

प्रधान महालेखाकार (लेखा एवं हकदारी)
झारखण्ड का कार्यालय, राँची
OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(A&E) JHARKHAND, RANCHI



O.O. No. WM-I/ 2024-25/ 64
Dated- 02.12.2024

OFFICE ORDER

Headquarter's Office has issued Circular No. 36- Staff (App-I) 2018 dated 05.11.2018 regarding Revised Recruitment Rules to the post of Divisional Accounts Officer Grade-II and Divisional Accounts Officer Grade-I, wherein the Divisional Accountants and Divisional Accounts Officers-II due for promotion, are required to successfully complete two weeks training to become eligible for promotion to the said posts.

In compliance of above, a two week mandatory training is being organised by this office from 09.12.2024 to 20.12.2024.

The candidates mentioned in Annexure-A are directed to attend this mandatory training programme. All the concerned Executive Engineers are requested to relieve the nominated DAOs-II and DAs so as to report to this office positively on 09.12.2024.

sd/-

Dy. Accountant General (Works)

Endo. No. WM-I/ 2024-25/ 602-605

Dated- 2.12.2024

Copy forwarded to the following for information and needful action:-

1. Secretary to PAG (A&E), Jharkhand
2. PA to DAG (W)
4. Executive Engineer Concerned
5. Person concerned

[Signature]

Sr. Accounts Officer/WM-I

TRAINING PROGRAMME FOR DIVISIONAL ACCOUNTANTS AND DIVISIONAL ACCOUNTS OFFICER GRADE-II

| Date | No of Lectures/Timing | Topics to be covered | Sub Topics to be covered | Faculty S/Shri |
|----------|-----------------------|---|---|----------------------------------|
| 09.12.24 | 10.00AM to 11.15 AM | Central Public Works Accounts Code | Duties and responsibilities of Divisional Accountants | Himanshu Pandey, AAO |
| | 11.30 AM to 12.45 PM | | | |
| 10.12.24 | 02.15 PM to 03.30 PM | Jharkhand Public Works Department Code 2012 | Duties, Power & Responsibilities of different authorities in Public Works Department | Sanjay Kumar Singh No. 1, Sr.DAO |
| | 03.45 PM to 05.00 PM | | | |
| 10.12.24 | 10.00AM to 11.15 AM | Central Public Works Accounts Code | Detailed classification of works expenditure pertaining to Irrigation, Drainage works and PWD | Himanshu Pandey, AAO |
| | 11.30 AM to 12.45 PM | | | |
| 10.12.24 | 02.15 PM to 03.30 PM | Jharkhand Public Works Department Code 2012 | Basic Rules applicable to all works executed by Public Works Department | Sanjay Kumar Singh No. 1, Sr.DAO |
| | 03.45 PM to 05.00 PM | | | |

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|----------|----------------------|---|---|------------------------|
| 11.12.24 | 10.00AM to 11.15 AM | Central Public Works Accounts Code | Accounting of receipts and payments and handling of cash | Himanshu Pandey, AAO |
| | 11.30 AM to 12.45 PM | | | |
| | 02.15 PM to 03.30 PM | Miscellaneous chapters | Transfer Entries, Correction of accounts, Deposits, Revised Form-51, Reconciliation | Ashutosh Kumar, Sr.DAO |
| | 03.45 PM to 05.00 PM | | | |
| 12.12.24 | 10.00AM to 11.15 AM | Central Public Works Accounts Code | Provisions regarding Disciplinary Proceedings(Jharkhand Government Servant (Classification, Control and Appeal) Rules 2016 and other Rules of the State Government) | Himanshu Pandey, AAO |
| | 11.30 AM to 12.45 PM | | | |
| | 02.15 PM to 03.30 PM | CAG's (DPC) Act 1971 | Suspense Accounts | Anup Kumar Lal, DAO I |
| | 03.45 PM to 05.00 PM | | | |
| 13.12.24 | 10.00AM to 11.15 AM | Miscellaneous chapters | Preparation and submission of monthly accounts by PW Divisions | Anup Kumar Lal, DAO I |
| | 11.30 AM to 12.45 PM | | | |
| | 02.15 PM to 03.30 PM | Miscellaneous chapters | Duties and Powers of C&AG of India | Anup Kumar Lal, DAO I |
| | 03.45 PM to 05.00 PM | | | |
| | 10.00AM to 11.15 AM | Miscellaneous chapters | General provisions relating to compilation of accounts & General provisions relating to Audit | Anup Kumar Lal, DAO I |
| | 11.30 AM to 12.45 PM | | | |
| | 02.15 PM to 03.30 PM | Miscellaneous chapters | Retirement benefits | Anup Kumar Lal, DAO I |
| | 03.45 PM to 05.00 PM | | | |
| | 02.15 PM to 03.30 PM | Miscellaneous chapters | Regulation of pay under 6 th & 7 th Pay Commission Report, ACP, MACP etc. | Ashutosh Kumar, Sr.DAO |
| | 03.45 PM to 05.00 PM | | | |
| | | | Works Management Information System (WAMIS) | |

