



महालेखाकर) लेखा एवं हकदारी (का कार्यालय, ओडिशा, पुरी शाखा, पुरी
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ODISHA,
PURI BRANCH, PURI

OOC NO. 274

Dtd. 08.12.2016

The Principal Accountant General(A&E), Odisha has been pleased to approve the in-house training programme for DA/DAOs to be conducted at the Training Hall in the O/o the Pr. A.G.(A&E), Odisha, Bhubaneswar as per the programme detailed below. DA/DAOs in the list enclosed may get themselves relieved from their present place of posting, attend the training and report back to their respective office after completion of the same.

BATCH	DESIGNATION	PERIOD OF TRAINING	
1	DAO – II (28 Nos.)	20 & 21.12.2016	(List attached)
2	DAO – II (24 Nos.)	26 & 27.12.2016	(List attached)

Sd/-

Dy. Accountant General(Works Accounts)

Encl : Annexure - B

Copy forwarded for information & necessary action to :

- 1) The Secretary to Pr. Accountant General(A&E), Odisha, Bhubaneswar.
- ✓ 2) Accounts Officer, EDP, O/o the Pr. A.G.(A&E), Odisha Bhubaneswar. He is requested to reserve the Training Hall on the above days for DAG (Works Accounts) Puri.
- 3) Sri Sribas Prasad Mohapatra, Sr. Accounts Officer.
- 4) Sri Sarat Kumar Roy, Sr. Accounts Officer(Retd.),Bhubaneswar.
- 5) Sri Surya Narayan Das, Sr. DAO.
- 6) Sri Gadadhar Rout, AAO.
- 7) Sri A.K. Sahani, AAO.
- 8) Sri Trinath Behera, AE, O/o the Chief Engineer, e-Procurement, Bhubaneswar.
- 9) Sri Siddhartha Das, OFS, OSD, Treasury Control & NPS, O/o the Director of Treasury & Inspection, Bhubaneswar. He is requested to spare Sri S.K. Roy on 20.12.2016 & 26.12.2016 for the above purpose as Faculty.
- 10)The Chief Engineer, e-procurement , Bhubaneswar. He is requested to spare Sri Trinath Behera, AE on 21.12.2016 and 27.12.2016 for the above purpose as faculty.
- 11)Concerned Executive Engineers (As per Annexure B). He is requested to relieve respective DA/DAOs to attend the training on the scheduled dates.
- 12)Concerned DA/DAOs (As per Annexure B). They are instructed to attend the training as per the schedule. They are also advised to make their own arrangement of lodging & boarding at Bhubaneswar during the period of training.


Sr. Accounts Officer

Annexure – B

List of DA/DAO-II selected for training

Batch -1 (Date of Training 20 & 21.12.2016)

Sl.No.	Name & Designation	Name of the Division
1.	Binit Pd. Srivastava	R.W. Div. No.II, Balasore
2.	Soumya Mandal	Balasore Irrigation Division
3.	Jayant Kumar Guha	Drainage Divison Balasore
4.	Ms. Tumpa Das	M.I. Division Balasore
5.	Sadhan Garai	R.W.S & S Division Balasore
6.	Abhay Kumar	R.W. Division Baragarh
7.	Suman Chakraborty	R.W. Division Bhadrak
8.	Manjit Singh	R.W. Division No.II Bhadrak
9.	Anil Kumar III	M.I. Division Dhenkanal
10.	Sunil Kumar Parida	Drainage Div. Berhmapur
11.	Santi Chattapadhyay	R&B Div. Paralakhemundi
12.	Sunil Kumar Panda	R.W. Division Mohana
13.	Mrs. Nibedita Bhattacharjee	M.I Div. No.I Berhampur
14.	Ankon Koley	P.H. Division Berhampur
15.	Abhishek Bhattacharya	R&B Division Bhanjanagar
16.	K. Srinivas Rao	P.H. Division. Bhanganager
17.	Uday Shankar	Bhanjanagar Irr. Division
18.	Samiran Nandy	P.H. Division Keonjhar
19.	Mrs. Ringana Das	R.W. Division No.II Keonjhar
20.	Goutam Mallick	R.W.S&S Div. Bhubaneswar
21.	Sanjay Kumar Singh	R&B Division. Rairangpur
22.	Kailash Kumar	M.I. Division Sambalpur
23.	Mrs. Rakhi Sarkar	GED No.II Cuttack
24.	Sajal Das	Mahanadi Barrage Cuttack
25.	Sudeep Das	M.I. Division Cuttack
26.	Balmukund Kumar	Jaraka Irr. Division Jajpur
27.	Ashim Biswas	R.W.S&S Division Jajpur
28.	Bijay Kumar Nayak	R.W.S&S Div. Rayagada

