

कार्यालय प्रधान महालेखाकार (ले. व ह.) हरियाणा, चण्डीगढ़
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA,
CHANDIGARH**

कार्यालय आदेश/OFFICE ORDER

It has been decided to impart theoretical training to newly recruited Divisional Accountants (On Probation) w.e.f. 23-01-2023 to 10-03-2023 in training room of this office. Time table and various topics to be covered during training are enclosed. All the Divisional Accountants (P) are directed to attend the training as per program. Attendance in the training is compulsory and no leave will be granted during the period. Non attendance of training will be viewed seriously.

Further, after completion of theoretical training, practical training in Accounts Works Compilation section as well as in Audit office (C.A.S.S./C.A.P.) sections is also to be conducted from 13-03-2023 to 07-04-2023 and from 10-04-2023 to 05-05-2023 respectively. Therefore all the Divisional Accountants (on Probation) are directed to report on 23-01-2023 in this office for above mentioned trainings.

List of all the concerned Divisional Accountants (P) is enclosed and they are also directed to bring relieving from their present divisions, where they are posted for practical training at the time of training to be conducted in this office.

Sd/-

वरि. उपमहालेखाकार (कार्य)

Sr. Deputy Accountant General (Works)

No. WM (A)/DA(P)/Theo.Trg./2022-23/1242-49

Dated: 11-01-2023

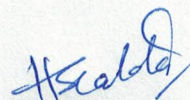
Copy of the above is forwarded to the following through Office Website for information and necessary action: -

1. All the Divisional Accountants (Probationers) concerned as per list enclosed.
2. All the Executive Engineers concerned.
3. All the Faculty members concerned as per list enclosed. (The faculty members will impart the training in addition to their regular duties).
4. Sr. Accounts Officer, Welfare section for making a suitable arrangement for training from 23-01-2023 to 10-03-2023.
5. Sr. Accounts Officer, Admn-I section.
6. Sr. Accounts Officer, IT Cell for uploading on office website.
7. Sr. Accounts Officer, CRT section.
8. PA to Sr. Deputy Accountant General (Works).


Sr. Accounts Officer/Consultant WM (A)

List of Divisional Accountants (Probationer) for training from 23-01-2023 to 05-05-2023

Sr. No.	Name of Divisional Accountant (P) (S./Sh./Ms.)	Batch	Date of Joining
1.	TARUN	CGLE 2018	12/10/2021 (AN)
2.	GAURAV GOYAL	CGLE 2018	20/10/2021 (AN)
3.	PRADEEP	CGLE 2017	16/12/2021 (FN)
4.	DEEPAK	CGLE 2019	09/09/2022 (FN)
5.	ANKIT DANGI	CGLE 2019	01/09/2022 (FN)
6.	SANDEEP	CGLE 2019	29/09/2022 (AN)
7.	VICKY	CGLE 2019	23/08/2022 (FN)
8.	ANKUR SANGA	CGLE 2019	22/08/2022 (FN)
9.	NAINA NIHALANI	CGLE 2019	22/08/2022 (FN)
10.	PRINCE	CGLE 2019	24/08/2022 (FN)
11.	DEEPAK KUMAWAT	CGLE 2019	23/09/2022 (FN)
12.	VIKAS KUMAR	CGLE 2019	05/09/2022 (FN)
13.	ABHINAV GAUR	CGLE 2018	18/11/2022 (FN)



Sr. Accounts Officer/Consultant WM (A)

Theoretical Training schedule for Divisional Accountants (P) from 23-01-2023 to 10-03-2022

