

OFFICE OF THE PR.ACCOUNTANT GENERAL (A&E), WEST BENGAL,  
TREASURY BUILDINGS, KOLKATA-700 001

ANNUAL CALENDAR OF IN-HOUSE TRAINING PROGRAMMES FOR 2018-2019  
DURATION OF A SESSION – 75 MINUTES

**EDP COURSES**

Sl. No.	Programme Title	Duration (Working days)	Period		Objective	Allocation of Slots	Total
			From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Course on working of the PAO Wing- latest developments for Acctt to Sr.A.O.	1 half day (latter half of the day)	07.08.2018		<b>Introduction of computerization in PAO</b>	A/cs – 8	8
2.	Familiarization with Computer Fundamentals and MS Office package for Clerks to Sr. AO.	5 half days (latter half of the day)	20.08.18	27.8.18	<b>To Familiarization with computer Fundamentals.</b>	All Groups	10
3.	Familiarization with Computer Fundamentals and MS Office package for Clerks to Sr. AO.	5 half days (latter half of the day)	3.9.18	7.9.18	<b>To Familiarization with computer Fundamentals.</b>	All Groups	10
4.	Introductory Course on GPF Application Software for C/T to AAO.	5 half days (latter half of the day)	10.9.18	14.9.18	<b>Enhancing the knowledge and skill of the target group</b>	Fund – 10	10
5.	Familiarization with Computer Fundamentals and MS Office package for Clerks to Sr. AO.	5 half days (latter half of the day)	8.10.18	12.10.18	<b>To Familiarization with computer Fundamentals.</b>	All Groups	10
6.	Familiarization with Computer Fundamentals and MS Office package for Clerks to Sr. AO.	5 half days (latter half of the day)	12.11.18	16.11.18	<b>To Familiarization with computer Fundamentals.</b>	All Groups	10
7.	Familiarization with Computer Fundamentals and MS Office package for Clerks to Sr. AO.	5 half days (latter half of the day)	10.12.18	14.12.18	<b>To Familiarization with computer Fundamentals.</b>	All Groups	10

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
8.	Course on Data Analytics	5 half days (latter half of the day)	17.12.18	21.12.18	<b>Familiarise with Data Analytics</b>	Admn-2 A/cs-4 Pen-2 Fund-2	10
9.	Familiarization with Computer Fundamentals and MS Office package for Clerks to Sr. AO.	5 half days (latter half of the day)	7.1.19	11.1.19	<b>To Familiarization with computer Fundamentals.</b>	All Groups	10
10.	Refresher course on Case Processing through P-SAI with details on processing different types of Pension cases and the special treatment in respect of each case for Accts. to AAOs.	5 half days (latter half of the day)	4.2.19	8.2.19	<b>To improve the working knowledge about P-SAI Package.</b>	Pen -8	8
11.	Course on case receiving, forwarding & dispatch through P-SAI for Clerk to Accountants.	4 half days (latter half of the day)	19.2.19	22.2.19	<b>To improve the working knowledge of the targeted staff.</b>	Pen -6	6

## NON-EDP COURSES

Sl. No.	Programme Title	Duration (Working days)	Period		Objective	Allocation of Slots	Total
			From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Departmental training of newly appointed Accountants. Awareness about overall functions of CAG's Department.	3 months (Half Day)	12.3.18	11.6.18	As per provision of MSO (A)	No fixed Slots	
2.	Compulsory Preparatory and General Classroom Training for SAS Examination and Training of IE-4 Paper of Incentive Examination.	120 sessions/ 240 sessions	On completion of Registration Process		As per provision of C&AG's MSO(A)	No fixed slots	
3.	Training course on Treasury Inspection in IFMS environment – important areas to be examined – Drafting & Review of Inspection Reports – how Treasury Inspection can improve the quality of Government Accounts for AAO to Sr.A.O.	2 half days (latter half of the day)	5.4.18	6.4.18	For improvement in Treasury Inspection and reporting quality.	A/cs - 10	10
4.	Clearance of Suspense and Remittance Balances- how it originates-sources-how it is cleared: Accounting transaction involved therein-CAORB Suspense, R.B.Suspense (HQ), PAO Suspense; Cash Settlement Suspense Account; Material Settlement Suspense Account-Grading of Group for Acctt to AAO.	2 half days (latter half of the day)	10.5.18	11.5.18	Capacity Building in Accounting transactions involved in Government Accounts.	A/cs - 10	10
5.	Accounting in changed scenario- Dealing with merger of Plan and Non-Plan classification-Introduction of GST-Accounting in GST for Accts to AAO.	2 half days (latter half of the day)	24.5.18	25.5.18	For capacity building in accrual system of Accounting	A/cs - 10	10
6.	Salient features of allotment & nominations of GP Fund subscribers (including High Court Judges & AISPF subscribers) for Acctts. /Sr. Acctts.	1 half day (latter half of the day)	17.7.18		Refreshing knowledge about nomination and allotment of GPF A/c No.	Fund - 10	10
7.	Transfer entries including balance transfer of Central Judges for Acctts to AAOs.	1 half day (latter half of the day)	18.7.18		Refreshing knowledge about transfer entries and balance transfer.	Fund - 10	10
8.	Final Payment of GPF especially death cases with/without valid nomination including calculation of Interest for Acctts/ Sr. Acctts	1 half day (latter half of the day)	19.7.18		Refreshing knowledge about Final payment of GPF.	Fund – 10	10

