PM to 4:15 PM)	Sh. Tapan Ku. Jena, AAO
3 (A/C's)	<b>General Course:-</b> Role of R.B.I. in Govt. Accounts: Banker of Govt. Operation of transactions through Agency Banks. Coverage of gap between receipt and disbursement-Special Drawing Facility, WMA, Shortfall, Overdraft etc. E-Kuber-e-Receipt, e-Disbursement. e-Scroll, Daily Clearance of Memo & Monthly Statement of transactions.	06.04.2022 (1 day) (3.00 PM to 4:15 PM)	Sh. Ravi Kumar, AAO
4 (Pen)	<b>IT Course:-</b> Processing of pension/ family pension/ revision cases in SAI System & Online submission of pension/ family pension applications by PSAs in IFMS portal- with demonstration.	11.04.2022 (1 day) (3.00 PM to 4:15 PM)	Sh. Praveen Kumar, AAO
5 (Pen)	<b>IT Course:-</b> Digital Signature: - Opportunities & Challenges.	12.04.2022 (1 day) (3.00 PM to 4:15 PM)	Sh. R. K. Das, AAO
6 (IT)	<b>IT Course:-</b> <b>Microsoft-Word</b> Getting started with Word, File Management, Editing a Document, Text Formatting, Paragraph Formatting, Auto Text and Auto Correct, Templates, Printing, Creating Tables.	19.04.2022 & 20.04.2022 (2 days) (3.00 PM to 4:15 PM)	Ms. Nivedita, AAO
7 (A/C's)	<b>IT Course:-</b> Import of Treasury Data to VLC database. No. & format of data files. Duration of downloading, Stages of import, Errors & handling the same, Uploading to VLC system.	26.04.2021 (1 day) (3.00 PM to 4:15 PM)	Sh. Rambalak Sharma, AAO

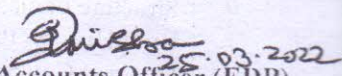
Sd/-  
Deputy Accountant General (Admn.)

Memo No. EDP/IHT & SSC/2021-22/176(10)

Dated: 25.03.2022

Copy forwarded for information and necessary action to:-

1. Sr. Deputy Accountant General (Accounts & VLC)
2. Sr. Deputy Accountant General (Pension)
3. Deputy Accountant General (Funds)
4. Secretary to AG (A&E)/A.G's Secretariat.
5. Pay & Accounts Officer.
6. BO / TM /FM/PM/Admn-I/ Admn-II/O.E/EDP.
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)

	(Shri/Smt/Ms)		
1.	Dasarath Mohanty, Sr. AO	A/cs & VLC	<p>04.04.2022 (1 day) (3.00 PM to 4:15 PM)</p> <p><b>General Course:-</b> Awareness about ISSAIs.</p> <p><b>Faculty</b> Sh. Praveen Kumar, AAO</p>
2.	Gour Ch. Sahu, Sr. AO	Funds	
3.	Kailash Ch. Behera, AAO	T.M.-II	
4.	Bipin Bihari Tripathy, AAO	SAI-4	
5.	Pratimamani Dei, Supv.	Fund-7	
6.	Sridhar Jena, Asst. Supv.	FSS	
7.	Sibaprasad Panda, SA	SAI-2	
8.	Basant Ku. Sethi, SA	A.C.-I	
9.	Bhela Majhi, SA	Fund-6	
10.	Bhairab Ch. Kisku, SA	A.C.-II	
1.	Dusasan Nayak, Sr. AO	A/cs & VLC	<p>05.04.2022 (1 day) (3.00 PM to 4:15 PM)</p> <p><b>General Course:-</b> System of Govt. Accounts – Introduction Structure of classification in Govt. Accounts. Brief History, Part/Sector/Sub- Sector/Group/Section etc.</p> <p><b>Faculty</b> Sh. Tapan Ku. Jena, AAO</p>
2.	Ashok Kumar Dehury, AAO	Pen-7	
3.	Dillip Kumar Dubey, AAO	Fund-1	
4.	Kumar Bhaskar, AAO	Try-4	
5.	Prakash Soreng, SA	Fund-9	
6.	D. Subhakanta Mohanty, SA	SAI-6	
7.	Md. Altaf H. Farooque, SA	Deposit	
8.	Dambarudhar Munda, SA	C.R Cell	
9.	Mithun Sarkar, DEO	Fund-5	
10.	Gourab Das, Acct.	SAI-5	

	Prabir Ku. Samal, Sr. AO	A/cs & VLC	<p>06.04.2022 (1 day) (3.00 PM to 4:15 PM)</p> <p><b>General Course:-</b> Role of R.B.I. in Govt. Accounts: Banker of Govt. Operation of transactions through Agency Banks. Coverage of gap between receipt and disbursement-Special Drawing Facility, WMA, Shortfall, Overdraft etc. E-Kuber-e-Receipt, e-Disbursement, e-Scroll. Daily Clearance of Memo &amp; Monthly Statement of transactions.</p> <p><b>Faculty</b> Sh. Ravi Kumar, AAO</p>
2.	Ramakanta Nayak, AAO	SAI-2	
3.	Biswajit Behera, AAO	CTS	
4.	Aravinda Mishra, Supv.	Fund-8	
5.	Nishikanta Pattanaik, SA	SAI-8	
6.	Chakradhar Naik, SA	Try-2	
7.	Nilamadhab Behera, SA	Try-6	
8.	Jitasha Mishra, Acct.	Fund-3	
9.	Saroj Ku. Sahoo, SA	SAI-1	
10.	Maheswar Rout, Acct.	GPF Cl.	
	Dasarath Mohanty, Sr. AO	A/cs & VLC	<p>11.04.2022 (1 day) (3.00 PM to 4:15 PM)</p> <p><b>IT Course:-</b> Processing of pension/ family pension/ revision cases in SAI System &amp; Online submission of pension/ family pension applications by PSAs in IFMS portal- with demonstration.</p> <p><b>Faculty</b> Sh. Praveen Kumar, AAO</p>
2.	Ajaya Ku. Das, AAO	SAI-8	
3.	Abdul Rizuan Khan, AAO	Fund-5	
4.	Anurodh Anand, AAO	VLC-SS	
5.	Suresh Ch. Mohapatra, Asst.	Fund-4	
6.	Sanjay Sahoo, Asst. Supv.	VLC-4	
7.	Indra Prakash, SA	GPF Cl.	
8.	Dipti Ranjan Ray, SA	VLC-Dig.	
9.	Malabika Mohanty, Acct	SAI-8	
10.	Niharika Mishra, Acct.	SAI-1	

