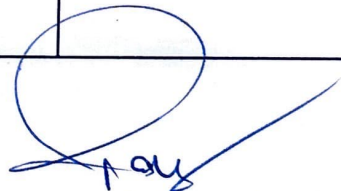


**Training nomination at RTI/RTC/Other Institute for the year 2022-23**

| S.No. | Name of trainees        | Designation | Name of course                            | Duraton              |
|-------|-------------------------|-------------|-------------------------------------------|----------------------|
| 1     | Vivek Kumar             | AAO         | GST                                       | 23.05.22 to 27.05.22 |
| 2     | Devendra Singh          | AAO         |                                           |                      |
| 3     | Amar Singh Meena        | AAO         |                                           |                      |
| 4     | Mananjay Kumar Upadhyay | AAO         | Workshop on GST Accounting in A&E offices | 29.08.22 to 31.08.22 |
| 5     | Rakesh kumar            | AAO         |                                           |                      |
| 6     | Sneha Bharti            | AAO         |                                           |                      |
| 7     | Rakesh Kumar Verma      | AAO         |                                           |                      |
| 8     | Karnail Singh           | AAO         | MCTP Level-2                              | 12.09.22 to 17.09.22 |
| 9     | Yashpal manchanda       | AAO         |                                           |                      |
| 10    | Jatinder pal malik      | SAO         | MCTP Level-3                              | 10.10.22 to 15.10.22 |
| 11    | Pankaj                  | Sr. Acctt   | Induction Training                        | 31.10.22 to 06.12.22 |
| 12    | Mohit Bhadana           | Sr. Acctt   | Workshop on RTI Act and its Application   | 27.10.22 to 28.10.22 |
| 13    | Deepak Attri            | AAO         | Data Analytics- Tableau                   | 06.03.23 to 07.03.23 |
| 14    | Mohd. Javed             | AAO         |                                           |                      |
| 15    | Rajiv Mehta             | Supervisor  |                                           |                      |

  
 Sr. Accounts Officer (Trg. Cell)

**Annexure- F**  
**OFFICE OF THE ACCOUNTANT GENERAL (A & E), PUNJAB, CHANDIGARH**  
**IN-HOUSE TRAINING CELL**

**Calendar of Training for the Year: 2024-25**

**I<sup>st</sup> Session - 2:00 .P.M. to 3:15 P.M**

**II<sup>nd</sup> Session - 3:30 P.M. to 4:45 P.M**

| Sr. No | Name of the Course                                                                                                                                                                                                   | Content of the Course                                                                                                                                                                                                                                                              | Period of Training | Days | No. of Slots | Level                                      | Faculty member Sh./Smt.    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|--------------|--------------------------------------------|----------------------------|
| 1.     | <ul style="list-style-type: none"> <li>• Noting, Drafting, Office procedure &amp; filing system.</li> <li>• Effect of dismissal, removal or resignation on the leave at the credit of Government servant.</li> </ul> | <ul style="list-style-type: none"> <li>• Noting, Drafting, Office procedure &amp; filing system.</li> <li>• Effect of dismissal, removal or resignation on the leave at the credit of Government servant.</li> </ul>                                                               | 24.04.2024         | 1    | 12           | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rakesh Kumar, AAO          |
| 2.     | <ul style="list-style-type: none"> <li>• Introduction of PFMS.</li> <li>• MS Excel</li> </ul>                                                                                                                        | <ul style="list-style-type: none"> <li>• Introduction of PFMS</li> <li>• PFMS Objective.</li> <li>• Project Scope.</li> <li>• Major Stakeholder of PFMS.</li> <li>• MS Excel Advanced</li> </ul>                                                                                   | 25.04.2024         | 1    | 12           | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Mukesh Kumar Sehrawat, AAO |
| 3.     | <ul style="list-style-type: none"> <li>• Right to information Act and its application.</li> <li>• Dak Management</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>• Introduction to right to Information Act- 2005.</li> <li>• Appeal &amp; Penalties.</li> <li>• How to diarize the letters.</li> <li>• How to dispatch/dispose the letters.</li> <li>• How to make weekly &amp; monthly reports.</li> </ul> | 26.04.2024         | 1    | 12           | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rakesh Kumar, AAO          |
| 4.     | <ul style="list-style-type: none"> <li>• IT Security</li> <li>• E-Office</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>• Threats to IT systems, Cyber crime, ways to protect system.</li> <li>• Security measures adopted in application Software.</li> <li>• Working in E-Office.</li> </ul>                                                                      | 29.05.2024         | 1    | 12           | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Deepak Attri, AAO          |
| 5.     | Introduction to General Provident fund                                                                                                                                                                               | General Provision of GPF, Rules related subsription, Withdrwal, Interest rate and final Withdrwal                                                                                                                                                                                  | 30.05.2024         | 1    | 12           | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Varinder Singh Saini, AAO  |
| 6.     | Processing of Cases & Interest calculation                                                                                                                                                                           | Annual Closing of GPF Accounts, Calculation of Interest and Processing of GPF Final Payment Cases and Residual Balance Cases.                                                                                                                                                      | 31.05.2024         | 1    | 12           | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Varinder Singh Saini, AAO  |