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
9.	i) Action to be taken in respect of Minus Balance of GPF A/C & Missing / Wanting Debit Vouchers. ii) Calculation of Penal Interest on Overdrawal GPF Amount for Acctt. to AAO.	1 half day (latter half of the day)	20.7.18		<b>For improvement of quality of the work.</b>	Fund – 10	10
10.	Compulsory Type Training of Staff promoted from the Multi Tasking Staff cadre and newly appointed C/T.	2 hours each for 30 working days	1.8.18	13.9.18	<b>As per hqrs' directives</b>	No fixed slots	
11.	Refresher course on Noting and Drafting for Acctt to AAO	1 half day (latter half of the day)	9.8.18		<b>To refresh knowledge about proper drafting of notes and official letters</b>	Admn-2 A/cs-4 Pen-2 Fund-2	10
12.	Special course on checking of fixation of Pay including ROPA- 2009 / under Career Advancement Scheme / on promotion / Up gradation of Pay / Stepping up of Pay for Acctt. to AAO.	1 half day (latter half of the day)	14.8.18		<b>To acquaint the targeted staff with revised rules and orders in the regard.</b>	Pen – 10	10
13.	Special course on entitlement of pensionary entitlements of the High Court Judges under High court Act for Acctt./ Sr. Acctts.	1 half day (latter half of the day)	16.8.18		<b>To acquaint the targeted staff with revised rules and orders in this kind of pension cases</b>	Pen – 10	10
14.	Special course on entitlement of Family Pension to Wife/husband, unmarried/ widowed/ divorced daughter, handicapped son/ daughter, missing pensioner/ Family pensioner, Payment of death gratuity to nominee/ family pensioner/ legal heirs as per the WBS (DCRB) Rules, 1971 for Accountants to AAOs.	1 half day (latter half of the day)	17.8.18		<b>To refresh and to make the provision on those matters clear to the concerned officials.</b>	Pen – 10	10
15.	Introductory course on Reporting on the Admissibility of pensionary benefits – Procedure and general function, determining qualifying service, brief regarding sanction, calculation, authorization and payment of pensionary benefits for Acctts/Sr. Acctts.	2 half days (latter half of the day)	29.8.18	30.8.18	<b>The course is felt necessary to make the new comers staff well acquainted with the rules and orders in this regard.</b>	Pen. 10	10
16.	Course on entitlement and reporting on admissibility of Pro-rata pensionary benefits for Acctts. to AAOs.	1 half day (latter half of the day)	31.8.18		<b>To make the rules and orders on the subject clear to the concerned officials</b>	Pen -10	10

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			From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
17.	Course on settlement of pension cases guided by special orders of the Govt. (viz. Burma Pension, Political sufferers' pension, Ex-Management staff, Extraordinary Pension, Ad-hoc Family Pension, Railway Pension etc.) for Accts./Sr. Accts.	1 half day (latter half of the day)	17.9.18		<b>To make the provisions on the subject clear and to dispose of such cases expeditiously.</b>	Pen – 10	10
18.	Training of DEO grade-A for promotion to the post of DEO grade-B	2 weeks 40 Sessions (Full Day)	26.11.18	7.12.18	<b>As per hqrs' directives</b>	No fixed slots	-
19.	Clearance of Suspense and Remittance Balances- how it originates-sources-how it is cleared: Accounting transaction involved therein-CAORB Suspense, R.B.Suspense (HQ), PAO Suspense; Cash Settlement Suspense Account; Material Settlement Suspense Account-Grading of Group for Acctt to AAO.	2 half days (latter half of the day)	20.11.18	22.11.18	<b>Capacity Building in Accounting transactions involved in Government Accounts.</b>	A/cs – 10	10
20.	Practical course on noting & drafting on Pensionary matters including court cases and legal proceedings for Accts. To AAOs.	1 half day (latter half of the day)	10.12.18		<b>To improve the drafting quality of the target group.</b>	Pen- 10	10
21.	Course on APAR and writing of Performance Appraisals for AAOs to Sr.A.Os.	1 half day (latter half of the day)	4.1.19		<b>As per hqrs' directives</b>	Admn-2 A/cs-4 Pen-2 Fund-2	10

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
22.	Intensive Training Course on Disciplinary Proceedings with special reference to the role of the Presenting officer for AAO to Sr.A.Os.	2 half days (latter half of the day)	16.1.19	17.1.19	<b>Enhancing the knowledge and skill of the target group</b>	Admn-3 A/cs-2 Pen-2 Fund-2 IAD-1	10
23.	Accrual system of Accounting- Functioning of Government Accounting Standard Advisory Board (GASAB)- IGAS, IGFRS and their impact on Government Accounts-KFA/KRA for AAO to Sr.A.O.	1 half day (latter half of the day)	21.1.19	22.1.19	<b>For improvement of knowledge in Govt. Accounts</b>	A/cs- 10	10
24	Works related to DC Sections- Booking under OB Suspense-Preparation & posting of Transfer Entries-reconciliation of Accounts-TA Suspense. What is Finance & Appropriation Accounts- How to enhance its quality?	2 half days (latter half of the day)	23.1.19	24.1.19	<b>Capacity Building through knowledge in Government Accounts.</b>	A/cs- 10	10
25.	Course on Budget Control Mechanism, issue of sanction, monitoring of expenditure and related matters for Accountants to Sr.A.Os	3 half days (latter half of the day)	4.2.19	6.2.19	<b>As per hqrs' directives</b>	Admn-3 A/cs-3 Pen-2 Fund-2	10
26.	Course on Right to Information Act, 2005, handling of cases as well as cases involving litigation in a court of law for Accountants to Sr.A.Os	3 half days (latter half of the day)	26.2.19	28.2.19	<b>As per hqrs' directives</b>	Admn-3 A/cs-6 Pen-5 Fund-5 IAD-1	20

Sr.Accounts Officer (Training)