DATE	TIME	SUBJECT	FACULTY S/Sh./Smt.
23-01-2023	09:45 AM to 11:15 AM	Duties of Divisional Accountant & Handling Of Cash in Divisional Office	Gurjeet, AAO
	11:30 AM to 01:00 PM	Introduction Of PWD organisation	Gurjeet, AAO
	02:00 PM to 03:30 PM	Introduction Of Sub-divisional Account	Jasbir Singh, AAO
	03:45 PM to 05:15 PM	Introduction Of Divisional Account	Jasbir Singh, AAO
24-01-2023	09:45 AM to 11:15 AM	Detailed Classifications of Works Expenditure pertaining to Public Health Engineering Department (P.W.Theory)	Hanuman Meena, AAO
	11:30 AM to 01:00 PM	Detailed Classifications of Works Expenditure pertaining to Irrigation & Drainage Works (P.W.Theory)	Renu Bala, AAO
	02:00 PM to 03:30 PM	Detailed Classifications of Works Expenditure pertaining to PWD (B&R)	Hanuman Meena, AAO
	03:45 PM to 05:15 PM	Precis and Drafting (Hindi)	Pooja Singh Mondal, Hindi Officer
25-01-2023	09:45 AM to 11:15 AM	Cash Book (PW Theory)	Betal Singh Rana, AAO
	11:30 AM to 01:00 PM	Precis and Drafting (English)	Mandeep Kadian, AAO
	02:00 PM to 03:30 PM	Meaning and Objectives of Accounting (Book Keeping)	Sameer Kumar, AAO
	03:45 PM to 05:15 PM	Meaning and Objectives of Accounting (Book Keeping)	Sameer Kumar, AAO
26-01-2023	HOLIDAY (Republic Day)		
27-01-2023	09:45 AM to 11:15 AM	Cash Book (PW Theory)	Jasbir Singh, AAO
	11:30 AM to 01:00 PM	Cash Book (PW Practical)	Jasbir Singh, AAO
	02:00 PM to 03:30 PM	C.C.S. (Conduct) Rules	Prem Kumar Gautam, AAO
	03:45 PM to 05:15 PM	Basic Accounting Terms (B.K)	Jyoti Belavalgidad, AAO
28-01-2023	SATURDAY		
29-01-2023	SUNDAY		
30-01-2023	09:45 AM to 11:15 AM	Accounting Standard (B.K)	Jyoti Belavalgidad, AAO
	11:30 AM to 01:00 PM	Accounting Principles (B.K)	Jyoti Belavalgidad, AAO
	02:00 PM to 03:30 PM	Cash Book (Practical)	Jasbir Singh, AAO
	03:45 PM to 05:15 PM	Cash Book (Practical)	Jasbir Singh, AAO
31-01-2023	09:45 AM to 11:15 AM	Contractors' Bills (Theory)	Sushil Kumar, AAO
	11:30 AM to 01:00 PM	Contractors' Bills (Practical)	Sushil Kumar, AAO
	02:00 PM to 03:30 PM	Utilization of Departmental Receipts towards departmental Expenditure withdrawal from Public Account (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
	03:45 PM to 05:15 PM	Accounting of Receipts and Handling of cash (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
01-02-2023	09:45 AM to 11:15 AM	Contractors' Bills (Practical)	Betal Singh Rana, AAO
	11:30 AM to 01:00 PM	Contractors' Bills (Practical)	Betal Singh Rana, AAO
	02:00 PM to 03:30 PM	Process of Accounting (B.K)	Jyoti Belavalgidad, AAO

