



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

OOC No: 186

Dated: - 29.05.2023

**Sub: - Mandatory Training to Sr. Accountants for promotion to the post of Assistant Supervisor in Accounts Offices for the panel year 2024.**

As per Circular No. 43-Staff (App 1)/ 2020 No. 1201-Staff (App 1) 13-2019 dated 15.10.2020, the post of Assistant Supervisor (Accounts) was created in A & E of Indian Audit & Accounts Department. As per the said Circular, these posts will be filled up by promotion of Sr. Accountants in Level-6 of Pay Matrix with 5 years of regular service in the grade and have successfully completed the mandatory training of 2-4 weeks in the field, followed by end of training examination prescribed by the department.

In view of this and as per Headquarters letter No.491/Trg. Div. /393 /2021 dated 18.03.2021 the following schedule is made:-

- i) Two weeks mandatory training is to be conducted from **05.06.2023 to 21.06.2023** as per the programme (Annexure) in the Training Hall-I of Main office, Bhubaneswar.
- ii) All the participants are required to register themselves in the SAI portal, with their official ID as their Username and their registered Mobile number as their password.
- iii) End of Training Examination will be conducted on **05.07.2023 from 11.00 AM to 01.00 PM.**

The following officials in the cadre of Sr. Accountants have been shortlisted for the above mentioned training.

Sl. No	NAME Shri/Smt.	SECTION	Sl. No	NAME Shri/Smt.	SECTION
1.	Gayatri Kar	Sai Pen-2	7.	Suchandan Pradhan	Record-I
2.	Nilamadhab Behera	Try-6	8.	Manoj Lakra	Puri office
3.	Basudeb Jena	Book	9.	Tapaswini Naik	IAD
4.	Sibanath Mohapatra	Welfare(canteen)	10.	Sharad Kumar Hasda	Record-III
5.	Rupa Neelmani Ekka	Deposit	11.	Biswopakash Sahoo	Fund Lib.
6.	Biswamitra Nayak	Record-I	12.	Haladhar Swain	Record-III

*Sd/-*

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

**Memo No. EDP/IHT & SSC /2023-24/ 25(9)**

**Dated- 29.05.2023**

Copy forwarded for information and necessary action to:-

1. Sr. DAG (A/Cs & VLC) /DAG (Pension) /DAG (Funds.)
2. DAG (Works A/Cs) Puri with a request to relieve Shri Manoj Lakra, SA to attend the training on the above dates.
3. Sr. Pvt. Secy. to P.A.G (A&E)/ P.A.G's Secretariat.
4. Steno Gr-I / PA to Sr. DAG (Admn.). He is requested to arrange the examination to be held on **05.07.2023**.
5. All Branch Officers in Main Office.
6. B.O (Record)
7. Faculties concerned.
8. Candidates concerned.
9. Notice Board.

  
**Sr. Accounts Officer/ EDP**

(Annexure)

Days	Session I (10.30 AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.45 PM to 04.00 PM)	Session IV (04.15 PM to 05.30 PM)
Day 1 05.06.2023	<b>Introduction of Basic structure of Govt. Accounts</b> <ul style="list-style-type: none"><li>• Structure of Govt. Accounts.</li><li>• Numeric Classification.</li><li>• Classification of Transactions in Accounts.</li></ul> <p style="text-align: center;"><b>Faculty</b> Md. Iqbal, AAO</p>		<b>Budget Review</b> <ul style="list-style-type: none"><li>• Accounting Rules.</li><li>• Case study with any of the Office's Budget Review documents.</li></ul> <p style="text-align: center;"><b>Faculty</b> Md. Iqbal, AAO</p>	
Day 2 06.06.2023	<b>VLC System</b> <ul style="list-style-type: none"><li>• Brief introduction to VLC platform (OS, Database, 2/3 tier architecture.)</li><li>• Database Structure, Modules, Roles &amp; Responsibilities of various users in VLC application.</li><li>• Brief introduction to Data project (Voucher Data downloading from treasury server to VLC server electronically.)</li><li>• Validation methods for Data Correctness of downloaded data.</li><li>• Process of receiving physical vouchers from treasuries, maintenance of mandatory registers in respect of voucher receipt monitoring (Due date registers, missing vouchers register etc)</li><li>• Reconciliation of Reserve Bank Deposits.</li></ul> <p style="text-align: center;"><b>Faculty</b> Shri Tapan Kumar Jena, AAO</p>	<b>Master Data Capture</b> <p>Procedure to capture Master Data, its significance, and checks and validations to be exercised to ensure its correctness.</p> <p style="text-align: center;"><b>Faculty</b> Shri Tapan Kumar Jena, AAO</p>	<b>Hands on/Demo of VLC application</b> <ul style="list-style-type: none"><li>• Demonstration of Master data capturing including Users and their Roles.</li><li>• Capture of Voucher data, TEs.</li></ul> <p style="text-align: center;"><b>Faculty</b> Shri Tapan Kumar Jena, AAO</p>	

