

**Annual Calendar of In-house Training Programme 2022-23 in respect of the Office of the Sr.Dy.
Accountant General (A&E), Sikkim, Gangtok.**

Sl No.	Name of the course	Faculty	Duration/Time	Name of Participants
01	Overview of e-office application-creation of electronic files and file processing	1. Shri Sanjeev Singh, AAO 2. Shri S.S. Bora, DEO	04.04.2022 to 06.04.2022 (4 pm to 5 pm)	1. Smt C.C.Bhutia, Sr.Acctt 2. Smt. S.L. Bhutia, Sr.Acctt. 3. Smt D.L. Bhutia, Asstt.Supervisor 4. Smt. P. Rawat, Asstt.Supervisor 5. Smt.P.Bhutia Asstt.Supervisor
02	Calculations of Retirement benefits and uploading data through BHAVISHYA portal	Shri C. Nepal, AAO	04.05.2022 to 06.05.2022 (4pm to 5pm)	1. Shri B.Narjinary, Sr.Acctt 2. Shri K.T. Sherpa, Supervisor 3. Shri. Amit Majumdar, Supervisor 4. Shri T.L. Bhutia, Accountant
03	1. Maintenance and implementations of Rosters 2. Preparation and conduct of DPC meetings	Shri H.S. Prasad, AAO	18.07.2022 to 21.07.2022 (4pm to 5pm)	1. Shri T.L. Bhutia, Accountant 2. Shri Sanjeev Singh, AAO 3. Shri S.P. Mandal, AAO
04	Procedure for feeding data in the VLC System and problems faced during data entry	Shri N.G. Bhutia, AAO	12.09.2022 to 15.09.2022 (4pm to 5pm)	1. Shri Utsav Deb, C/T 2. Shri Vijay Kumar, DEO
	Generation of various reports through VLC System.	Shri N.G. Bhutia, AAO	05.12.2022 to 07.12.2022 (4pm to 5pm)	1. Shri Mangal Thami, C/T 2. Shri B.B. Manger, C/T
06	Office procedure	Shri L.T. Bhutia, Sr.A.O	01.02.2023 to 03.02.2023	1. Shri Mangal Thami, C/T 2. Shri Utsav Deb, C/T 3. Shri B.B. Manger, C/T
07	Gem- procurement	Shri Sumit, AAO	13.03.2023 to 16.03.2023 (4pm to 5pm)	1. Shri S.K. Gupta, Asstt, Supervisor 2. Shri R.B. Manger, Sr.Acctt