	03:45 PM to 05:15 PM	Source Document of Accounting (B.K)	Jyoti Belavalgidad, AAO
02-02-2023	09:45 AM to 11:15 AM	CCS (CCA) Rules	Prem Kumar Gautam, AAO
	11:30 AM to 01:00 PM	Accounting Equations with illustration (B.K)	Prem Kumar Gautam, AAO
	02:00 PM to 03:30 PM	Receipt of Money, acceptance of cheque, verification of cash balance and preparation of bills (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
	03:45 PM to 05:15 PM	Validity of claims, Scrutiny of payment and recording in Govt. Accounts, Remittance by Money Order (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
03-02-2023	09:45 AM to 11:15 AM	Double Entry System	Narender Fogaat, AAO
	11:30 AM to 01:00 PM	Classification Of Accounts (B.K)	Narender Fogaat, AAO
	02:00 PM to 03:30 PM	Preparation of Proforma Account	Betal Singh Rana, AAO
	03:45 PM to 05:15 PM	Cash Settlement Suspense Accounts (P.W. Theory)	Gurjeet, AAO
04-02-2023	SATURDAY		
05-02-2023	SUNDAY		
06-02-2023	09:45 AM to 11:15 AM	Contractors' Bills (Practical)	Sushil Kumar, AAO
	11:30 AM to 01:00 PM	Contractors' Bills (Practical)	Sushil Kumar, AAO
	02:00 PM to 03:30 PM	Contractors' Ledger (PW Theory)	Betal Singh Rana, AAO
	03:45 PM to 05:15 PM	Contractors' Ledger (PW Practical)	Betal Singh Rana, AAO
07-02-2023	09:45 AM to 11:15 AM	Preparation and posting of works Abstract (P.W.Theory)	Narender Fogaat, AAO
	11:30 AM to 01:00 PM	Preparation and posting of works Abstract (P.W. Practical)	Narender Fogaat, AAO
	02:00 PM to 03:30 PM	Manufacture Account, Preparation of Register of Manufacture Account	Gurjeet, AAO
	03:45 PM to 05:15 PM	Transfer Entry (P.W. Theory)	Gurjeet, AAO
08-02-2023	09:45 AM to 11:15 AM	Transfer Entry (P.W.Practical)	Renu Bala, AAO
	11:30 AM to 01:00 PM	Measurement Books, Work Charged establishments and Muster Rolls (P.W. Theory)	Sushil Kumar, AAO
	02:00 PM to 03:30 PM	Examination of Measurement Books with reference to important instructions	Sushil Kumar, AAO
	03:45 PM to 05:15 PM	Rules for distribution of Establishment Charges and Tools & Plant Charges (P.W. Theory)	Betal Singh Rana, AAO
09-02-2023	09:45 AM to 11:15 AM	Register of Works and Procedure for closing the accounts of Major Works (P.W. Theory)	Betal Singh Rana, AAO
	11:30 AM to 01:00 PM	Classification Of Accounts	Sushil Kumar, AAO
	02:00 PM to 03:30 PM	Advantage of Double Entry System (B K)	Sushil Kumar, AAO
	03:45 PM to 05:15 PM	Contingent Expenditure Preventing fraudulent use of sub vouchers (General Accounts Treasury & Finance Rules)	Deepak Dutta, AAO
	09:45 AM to 11:15 AM	Procedure for preparation of Schedule of Work Expenditure	Gurjeet, AAO
	11:30 AM to 01:00 PM	Material at Site Account & Accounting Procedure (P.W. Theory)	Gurjeet, AAO

10-02-2023	02:00 PM to 03:30 PM	Procedure for obtaining service postage stamps, lapsed deposits (General Accounts Treasury & Finance Rules)	Ashwinder Kumar, AAO
	03:45 PM to 05:15 PM	Control over Expenditure by Head of Department (P.W. Theory)	Ashwinder Kumar, AAO
11-02-2023	SATURDAY		
12-02-2023	SUNDAY		
13-02-2023	09:45 AM to 11:15 AM	Short Notes on PW Accounts(Theory)	Sushil Kumar, AAO
	11:30 AM to 01:00 PM	Short Notes on PW Accounts(Theory)	Sushil Kumar, AAO
	02:00 PM to 03:30 PM	Books of Original Entry and rules of Journalising	Jyoti Belavalgidad, AAO
	03:45 PM to 05:15 PM	Illustration of Journalising	Sameer Kumar, AAO
14-02-2023	09:45 AM to 11:15 AM	Precis & Drafting (Hindi) Grammar	Pooja Singh Mondal, Hindi Officer
	11:30 AM to 01:00 PM	Fees from non Government Bodies and Private Persons (General Accounts Treasury & Finance Rules)	Ashwinder Kumar, AAO
	02:00 PM to 03:30 PM	Test Of PW Accounts (Practical)	Gurjeet, AAO
	03:45 PM to 05:15 PM	Realization of Revenue From Irrigation alongwith Accounting Procedure. (P.W. Theory)	Deepak Dutta, AAO
15-02-2023	09:45 AM to 11:15 AM	Leave Rules, Pension Rules	Narender Fogaat, AAO
	11:30 AM to 01:00 PM	Leave Rules, Pension Rules	Narender Fogaat, AAO
	02:00 PM to 03:30 PM	Terminology of FR & SR	Mandeep Kadian, AAO
	03:45 PM to 05:15 PM	Terminology of FR & SR	Mandeep Kadian, AAO
16-02-2023	09:45 AM to 11:15 AM	Provision and Reserve, Depreciation	Prem Kumar Gautam, AAO
	11:30 AM to 01:00 PM	Books of Original Entry -Cash Book (B.K)	Prem Kumar Gautam, AAO
	02:00 PM to 03:30 PM	Preparation of Monthly Accounts (PW Theory)	Gurjeet, AAO
	03:45 PM to 05:15 PM	Preparation of Monthly Accounts (PW Theory)	Gurjeet, AAO
17-02-2023	09:45 AM to 11:15 AM	Rectification of errors in P.W. Accounts (P.W. Theory)	Betal Singh Rana, AAO
	11:30 AM to 01:00 PM	T.A. Rules (General Accounts Treasury & Finance Rules)	Narendra Singh Charan, AAO
	02:00 PM to 03:30 PM	Leave Travell Concession Rules, Joining Time	Narendra Singh Charan, AAO
	03:45 PM to 05:15 PM	Special Purposes of Subsidiary Book(B.K)	Jyoti Belavalgidad, AAO
18-02-2023	SATURDAY		
19-02-2023	SUNDAY		
20-02-2023	09:45 AM to 11:15 AM	Appropriation of Audit of P.W. Expenditure Scrutiny of March Accounts (P.W. Theory)	Jasbir Singh, AAO
	11:30 AM to 01:00 PM	Appropriation of Audit of P.W. Expenditure Scrutiny of March Accounts (P.W. Theory)	Jasbir Singh, AAO
	02:00 PM to 03:30 PM	Contractor ledger (PW Practical)	Gurjeet, AAO
	03:45 PM to 05:15 PM	Contractor ledger (PW Practical)	Gurjeet, AAO
	09:45 AM to 11:15 AM	Preparation of Monthly Account w.r.t. Schedule dockets & vouchers, Supporting documents etc.	Betal Singh Rana, AAO