|    |                                                                                                                                       |                                                                                                                                                                                                                                         |            |   |    |                                            |                            |
|----|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|----|--------------------------------------------|----------------------------|
|    | MS Office                                                                                                                             | Basic & Advance                                                                                                                                                                                                                         | 26.06.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Mohd. Javad, AAO           |
| 8. | Dealing with Special Seal Cases                                                                                                       | Processing the case of outside Authority                                                                                                                                                                                                | 27.06.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rahul Verma, AAO           |
| 9. | Pay Fixation                                                                                                                          | Fixation w.r.t 6th PPC and 7th CPC                                                                                                                                                                                                      | 28.06.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Mukesh Kumar Schrawat, AAO |
| 10 | Process of Manual Cases                                                                                                               | Processing all type of Manual pension cases and preparation of their authorities                                                                                                                                                        | 24.07.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Chandan Kumar-II, AAO      |
| 11 | <ul style="list-style-type: none"> <li>Duties &amp; Responsibilities of Diarist</li> <li>Diary/Dispatch related to SAI</li> </ul>     | <ul style="list-style-type: none"> <li>How to diarise the letters, allocation, 5% Check. Weekly Reports, fortnightly &amp; Monthly reports and CMS</li> <li>Allocation of cases in SAI. Diary, closure &amp; Maintaining PAR</li> </ul> | 25.07.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rahul Verma, AAO           |
| 12 | Dealing with various Complaint cases (CAG/CPGRA MS/RTI/AG- DAG)                                                                       | How to finalize the Complaint cases                                                                                                                                                                                                     | 26.07.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rohit Saini, AAO           |
| 13 | <ul style="list-style-type: none"> <li>Finance Accounts</li> <li>NDC in Accounts Section</li> <li>Inwards Outwards Claims</li> </ul>  | <ul style="list-style-type: none"> <li>Finance Accounts</li> <li>NDC wrt HBA CAR Adv.</li> <li>Inter govt Transction</li> </ul>                                                                                                         | 28.08.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Ajay Kumar, AAO            |
| 14 | <ul style="list-style-type: none"> <li>Structure of Government Accounts</li> <li>Introduction to functioning of Treasuries</li> </ul> | <ul style="list-style-type: none"> <li>Structure of Government Accounts</li> <li>Introduction to functioning of Treasuries</li> </ul>                                                                                                   | 29.08.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Hemant Kumar, AAO          |
| 15 | Budgetary Process and its Review                                                                                                      | Budgetary Process and its Review                                                                                                                                                                                                        | 30.08.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rabinder Kumar, AAO        |
| 16 | Receipt of Treasury A/c and Primary Checks by Book Section and its Distribution                                                       | Receipt of Treasury A/c and Primary Checks by Book Section and its Distribution                                                                                                                                                         | 25.09.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Manmohit Sharma, AAO       |
| 17 | Function of Departmental Compilation Section                                                                                          | Function of Departmental Compilation Section                                                                                                                                                                                            | 26.09.2024 | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Sanjeev Thakur, Sr. AO     |