<p>Day 3 07.06.2023</p>	<p style="text-align: center;"><b>VLC System- Modules</b></p> <ul style="list-style-type: none"> <li>• Process to capture details pertaining to Account Current, ISS, PD Accounts, Works Accounts etc.</li> <li>• Process to generate Monthly Civil Account (MCA)</li> <li>• Generation of Ledger &amp; BROADSHEET through VLC</li> <li>• Process to generate Finance &amp; Appropriation Accounts through VLC.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Tapan Kumar Jena, AAO</p>	<p style="text-align: center;"><b>Hands on/Demo of VLC application</b></p> <ul style="list-style-type: none"> <li>• Capture of data through various modules available in VLC.</li> <li>• Checks to be exercised before generating MCA.</li> <li>• Process of generating the MCA</li> <li>• Generation of various reports including Ledger &amp; BROADSHEET in VLC.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Tapan Kumar Jena, AAO</p>
<p>Day 4 08.06.2023</p>	<p style="text-align: center;"><b>Maintenance of Provident Fund through IT application.</b></p> <ul style="list-style-type: none"> <li>• An overview of GPF Rules, accounting and review.</li> <li>• Generation of Reports.</li> <li>• Performance Review and Reconciliation.</li> <li>• UP/ Clearance.</li> <li>• Data entry of Schedules &amp; Vouchers, Authorisation of Abstract.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri V.K Yadav, AAO</p>	<p style="text-align: center;"><b>Hands on/Demo of GPF application</b></p> <p>An introduction and overview of GPF Package capture of details, Annual slips generation, Settlement of FW/RB Cases.</p> <p style="text-align: center;"><b><u>Faculty</u></b> Shri V.K Yadav, AAO</p>
<p>Day 5 09.06.2023</p>	<p style="text-align: center;"><b>Pension Processing IT application</b></p> <ul style="list-style-type: none"> <li>• Receipt of Service Books (SB) and registration Process.</li> <li>• Verification of SBs and capturing of details from SBs.</li> <li>• Review of details, Processing of data, computing the retirement benefits through system.</li> <li>• Authorisation of amounts.</li> <li>• Generation of PPO, GPO and CPO and its dispatch.</li> <li>• Process of Revision Cases.</li> <li>• Capture of correspondence.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Praveen Kumar, AAO</p>	<p style="text-align: center;"><b>Hands on/Demo of Pension application</b></p> <p>Demonstration of complete life cycle of Pension Payment process (from registration to generation of authorisation and its dispatch.)</p> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Praveen Kumar, AAO</p>

<p>Day 6 12.06.2023</p>	<p style="text-align: center;"><b>Gazetted Government Servants Entitlement</b></p> <ul style="list-style-type: none"> <li>• Introduction to Gazetted Entitlements.</li> <li>• Types of Bills Processed by GE Section.</li> <li>• Nominations.</li> <li>• Last Pay Certificates.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri B.P Rath, AAO</p>	<p style="text-align: center;"><b>Gazetted Government Servants Entitlement</b></p> <ul style="list-style-type: none"> <li>• Leave Account</li> <li>• Transfer</li> <li>• Advances.</li> <li>• History of Services.</li> <li>• Civil List</li> <li>• G.E Accountant's Duties.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri B.P Rath, AAO</p>	<p style="text-align: center;"><b>Grievance redressal etc and Compliance with statutes/rules</b></p> <p>Guidelines to be followed for settlement of grievances for GPF subscribers, pension cases, gazetted entitlement cases etc and compliance with reference to statues/rules prevailed in concerned offices.</p> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Mohan Sahu, AAO</p>
<p>Day 7 13.06.2023</p>	<p style="text-align: center;"><b>General Administrative Work</b></p> <ul style="list-style-type: none"> <li>• PFMS- Duties and responsibilities of Maker &amp; Checker.</li> <li>• Processing of Bills through PFMS at DDO &amp; PAO Level.</li> <li>• Monthly Reconciliation with PAO.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Bhabagrahi Patra, AAO</p>	<p style="text-align: center;"><b>BEMS</b></p> <ul style="list-style-type: none"> <li>• Uploading of Budget Requirement by DDO/Sanctions received.</li> <li>• Uploading of periodical reports and returns in iBEMS Portal.</li> <li>• Enforcing budget and cash management based on the instructions issued by Budget Wing in Headquarters Office.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Anjan Ku. Mohanty, AAO</p>	
<p>Day 8 14.06.2023</p>	<p style="text-align: center;"><b>Calculation of Income Tax of Staff</b></p> <p>Salary Structure, various components, taxable items, exemptions, savings, various sections of IT Act applicable for salaried class employees.</p> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Sudam Sethi, AAO</p>	<p style="text-align: center;"><b>Calculation of Income Tax of Staff</b></p> <ul style="list-style-type: none"> <li>• Form-16 and its significance.</li> <li>• Income from House property.</li> <li>• E-filing of Returns.</li> <li>• Checklist for audit scrutiny.</li> <li>• Exercises on above.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Sudam Sethi, AAO</p>	

