



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

OOO No: 726

Date: 02.12.2024

In-house Training Programme as detailed below will be conducted in the **Training & Examination Hall-I** during the month of **December 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)	<b>General Course:-</b> a) Maintenance of Long Term Advances: Sanction Noting, Debit & Credit Posting, Handling unposted Items & Missing Credits. Issue of interest notification, Clearance Certificate & NDC. b) LTA (Manual), Issue of NDC/CC, Calculation of interest.	05.12.2024 & 06.12.2024 (2 days) (3.00 PM to 4:15 PM)	<b>Shri Ashok Kumar Mishra, AAO</b>
2. (A/Cs)	<b>General Course:-</b> Reserve Fund: Different reserve Funds under Sector 'J'. Funding & Management of Fund. Investment of Fund. Special focus on CSF, GRF, SDRF, CAMPA etc. Annual adjustments.	09.12.2024 (1 day) (3.00 PM to 4:15 PM)	<b>Shri Rama Chandra Nayak, AAO</b>
3. (Admn.)	<b>General Course:-</b> GeM- Introduction, process flow, unblocking of budget.	11.12.2024 & 12.12.2024 (2 days) (3.00 PM to 4:15 PM)	<b>Shri Ravi Kerketta, AAO</b>
4. (Pen)	<b>IT Course:-</b> <b>Digital Signature:-</b> Opportunities & Challenges.	13.12.2024 (1 day) (3.00 PM to 4:15 PM)	<b>Shri R.K. Das, AAO</b>

*Sd/-*

**Sr. Deputy Accountant General (Admn.)**

**Memo No. Admn.-I/T&E/2024-25/136**

**Dated: 02.12.2024.**

- 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.

**Sr. Accounts Officer (T&E)**

02/12/2024

**Annexure-A**  
**(List of Trainees for December-2024)**

Sl. No	Name & Designation (Shri/Smt/Ms)	Section/Group	Programme/Date/Time/ Name of Faculty
1.	Hemant Kumar, AAO	VLC-SS	<p align="center">05.12.2024 &amp; 06.12.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center"><b>General Course:-</b> a) Maintenance of Long Term Advances: Sanction Noting. Debit &amp; Credit Posting. Handling unposted Items &amp; Missing Credits. Issue of interest notification, Clearance Certificate &amp; NDC. b) LTA (Manual), Issue of NDC/CC, Calculation of interest</p> <p align="center"><b>Faculty</b> <b>Shri Ashok Kumar Mishra, AAO</b></p>
2.	Virendra Kumar, AAO	Fund-2	
3.	Md. Toufique, AAO	Fund-5	
4.	Tushar Kanti Ghose, Supv.	Fund-3	
5.	Bijay Kumar Sahu-I, SA	CTS	
6.	Kundan Kumar, SA	VLC-3	
7.	Pulin Behari Behuray, SA	Fund-6	
8.	Nikhil Pradhan, Clerk	Fund-9	
1.	Sushil Kumar Mohanty, AAO	A.C.-II	<p align="center">09.12.2024 (1 day) (3.00 PM to 4:15 PM)</p> <p align="center"><b>General Course:-</b> Reserve Fund: Different reserve Funds under Sector 'J'. Funding &amp; Management of Fund. Investment of Fund. Special focus on CSF, GRF, SDRF, CAMPA etc. Annual adjustments.</p> <p align="center"><b>Faculty</b> <b>Shri Rama Chandra Nayak, AAO</b></p>
2.	Deepak Yadav, AAO	Fund-4	
3.	Jharana Mallick, A.SUpv.	Fund-I	
4.	Alok Kumar Nayak, SA	Deposit-I	
5.	Nitesh Sharma, Acct.	T.M.-II	
6.	Ashlok Singh, Acct.	Fund-15	
7.	Maniratnam Jee, Acct.	GPF-SS	
1.	Amaresh Kumar Prabhakar, AAO	Deposit-I	<p align="center">11.12.2024 &amp; 12.12.2024 (2 days) (3.00 PM to 4:15 PM)</p> <p align="center"><b>General Course:-</b> GeM- Introduction, process flow, unblocking of budget.</p> <p align="center"><b>Faculty</b> <b>Shri Ravi Kerketta, AAO</b></p>
2.	Sellin S. Choudhury, AAO	Fund-8	
3.	Sanjeeb Kumar Patel, AAO	Fund-5	
4.	Anubhav Kumar Singh, AAO	Fund-9	
5.	Ashok Kumar Pattnaik, A.Supv.	A.C.-II	
6.	Pradeep Kumar Nayak-I, SA	LTA-III	
7.	V. Sireesha, Clerk	GPF-Debit	
8.	Birbal Ram, DEO	FMS	

1.	Kumar Bhaskar, AAO	Try-5	13.12.2024 (1 day) (3.00 PM to 4:15 PM)  <b>IT Course:-</b> <b>Digital Signature: -Opportunities &amp; Challenges.</b>  <b>Faculty</b> <b>Shri R.K. Das, AAO</b>
2.	Anurodh Anand, AAO	VLC-SS	
3.	Soumya Ranjan Moharana, AAO	GPF-SS	
4.	Akshaya Kumar, AAO	Fund-10	
5.	Khirod Chandra Das, Supv.	Try-7	
6.	Bishnu Prasanna Dash, SA	Fund-9	
7.	Rajdev Sahoo, Acct.	Admn.-II	
8.	Mahattam Kumar, DEO	Fund-5	