21-02-2023	11:30 AM to 01:00 PM	Preparation of Monthly Account w.r.t. Schedule dockets & vouchers, Supporting documents etc.	Betal Singh Rana, AAO
	02:00 PM to 03:30 PM	Compilation of monthly accounts	Renu Bala, AAO
	03:45 PM to 05:15 PM	Compilation of monthly accounts	Hanuman Meena, AAO
22-02-2023	09:45 AM to 11:15 AM	Ledger and its advantage (B.K)	Sameer Kumar, AAO
	11:30 AM to 01:00 PM	Illustration of Ledger Posting (B.K)	Sameer Kumar, AAO
	02:00 PM to 03:30 PM	Inter Divisional transactions of Transfer of Material/Stock and its Accounting Procedure.	Ashwinder Kumar, AAO
23-02-2023	03:45 PM to 05:15 PM	Inter Divisional transactions of Transfer of Material/Stock and its Accounting Procedure.	Ashwinder Kumar, AAO
	09:45 AM to 11:15 AM	Secured Advance	Jasbir Singh, AAO
	11:30 AM to 01:00 PM	Contractor bill/final bill/Security deposit	Jasbir Singh, AAO
	02:00 PM to 03:30 PM	Workshop Suspense and Workshop transactions w.r.t. Receipt and Payment – Classification thereof	Renu Bala, AAO
24-02-2023	03:45 PM to 05:15 PM	Non Govt. works which are sometimes required to be undertaken by PWD and how such transactions are accounted for in the Public Works Account of a Division office.	Hanuman Meena, AAO
	09:45 AM to 11:15 AM	Bank Reconciliation & Preparation of Trial Balance	Sameer Kumar, AAO
	11:30 AM to 01:00 PM	Bank Reconciliation & Preparation of Trial Balance	Sameer Kumar, AAO
	02:00 PM to 03:30 PM	Preparation of schedule of monthly settlement with Treasury	Gurjeet, AAO
	03:45 PM to 05:15 PM	Reconcillation of Accounts and 8782/8443 heads	Gurjeet, AAO
25-02-2023	SATURDAY		
26-02-2023	SUNDAY		
27-02-2023	09:45 AM to 11:15 AM	Rectification of Errors in Book Keeping	Jyoti Belavalgidad, AAO
	11:30 AM to 01:00 PM	General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Mandeep Kadian, AAO
	02:00 PM to 03:30 PM	General Accounts, Treasury and Financial Rules (Both Central And State Govt.)	Mandeep Kadian, AAO
	03:45 PM to 05:15 PM	Test of PW Theory	Sushil Kumar, AAO
28-02-2023	09:45 AM to 11:15 AM	Drawals of allowances before the end of the month, payment of pensions, Checks applied by the Treasury Officer (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
	11:30 AM to 01:00 PM	Central Audit of Schedule Dockets and Review of Monthly Accounts in Accountant General Office (P.W. Theory)	Deepak Dutta, AAO
	02:00 PM to 03:30 PM	Schedule of revenue realized/deposits (P.W. Theory)	Gurjeet, AAO
	03:45 PM to 05:15 PM	Financial Statements-Trading Account, Profit & Loss Account and Balance Sheet	Sameer Kumar, AAO