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Batch -2 Date of Training 26 & 27.12.2016)

Sl.No.	Name & Designation	Name of the Division
1.	Nijamuddin Ahamed	Angul Irrigation Division
2.	Somnath Tripathy	M.I. Division Bolangir
3.	Birendra Kumar-II	R&B Division Kantabhanji
4.	Sitesh Kumar	R.W. Division Titilagarh
5.	Nabakishor Nag	R&B Division Boudh
6.	Pradip Kumar Pal	R.W. Division Deogarh
7.	Dilip Kumar shaw	P.H. Division Jharsuguda
8.	Arun Kumar Das	M.I. Division Bhawanipatna
9.	Surajit Barik	R.W. Division Dharamgarh
10.	Arjun Mahto	R.W. Division Kesinga
11.	Nitesh Kumar Kandhay	P.H. Division Rourkela
12.	Chinmay Kumar Saha	R&B Division Jeypore
13.	Pintu Bera	R&B Division Koraput
14.	Amarendra Kumar Pandit	R.W. Division Sunabeda
15.	Sanjay Samadder	Telingiri Head Works Div.
16.	Seshdev Satpathy	R.W.S&S Division Koraput
17.	Chiranjit Sharma	N.H. Division Baripada
18.	Rama Dutta	R.W.S&S Division Baripada
19.	Vinit Kumar	R&B Division, Khariar
20.	Jitmohan Mahto	R.W. Division Nuapada
21.	Rajesh Sharma	R.W. Division Khariar
22.	Shailendra Kumar Pandit	R.W. Division Kandhamala
23.	Kajal Kumar Dutta	R&B Division Rayagada
24.	Dripta Dutta Choudhary	M.I. Division Rayagada

CCF 26/12/16
Sr. Accounts Officer

Annexure - A

Detail syllabus for In-house training for DA/DAOs

Schedule	Subject	Faculty
Day 1 Session 1 10:30 a.m. to 01:00 p.m.	<p>Inauguration by Pr. Accountant General(A&E)</p> <p>1. WORKS ACCOUNTS:</p> <ul style="list-style-type: none"> i) Head of Accounts & six-tier classification ii) Procedure for allotment of funds and monitoring Head wise/Work wise expenditure iii) Issues in preparation of Bills, proposing recoveries and passing bills for payment iv) Accounting system of 8782-Remittance Head v) Compilation & submission of monthly accounts vi) Preparation of schedules in prescribed Forms vii) Checking of works bills keeping Audit points in view viii) Avoiding/minimizing Transfer Entries ix) Attending to the observations on monthly accounts 	<p>Sri Sarat Kumar Roy, Sr. AO(Retd.)</p>
Day 1 Session 2 2.30 p.m. to 05.00 p.m.	<p>2. WAMIS & iOTMS</p> <p>All issues relating to working in WAMIS/iOTMS environment including practical session/demonstration on problems faced while working in the modules and compilation of accounts in office.</p>	<p>Sri Suryanarayan Dash, Sr. DAO & Sri G. Rout, AAO</p>
Day 2 Session 1 10.30 a.m. to 01.00 p.m.	<p>3. CONTRACT MANAGEMENT & e-TENDER</p> <ul style="list-style-type: none"> i) Overview of the Contract Act ii) Various types of contracts entered in to in Divisions iii) Points to be noted in various stages i.e. Notice Inviting Tender, tender evaluation, preparation of comparative statement, signing of Agreements, execution of work, processing part bills/final bills/extension of time/deviation proposals etc. iv) Closure of Contract v) Rescission of Contract vi) Dispute resolution 	<p>Sri Trinath Behera, AE, (e-tender) (10.30 to 11.45)</p> <p>Sri S. N. Mohapatra, Sr. DAO, (Retd) Contracts Management</p>

Day 2
Session 2
2.30 p.m. to
05.00 p.m.

- i) Submission of applications for various purposes through proper channel.
- ii) Submission of representations on confidential matters
- iii) Maintenance /updating of Service Book, Leave Account
- iv) Submission of required documents for Medical Leave/EL on medical ground.
- v) Submission of Annual Property Returns /property details under CCS Conduct Rules and Lokpal Act
- vi) Intimation regarding property transactions
- vii) Responding to communications from DAG office
- viii) Procedure for dealing with allegations/complaints from staff/contractors
- ix) Submission of Annual Performance Appraisal Reports and pursuance.

Sri S. P.
Mohapatra,
Sr. AO & Sri A.K.
Sahani, AAO


SR. ACCOUNTS OFFICER