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|----------|----------------------|--|---|----------------------------------|
| 16.12.24 | 10.00AM to 11.15 AM | Financial Statements of Joint Stock Companies | Forms and contents of Balance Sheet and Profit and Loss Statement (Schedule-III of Companies Act 2013) | Saraswati Chandra Das. DAO I |
| | 11.30 AM to 12.45 PM | | General instructions for preparation of Balance Sheet and Profit & Loss Statement | |
| | 02.15 PM to 03.30 PM | Government Accounting Rules 1990 | Basic Structure of Government Account:-Forms and Divisions | Anup Kumar Lal. DAO-I |
| | 03.45 PM to 05.00 PM | | Annual Accounts of the State Government:- Finance & Appropriation Account | |
| 17.12.24 | 10.00AM to 11.15 AM | Financial Statements of Joint Stock Companies | Financial Statement Analysis & interpretations: Ratio Analysis & Working Capital Management | Saraswati Chandra Das. DAO I |
| | 11.30 AM to 12.45 PM | | Contracts & Agreements, Essentials of a valid contract, General Conditions of Contract, Termination of Contract, Disputes & Arbitrations | Jitendra Kumar No. I. DAO I |
| | 02.15 PM to 03.30 PM | General Financial Rules 2017 | General Principles relating to Expenditure and payment of money | Anup Kumar Lal. DAO-I |
| | 03.45 PM to 05.00 PM | | Budget Formulation and Implementation | |
| 18.12.24 | 10.00AM to 11.15 AM | Contract Management | Types of contracts & Public Private Partnership Contract. Types of PPP Contracts | Sanjay Kumar Singh No. I. Sr.DAO |
| | 11.30 AM to 12.45 PM | | Standard forms of Contract/Agreements:-F2, SBD, MBD, EPC & Preparation and payments of Contractor's bills, Advance to Contractor and recovery thereof | |


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| | 02.15 PM to 03.30 PM | General Financial Rules 2017 | Government Accounts-Classification of transactions in Government Accounts & Capital & Revenue Account. Allocation between Capital and Revenue expenditure General principles for procurement of goods & contract management | Anup Kumar Lal. DAO-I |
| | 03.45 PM to 05.00 PM | | | |
| 19.12.24 | 10.00AM to 11.15 AM | Regulations on Audit & Accounts Rules 2007 | Finance Audit, Compliance Audit & Performance Audit | Samir Prasad. Sr. DAO |
| | 11.30 AM to 12.45 PM | | Conducting Audit | |
| | 02.15 PM to 03.30 PM | Jharkhand Treasury Code 2016 | General Organisation & Working of Treasuries | Jitendra Kumar No. I. DAO I |
| | 03.45 PM to 05.00 PM | | Rules regarding deposit to and withdrawal of money from Government Account | |
| 20.12.24 | 10.00AM to 11.15 AM | Regulations on Audit & Accounts Rules 2007 | Audit Notes & Inspection Report | Samir Prasad. Sr. DAO |
| | 11.30 AM to 12.45 PM | | Government Accounting Standards | |
| | 02.15 PM to 03.30 PM | Jharkhand Treasury Code 2016 | Special provisions applicable to Public Works Department | Ashutosh Kumar. Sr.DAO |
| | 03.45 PM to 05.00 PM | | Relationship of Treasuries with Accountant General | |

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SS. AO/AM

Annexure -A

| Sl. No. | Name of the official | Post hold |
|---------|-----------------------|-----------|
| 1 | AFZAL ANSARI | DAO -II |
| 2 | AMIT KUMAR No.II | DAO -II |
| 3 | ASHOK KUMARESH | DAO -II |
| 4 | CHANDAN KUMAR KAPOOR | DAO -II |
| 5 | DHANANJAY KUMAR | DAO -II |
| 6 | DHANANJAY KUMAR SINGH | DAO -II |
| 7 | DINESH DAS | DAO -II |
| 8 | HRIDAY SAMRAT | DAO -II |
| 9 | KOUSHALENDRA KUMAR | DAO -II |
| 10 | MANOHAR PRASAD GUPTA | DAO -II |
| 11 | MANOJ KUMAR No.II | DAO -II |
| 12 | MUNNA KUMAR | DAO -II |
| 13 | NISHANT | DAO -II |
| 14 | PRABHAT KUMAR BARNWAL | DAO -II |
| 15 | RAJ KISHORE SAH | DAO -II |
| 16 | RAJENDRA MAHTO | DAO -II |
| 17 | RAKESH BIHARI SINHA | DAO -II |
| 18 | RATNESH KUMAR | DAO -II |
| 19 | SATYA BRAT SUDHANSU | DAO -II |
| 20 | SHAMBHU KR. CHOUDHARY | DAO -II |
| 21 | SHIVDHANI KUMAR | DAO -II |
| 22 | SWIKRITI KUMARI | DAO -II |
| 23 | AKASH SHARMA | DA |
| 24 | ALI ASIF ZAVED | DA |
| 25 | AMIT KUMAR NO.III | DA |
| 26 | DEV KUMAR | DA |
| 27 | DIPEEKA KUMARI MS. | DA |
| 28 | LAXMAN SINGH MEENA | DA |
| 29 | RAJENDRA KUMAR MEENA | DA |
| 30 | RAKESH KUMAR RAVIDAS | DA |
| 31 | SUMIT KUMAR | DA |
| 32 | SUNIL DUTTA | DA |
| 33 | SUNIL KUMAR SAHU | DA |
| 34 | SURAJ KUMAR | DA |
| 35 | VIKRAM KUMAR NO.II | DA |
| 36 | VIVEK KUMAR JAISWAL | DA |
| 37 | YOGENDRA KUMAR RANA | DA |


 Sr. Accounts Officer/WM-1