



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

OOO No: 633

Date: 05 .11.2024

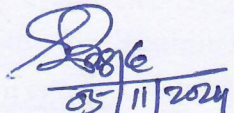
In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall-I** during the month of **November 2024** for the officials/officers listed at Annexure-A. The link to join the training for officers/officials of Branch office, Puri will be provided during the training.

“PARTICIPATION IN TRAINING IS COMPULSORY FOR ALL”

Sl. No.	Topic / Subject	Date & Time	Faculty
1. (A/Cs)	IT Course:- Preparation of Finance Accounts and Appropriation Accounts. (a) Monthly appropriation Annual Appropriation. Preparation of Appropriation Accounts, Notes to Accounts (various stages). b) Preparation of Finance Accounts (various stages).	18.11.2024 & 19.11.2024 (2 days) (3.00 PM to 4:15 PM)	Shri V. A. Bhatta, AAO
2. (A/Cs)	IT Course:- a. Familiarization with VLC module on PW & FC Accounts. b. Scrutiny of PW Accounts & FC Accounts.	20.11.2024 & 21.11.2024 (2 days) (3.00 PM to 4:15 PM)	Shri Harjit Rahul, AAO
3. (IT)	IT Course:- E-Office & E-mailing.	22.11.2024 (1 day) (3.00 PM to 4:15 PM)	Shri Ayan Mukherjee, AAO
4. (A/Cs)	General Course:- a. Output of VLC: Monthly Civil Accounts. Report on Expenditure. Actuals of CO-wise Expenditure. Accounts at a Glance. FA & AA. Other MIS Reports. 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.	25.11.2024 & 26.11.2024 (2 days) (3.00 PM to 4:15 PM)	Shri Anurodh Anand, AAO
5. (Admn.)	General Course:- I) Recruitment. (a) By Direct Recruitment (b) By promotion. i) DPC, Review of DPC ii) Papers to be submitted to DPC (c) By Deputation (II) Roster for Ex-Serviceman / Physically Handicapped. (III) 20 point Roster for fixation of seniority in the cadre of Accountant & Clerk.	28.11.2024 & 29.11.2024 (2 days) (3.00 PM to 4:15 PM)	Shri Sarat Ch. Bharimalla, AAO

Sd/-
Deputy Accountant General (Admn.)

- Copy forwarded for information and necessary action to: -
1. Deputy Accountant General (Accounts & VLC)
 2. Deputy Accountant General (Works Accounts, Puri)
 3. Deputy Accountant General (Pension)
 4. Deputy Accountant General (Funds)
 5. Sr. Pvt. Secretary to P.A.G /P.A.G's Secretariat.
 6. Pay & Accounts Officer.
 7. BO /T.M/F.M/P.M/Admn.-I/Admn.-II/O.E/WME.
 8. BO/Record with a request to provide writing Pads / pens.
 9. BO/EDP with a request to provide logistics support on the training days.
 10. The Faculties concerned.
 11. Trainees concerned/Notice Board.
 12. Manager, A.G. Deptt. Canteen to provide Tea.


05/11/2024
Sr. Accounts Officer (T&E)

Annexure-A
(List of Trainees for November-2024)

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Bikash Kumar Jha, AAO	Fund-3	<p align="center">18.11.2024 & 19.11.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center">IT Course:- Preparation of Finance Accounts and Appropriation Accounts. (a) Monthly appropriation Annual Appropriation. Preparation of Appropriation Accounts, Notes to Accounts (various stages). b) Preparation of Finance Accounts (various stages).</p> <p align="center">Faculty Shri V. A. Bhatta, AAO</p>
2.	Deepak Singh Parihar, AAO	Fund-11	
3.	Koyel Chakraborty, AAO	Try-4	
4.	Balaji Prasad Pattnaik, A.Supv.	Try-5	
5.	Sanchayan Sahani, SA	Try-6	
6.	Sarat Kumar Sahoo, SA	Fund Library	
7.	Sushila Hanhaga, Acct.	GPF-SS	
8.	Radhika Kumari, Acct.	O.E.	
9.	Deepak Kumar, Acct.	PAO-I	
10.	Dibyajay Majhi, Acct.	Record-I	
1.	Abhishek Kumar-III, AAO	Fund-2	<p align="center">20.11.2024 & 21.11.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center">IT Course:- a. Familiarization with VLC module on PW & FC Accounts. b. Scrutiny of PW Accounts & FC Accounts.</p> <p align="center">Faculty Shri Harjit Rahul, AAO</p>
2.	Pranshu Priya, AAO	Fund-7	
3.	Sk. Mukhtar Ahmad, SA	Fund-10	
4.	Bhela Majhee, SA	Fund-6	
5.	Kumar Amit, Acct.	Admn.-II	
6.	Dhriti Rani, Acct.	PAO-II	
7.	Adarsh Kumar, Acct.	Record-I	
8.	Chhotu Kumar, Acct.	PAO-III	
1.	Rajeshwari Gupta, AAO	Fund-1	<p align="center">22.11.2024 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center">IT Course:- E-Office & E-mailing.</p> <p align="center">Faculty Shri Ayan Mukherjee, AAO</p>
2.	Nidhi Tripathi, AAO	FMS	
3.	Rajesh Dungdung, A.Supv.	VLC-I	
4.	Purnima Naik-I, A. Supv.	LTA-II	
5.	Sushila Hanhaga, Acct.	GPF-SS	
6.	Ganesh Pd. Singh, Acct.	P.M.	
7.	V. Sireesha, Clerk	GPF Debit	
8.	Adarsh Kumar, Acct.	Record-I	

1.	Suraj Ku. Mishra, AAO	Fund-12	<p>25.11.2024 & 26.11.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p>General Course:-</p> <p>a. Output of VLC: Monthly Civil Accounts. Report on Expenditure. Actual of CO-wise Expenditure. Accounts at a Glance. FA & AA. Other MIS Reports.</p> <p>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.</p> <p>Faculty Shri Anurodh Anand, AAO</p>
2.	Dinesh Kumar, AAO	GPF-CC	
3.	Amit Kumar Mahato, AAO	SAI-9	
4.	Hatakishore Behera, Supv.	Deposit-I	
5.	Satyanarayana Acharya, SA	CTS	
6.	Kashinath Mohapatra, Acct.	VLC-4	
7.	Lovely Anand, Acct.	GPF-Dr	
8.	Sonika Kumari, Acct.	Fund-10	
1.	Harjit Rahul, AAO	LTA-III	<p>28.11.2024 & 29.11.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p>General Course:-</p> <p>I) Recruitment. (a) By Direct Recruitment (b) By promotion. i) DPC, Review of DPC ii) Papers to be submitted to DPC (c) By Deputation (II) Roster for Ex-Serviceman / Physically Handicapped. (III) 20 point Roster for fixation of seniority in the cadre of Accountant & Clerk.</p> <p>Faculty Shri Sarat Ch. Bharimalla, AAO</p>
2.	Debasis Mohanty, A.Supv.	Try-2	
3.	Baidhar Hansda, SA	VLC-3	
4.	Suchandan Pradhan, SA	Record-I	
5.	Sachidanand Dalabehera, Acct.	FSS	
6.	Pinki Gurlia, Acct.	SAI-RRD	
7.	Radhika Kumari, Acct.	O.E.	
8.	Kumar Amit, Acct.	Admn.-II	
9.	B. Gangdeb, Acct.	EDP Cell	