01-03-2023	09:45 AM to 11:15 AM	Financial Statements-Trading Account, Profit & Loss Account and Balance Sheet	Sameer Kumar, AAO
	11:30 AM to 01:00 PM	Permanent Advances (General Account Treasury & Finance Rules)	Mandeep Kadian, AAO
	02:00 PM to 03:30 PM	Transportation, Child Care, Conveyance Allowances, Fee and Honorarium	Sushil Kumar, AAO
	03:45 PM to 05:15 PM	Cash order, Disallowance by the Accountant General (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
02-03-2023	09:45 AM to 11:15 AM	Sanctions of Grants in Aid (General Account Treasury & Finance Rules)	Ashwinder Kumar, AAO
	11:30 AM to 01:00 PM	Exhibition of losses in Govt. Accounts (General Account Treasury & Finance Rules)	Hanuman Meena, AAO
	02:00 PM to 03:30 PM	Cost Accounting Objectives	Prem Kumar Gautam, AAO
	03:45 PM to 05:15 PM	Balance Sheet with Adjustment	Sameer Kumar, AAO
03-03-2023	09:45 AM to 11:15 AM	Balance Sheet with Adjustment	Sameer Kumar, AAO
	11:30 AM to 01:00 PM	Procedure regarding Maintenance of Numerical Account of Tools & Plants	Betal Singh Rana, AAO
	02:00 PM to 03:30 PM	Difference between Accounting system of Public Works and Civil Department	Gurjeet, AAO
	03:45 PM to 05:15 PM	Bills of Exchange	Prem Kumar Gautam, AAO
04-03-2023	SATURDAY		
05-03-2023	SUNDAY		
06-03-2023	09:45 AM to 11:15 AM	Illustration on classification of P.W. transactions with reference to list of Major, Minor Heads	Betal Singh Rana, AAO
	11:30 AM to 01:00 PM	Illustration on classification of P.W. transactions with reference to list of Major, Minor Heads	Betal Singh Rana, AAO
	02:00 PM to 03:30 PM	Reserve Fund, Sinking Fund etc	Prem Kumar Gautam, AAO
	03:45 PM to 05:15 PM	Deputation and Foreign Services	Sushil Kumar, AAO
07-03-2023	09:45 AM to 11:15 AM	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project	Deepak Dutta, AAO
	11:30 AM to 01:00 PM	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project	Betal Singh Rana, AAO
	02:00 PM to 03:30 PM	Test of Book Keeping	Prem Kumar Gautam, AAO
	03:45 PM to 05:15 PM	Cost Accounting Objectives	Prem Kumar Gautam, AAO
08-03-2023	HOLIDAY (HOLI)		
09-03-2023	09:45 AM to 11:15 AM	Deputation and Foreign Services	Narendra Singh Charan, AAO
	11:30 AM to 01:00 PM	Incidence of Exp. on Audit & Accounts (General Account Treasury & Finance Rules)	Deepak Dutta, AAO
	02:00 PM to 03:30 PM	Medical Attendance Rules, Joining Time rules	Narendra Singh Charan, AAO

	03:45 PM to 05:15 PM	Land Award Statement, Objects of local inspection of Accounts of PWD	Gurjeet, AAO
10-03-2023	09:45 AM to 11:15 AM	Fixation of Pay on Promotion/MACP/NFU	Narendra Singh Charan, AAO
	11:30 AM to 01:00 PM	Fixation of Pay on Promotion/MACP/NFU	Narendra Singh Charan, AAO
	02:00 PM to 03:30 PM	Sale & Transfer of Tool & Plants and Maintenance of Tools & Plant Ledger	Gurjeet, AAO
	03:45 PM to 05:15 PM	Test of PW Accounts (Theory/Practical)	Gurjeet, AAO

Sr Accounts Officer /Consultant WM (A)