|    |                                                                                  |                                                                                                                                                                                                                                          |                         |   |    |                                             |                                         |
|----|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---|----|---------------------------------------------|-----------------------------------------|
|    | Function of Account Current Section                                              | Function of Account Current Section                                                                                                                                                                                                      | 27.09.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Karan Singh, AAO                        |
| 19 | Transfer Entries                                                                 | Transfer Entries                                                                                                                                                                                                                         | 23.10.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Manmohit Sharma, AAO                    |
| 20 | Public Works and Forest Division Accounting                                      | Public Works and Forest Division Accounting                                                                                                                                                                                              | 24.10.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Bhupal Singh, AAO                       |
| 21 | • Function of Loan<br>• Function of Deposit                                      | • Function of Loan<br>• Function of Deposit                                                                                                                                                                                              | 25.10.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Neha Pruthi, AAO                        |
| 22 | Function of GPF, LTA, and DDO Powers Section                                     | Function of GPF, LTA, and DDO Powers Section                                                                                                                                                                                             | 27.11.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Sweety, AAO                             |
| 23 | Function of RBD and GST Cell                                                     | Function of RBD and GST Cell                                                                                                                                                                                                             | 28.11.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Manish Kumar, AAO                       |
| 24 | Process of Monthly Civil Account Compilation                                     | Process of Monthly Civil Account Compilation                                                                                                                                                                                             | 29.11.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Shampa Das, Sr. AO                      |
| 25 | • Finance Account<br>• Appropriation Account                                     | • Finance Account<br>• Appropriation Account                                                                                                                                                                                             | 18.12.2024 & 19.12.2024 | 2 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Sita Ram, AAO<br>Rabinder Kumar, AAO    |
| 26 | CFRA                                                                             | CFRA                                                                                                                                                                                                                                     | 20.12.2024              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Amit Poonia, AAO                        |
| 27 | • Pension rules<br>• Introduction to Pension cases, checklist of documents       | • Basic lectures on Punjab Pay Commission cases and Centre Scale Cases<br>• General Provisions relating to grant of pensions, Service Qualifying for Pension, Reckoning of Service for Pension, checking of pay fixation in service book | 29.01.2025              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Dinesh Kumar Tiwari, AAO                |
| 28 | Type of Pension cases, calculation of pension, gratuity, commutation of pension, | Different kinds of Pensions, Conditions for their Grant, calculation of pension/family pension, gratuity & commutation, cases involving national emergency, special family pension, dual family pension, enhanced family                 | 30.01.2025 & 31.01.2025 | 2 | 12 | Asstt. Supervisor/Sr.Acctt/ Acctt/DEO/Clerk | Sumit Kumar, AAO<br>Manoj Chhillar, AAO |

|    |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                  |                         |   |    |                                            |                                                 |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---|----|--------------------------------------------|-------------------------------------------------|
|    |                                                                                                                                                                                                                                                                   | pension, transfer of family pension, How to handle CAG complaints & RTI                                                                                                                                                                                                                                          |                         |   |    |                                            |                                                 |
|    | Processing of pension cases in SAI                                                                                                                                                                                                                                | Data feeding of penion cases, calculation of pension, commutation, DCRG in SAI system                                                                                                                                                                                                                            | 10.02.2025              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Chandan Kumar, AAO                              |
| 30 | <ul style="list-style-type: none"> <li>• Outside Authority Cases/Special Seal Authority, Life time arrear/arrear claim,</li> <li>• compilation of pension vouchers in VLC, leave salary contribution &amp; pension contribution</li> </ul>                        | <ul style="list-style-type: none"> <li>• Conditions for OA cases, processing of OA cases, embossment of special seal authority, how to deal with incoming SSA, Life time arrear/arrear claim</li> <li>• Compilation of pension vouchers in VLC, leave salary contribution &amp; pension contribution.</li> </ul> | 11.02.2025 & 12.02.2025 | 2 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Ranjit Kumar, AAO<br>Mukesh Kumar Sehrawat, AAO |
| 31 | <ul style="list-style-type: none"> <li>• Pension Record Management/Pension Digitization/Online receipt of Pension cases &amp; disposal thereof</li> <li>• Dealing with Pension Cases of High Court &amp; Session Court UGC &amp; Triple Benefits cases</li> </ul> | <ul style="list-style-type: none"> <li>• Rules and procedure for processing the pension cases of Judiciary.</li> <li>• Fixation Scheme &amp; UGC Scale</li> </ul>                                                                                                                                                | 05.03.2025              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Saurav, AAO                                     |
| 32 | <ul style="list-style-type: none"> <li>• 100% Liability transfer cases</li> <li>• Check Lists</li> </ul>                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Liability transfer of Gratuity, CVP &amp; Pension</li> <li>• Check lists while sending the PPOS to CPAO, New Delhi</li> </ul>                                                                                                                                           | 06.03.2025              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Spain Garg                                      |
| 33 | <ul style="list-style-type: none"> <li>• Office procedure</li> <li>• APAR and writing of Performance Appraisals</li> </ul>                                                                                                                                        | <ul style="list-style-type: none"> <li>• Office Procedure</li> <li>• APAR and writing of Performance Appraisals</li> </ul>                                                                                                                                                                                       | 07.03.2025              | 1 | 12 | Asstt. Supervisor/Sr.Acctt/Acctt/DEO/Clerk | Rohit Saini                                     |

  
 Sr.Accounts Officer (Trg Cell)