<p>Day 9 15.06.2023</p>	<p style="text-align: center;"><b>Recruitment Procedures in IA &amp; AD</b></p> <ul style="list-style-type: none"> <li>• Cadres in IA &amp; AD and the applicable Recruitment Rules for Direct Recruitment.</li> <li>• Creation of Posts.</li> <li>• Age Relaxations for Appointments.</li> <li>• Maintenance of Direct Recruitment Rosters.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Sarat Ch. Naik, AAO</p>	<p style="text-align: center;"><b>Recruitment Procedures in IA &amp; AD</b></p> <ul style="list-style-type: none"> <li>• Recruitment through SSC examination of mandatory documents of direct recruits, Joining Procedure, Medical examination.</li> <li>• Consultation with and Recruitment through UPSC.</li> <li>• Recruitment by Absorption/ Deputation.</li> <li>• Probation on Appointment.</li> <li>• Appointment on Compassionate grounds.</li> <li>• Sports Quota recruitment.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Sarat Ch. Naik, AAO</p>
<p>Day 10 16.06.2023</p>	<p style="text-align: center;"><b>RTI Act- Overview of the Act and its provisions</b></p> <ul style="list-style-type: none"> <li>• Jurisdiction, important definitions (Information, record, right to information, public authority, third party),</li> <li>• suo-motu disclosure under Section 4(1) (b),</li> <li>• Request, disposal of request including transfer under Section 6 (3)</li> <li>• Exemption from disclosure of information under Section 8,</li> <li>• Rejection, appeal, third party information, fee to be paid, exemption from payment of fee, penalties,</li> <li>• Relation with Official secrets Act, 1923 and list of exempted organization (schedule-2) and power to make rules.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Mohan Sahu, AAO</p>	<p style="text-align: center;"><b>RTI Act information- How to process the application in various stages</b></p> <p style="text-align: center;">Preparation of replies to 'request' and drafting of speaking order in case of 'appeal'.</p> <p style="text-align: center;"><b><u>Faculty</u></b> Shri Mohan Sahu, AAO</p>

<p>Day 11 19.06.2023</p>	<p style="text-align: center;"><b>Legal Work</b></p> <ul style="list-style-type: none"> <li>• Applicable Rules.</li> <li>• Scrutiny of complaints received</li> <li>• Memorandum and its drafting</li> <li>• Preparation of 'charge sheet' and annexure.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri K. Nageswar Rao, Sr. AO</p>	<p style="text-align: center;"><b>Legal Work</b></p> <ul style="list-style-type: none"> <li>• Preparation of Para-wise replies to the applications filed in Central Administrative Tribunal.</li> <li>• Preparation of Counters to the Writ petitions, etc, filed in the High Court.</li> <li>• Maintenance of relevant registers for DC/VC Cases.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Shri K. Nageswar Rao, Sr. AO</p>
<p>Day 12 21.06.2023</p>	<p style="text-align: center;"><b>Procurement through GeM</b></p> <ul style="list-style-type: none"> <li>• Procurement procedures as per GFR 2017</li> <li>• Provisions of General Financial Rules 2017 applicable to GeM.</li> <li>• Roles, responsibilities and Obligations of Buyer.</li> <li>• Buying Modes in GeM.</li> </ul> <p style="text-align: center;"><b><u>Faculty</u></b> Md. Iqbal, AAO</p>	<p style="text-align: center;"><b>Procurement through GeM</b></p> <p>How to do procurement through GeM- Practical examples.</p> <p style="text-align: center;"><b><u>Faculty</u></b> Md. Iqbal, AAO</p>
<p><b>End of Training Examination will be conducted on 05.07.2023.</b></p>		