



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

OOO No: 958

Dated: 11.02.2025

Sub: - Mandatory Training to AAOs to be empanelled for promotion as SAOs for the panel year 2026.

As per the revised recruitment rules for Sr. Accounts Officer/ Sr. Audit Officers, the eligibility criteria for promotion to the post of Sr. Accounts Officer / Sr. Audit Officer is Assistant Accounts Officer / Assistant Audit Officer in Level-8 (₹ 47,600-₹ 1,51,100) of the pay matrix with seven years of regular service including service rendered in non-functional grade of Level-9 (₹ 53,100 – ₹ 1,67,800) of the pay matrix and having successfully completed mandatory training of two to four weeks in the field as prescribed by the department.

In view of this and as per Headquarters Circular No.IS 370/File No.46/K&CB Wing/2018-19 dated 03.02.2025, the following schedule is made: -

- i) Three weeks of mandatory training is to be conducted from **17.02.2025 to 12.03.2025** as per the programme (Annexure) in the Training Hall-I of Main Office, Bhubaneswar.
- ii) The training is to be conducted In-house through SAI Training including nomination. Candidates are required to register themselves by logging into SAI Portal and feedback on each session may be given accordingly till the completion of the training.
- iii) The end of the training examination will be intimated later by the Headquarters'. The minimum benchmark of the examination is 45% as fixed by the Headquarters'.

The following officers in the cadre of AAO's have been shortlisted for the above-mentioned training: -

Sl.	NAME Shri/Smt.	SECTION	Sl.	NAME Shri/Smt.	SECTION
1.	Rama Chandra Nayak	IAD	14	Raj Gaurav	TM
2.	Subhendu Ranjan Nayak	Book	15	Bipin Bihari Tripathy	SAI-3
3.	Abhijeet Kumar	IAD	16	Vishwash Kumar Sinha	SAI-9
4.	Ravi Kerketta	OM	17	Virendra Kumar	Fund-2
5.	Kailash Chandra Behera	GR Cell	18	Pravakar Mishra	Admn-I
6.	Prabhat Kumar Pradhan	OE	19	Ramakanta Nayak	Secretariat of PAG
7.	Manmath Kumar Behera	Vig. Cell	O/o The Principal Director of Audit (East Coast Railways), Bhubaneswar		
8.	Biswajit Sahu	Try-7	1	Dipti Mayee Sahu	
9.	Sarat Ch.Bharimalla	SAI-7	2	Jay Kishor	
10.	Kumar Bhaskar	TM	3	Abhimanyu Jena	
11.	Bhagabat Pr. Rath	Admn-I	4	Rama Chandra Behera	
12.	Karumuri Venkat Rao	PAO-2	5	Dwiti Krishna Dash	
13.	Sujeet Kumar Tarwey	SAI-4	6	Durjodhan Meher	

Sd/-

(Sreeraj Ashok)

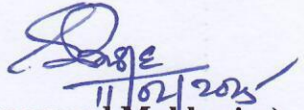
Sr. Deputy Accountant General (Admn.)

Memo No. Admn.-I/T&E /AAO to SAO/2024-25/111

Dated: 11.02.2025

Copy forwarded for information and necessary action to: -

1. Senior Deputy Accountant General (Works A/cs), Puri / Deputy Accountant General (A/Cs & VLC) / Deputy Accountant General (Pen.) / Deputy Accountant General (Funds)
2. To the Sr. Audit Officer (Admn), East Coast Railway, Bhubaneswar with a request to intimate all the concerned AAOs to attend the **1st 8 days of training i.e. from 17.02.2025 to 03.03.2025**. Further, the remaining 7 days of training consisting 26 sessions relating to Audit Stream may be imparted to your official at your end.
3. Sr. Pvt. Secy. to PAG / PAG's Secretariat.
4. Steno Gr-I / PA to Senior Deputy Accountant General (Admn.). He is requested to arrange the formalities for the examination.
5. All Branch Officers in Main Office.
6. Faculties and Candidates concerned.
7. Notice Board / Website.


11/02/2025
(Guruprasad Mukherjee)
Sr. Accounts Officer (T&E)

(Annexure)
1st Week

Day	Session I (10.30 AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.30 PM to 03.45 PM)	Session IV (04.00 PM to 05.15 PM)
Day 1 17.02.25	An Overview of Role & Responsibilities of SAO	An Overview of Role & Responsibilities of SAO	An Overview of Role & Responsibilities of SAO	An Overview of Role & Responsibilities of SAO
	Faculty Shri Guruprasad Mukherjee, SAO		Faculty Shri K.N Rao, SAO	
Day 2 18.02.25	Introduction to Government Accounts Faculty Shri Krushna Ch. Sahoo-II, SAO	Gender Sensitization.	Effective Interpersonal Skills-Communication skills and Relationship Skills	
		Faculty- Shri K.N Rao, SAO		
Day 3 19.02.25	Principles of Budgeting Faculty Shri Krushna Ch. Sahoo-II, SAO	PFMS & iBEMS Faculty Shri Debanand Das, SAO	Revenue for both Union & State Government Faculty Shri Krushna C Sahoo-II, SAO	Overview of a revenue system Goods and Services Tax Faculty Shri Ashok Mishra, SAO
Day 4 20.02.25	Fund flows among Union & States Faculty Shri Umakanta Mahasuara, SAO	Procurement of Goods, Services and Works	Procurement of Goods, Services and Works	Procurement of Goods, Services and Works
		Faculty Shri P. K Sethi, SAO		
Day 5 21.02.25	SAO- Prospects and entitlements. Faculty Shri Anjan Mohanty, SAO	Time Management	Leadership and Human Resource Management	
		Faculty Shri K.N Rao, SAO		

2ndWeek

Day	Session I (10.30AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.30PM to 03.45PM)	Session IV (04.00PM to 05.15PM)
Day 6 24.02.25	Ethics and Governance Faculty Shri Anjan Mohanty, SAO	Big data Management	Computer Assisted Audit Techniques (CAATs)- Data Analysis	
		Faculty Smt. Bharati Mohapatra, AAO		
Day 7 25.02.25	Overview of Data Analysis	IT Security & Emerging applications in IA & AD	Computer Assisted Audit Techniques (CAATs)- Data Analysis	Computer Assisted Audit Techniques (CAATs)- Data Analysis
		Faculty Smt. Bharati Mohapatra, AAO		
Day 8 03.03.25	Legal Matters in IAAD	Disciplinary Issues	Right to Information Act	Audit and Accounts mandate of CAG Faculty Shri Guruprasad Mukherjee, SAO
	Faculty Shri K.N Rao, SAO			
Day 9 04.03.25	Appropriation Act (Budget) and Finance Act	Government Revenue & Expenditure including IGAS.	Classification of Vouchers Faculty Shri Anil. Ku. Pati, SAO	Functions of Pay & Accounts Office Faculty Shri Debananda Das, SAO
	Faculty Shri Krushna Ch. Sahoo-II, SAO			
Day 10 05.03.25	Inter Government Adjustments Faculty Shri Anil. Ku. Pati, SAO	VLC Modules Faculty Shri Krushna Ch. Sahoo-II, SAO	IFMS- Its implementation Faculty Smt. Bharati Mohapatra, AAO	RBI's role in Government Transactions Faculty Shri Krushna Ch. Sahoo-II, SAO

3rd Week

Day	Session I (10.30AM to 11.45 AM)	Session II (12.00 PM to 01.15 PM)	Session III (02.30 PM to 03.45 PM)	Session IV (04.00PM to 05.15PM)
Day 11 06.03.25	Deposit Accounts Faculty Shri Ashok Mishra, SAO	Suspense Accounts Faculty Shri Anil. Ku. Pati, SAO	Maintenance of Broadsheets Faculty Shri Umakanta Mahasuara, SAO	Inspection of Treasuries Faculty Shri Ashok Mishra, SAO
Day 12 07.03.25	Concept of Accounts	Receipt of Divisional Accounts Debt, Deposit & Remittance Transactions, Transfer Entry Faculty -Shri Krushna Ch. Sahoo-II, SAO		
Day 13 10.03.25	Structure and Form of Government Accounts	Receipt and Compilation of Treasury Accounts	GASAB Faculty Shri V.A.Bhatta, SAO	Stress Management Faculty Shri Saroj Ku.Behera, SAO
Day 14 11.03.25	Financial Statements- Concepts & Objectives	Appropriation Accounts- Concepts & Objectives	Appropriation Accounts- Concepts & Objectives	Appropriation Accounts- Concepts & Objectives
	Faculty Shri V.A.Bhatta, SAO			
Day 15 12.03.25	Entitlement Functions- GPF Faculty Shri Sudam Sethi, SAO	Entitlement Functions- Pension Faculty Shri Saroj Ku.Behera, SAO	Feedback & Valediction	