

**OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II,
UTTAR PRADESH, ALLAHABAD**

No. AE-II/03/WM-I/Gr.I/67/2018/Vol.I/ ~~434~~

Dated: 28-12-2018

Office Order

Headquarters office vide circular dated 05.11.2018 had circulated copies of revised Recruitment Rules to the posts of Divisional Accounts Officer Grade-II and Divisional Accounts Officer Grade-I. As per Column 11 of the Schedule of the revised Recruitment Rules to the post of DAO Grade-I, the eligibility criteria for promotion to this post is Divisional Accounts Officer Grade-II in level 7 of pay matrix with two years regular service in the grade and having successfully completed two weeks of training as prescribed by the Department. Similarly, as per Column 11 of the Schedule of the revised Recruitment Rules to the post of DAO Grade-II, the eligibility criteria for promotion to this post is Divisional Accountant in level 6 of pay matrix with five years regular service in the grade and having successfully completed two weeks of training as prescribed by the Department.

In compliance of the above, a two week mandatory training of officials mentioned in Annexure-I is being organised by this office w.e.f. 14.01.2019 to 25.01.2019 in the conference room of this office. A copy of training programme is enclosed herewith as Annexure-II.

The promotion of trainees in next higher grade will be effected only after successful completion of the training, as such, the attendance of trainees in the aforesaid training is mandatory.

Sd. —

Deputy Accountant General/ DACC

No. AE-II/03/WM-I/Gr.I/67/2018/Vol.I/ ~~3451-3154~~

of date

Copy forwarded to the following for information and necessary action:

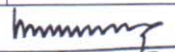
1. Secretary to Accountant General, Office of the A.G. (A&E)-II, U.P., Allahabad.
2. Accounts Officer/ITCG, Office of the A.G. (A&E)-I, U.P., Allahabad with the request to upload the Office Order along with annexure on official website.
3. Concerned DAO Grade-II/DA, through office website.
4. All concerned Executive Engineers with the request to relieve the nominated Divisional Accounts Officer Grade-II/Divisional Accountant to report this office on 14.01.2019 at 09:30 AM positively for said mandatory training.

Mmmmmmm
28.12.2018

Sr. Accounts Officer (WM-I)

Annexure-I
List of trainees

| Sl. No. | Personal Number | Name S/Shri..... | Designation |
|---------|-----------------|------------------------|--------------|
| 1 | 1150 | RAHUL SINGH | DAO Grade-II |
| 2 | 1151 | KIRAN KUMAR | DAO Grade-II |
| 3 | 1152 | AMIT RAI | DAO Grade-II |
| 4 | 1156 | BHIM SINGH | DAO Grade-II |
| 5 | 1183 | VINAYAK TRIPATHI | DAO Grade-II |
| 6 | 1166 | PAWAS | DAO Grade-II |
| 7 | 1149 | ASHISH PAL | DAO Grade-II |
| 8 | 1167 | ANOOP KUMAR RAJPUT | DAO Grade-II |
| 9 | 1157 | VIKAS SAXENA | DAO Grade-II |
| 10 | 1160 | SHYAMU GUPTA | DAO Grade-II |
| 11 | 1159 | SOMESH VERMA | DAO Grade-II |
| 12 | 1148 | MAYANK PANDEY | DAO Grade-II |
| 13 | 1184 | PRAKASH KUMAR | DAO Grade-II |
| 14 | 1177 | VIKASH KUMAR JHA | DAO Grade-II |
| 15 | 1171 | SUBHENDU KUMAR PRADHAN | DAO Grade-II |
| 16 | 1202 | VISHWA PRIYA DAS | DAO Grade-II |
| 17 | 1175 | MAHESH SINGH | DAO Grade-II |
| 18 | 1169 | DEVENDRA SINGH | DAO Grade-II |
| 19 | 1132 | JAI PRAKASH | DAO Grade-II |
| 20 | 1271 | ASHWANI KUMAR GAURAV | DAO Grade-II |
| 21 | 1286 | AJAY CHOWDHARY | DAO Grade-II |
| 22 | 1281 | VIBHAV KUMAR | DAO Grade-II |
| 23 | 1264 | SHIV PRATAP VERMA | DAO Grade-II |
| 24 | 1279 | SANDEEP KUMAR | DAO Grade-II |
| 25 | 1245 | CHAIN SUKH MEENA | DAO Grade-II |
| 26 | 1337 | OM PRAKASH MEENA | DAO Grade-II |
| 27 | 1340 | DHARAM RAJ MEENA | DAO Grade-II |
| 28 | 1376 | SUJEET KUMAR | DAO Grade-II |
| 29 | 1368 | SUGAR SINGH MEENA | DAO Grade-II |
| 30 | 1359 | UPENDRA NATH YADAV | DA |


28.12.18
 Sr. Accounts Officer (WM-I)

Annexure-II

TRAINING MODULE FOR DIVISIONAL ACCOUNTS OFFICER GRADE-II AND DIVISIONAL ACCOUNTANT

| DATE | NUMBER OF LECTURES | TOPICS PROPOSED TO BE COVERED |
|------------|--------------------|--|
| 14.01.2019 | Session-I | Introduction & Ethical standards |
| | Session-II | Duties and Responsibilities of Divisional Accountant cadre |
| | Session-III | Classification of transaction (P.W. Theory) |
| | Session-IV | Cash Book (P.W. Theory) |
| 15.01.2019 | Session-I | Contractor's Bills (P.W. Theory) |
| | Session-II | Contractor's Ledger (P.W. Theory) |
| | Session-III | Material at Site Account and Accounting Procedure |
| | Session-IV | Procedure regarding maintenance of Numerical Account of Tools & Plants |
| 16.01.2019 | Session-I | Double Entry System (Book Keeping) |
| | Session-II | General principles for preparation of Trading Account (Book Keeping) |
| | Session-III | Profit and Loss Account, Balance Sheet, Adjustments etc. (Book Keeping) |
| | Session-IV | Reserve Fund (Book Keeping) |
| 17.01.2019 | Session-I | Advance payment and Secured Advance (P.W. Theory) |
| | Session-II | Sale & Transfer of Tool & Plants and Maintenance of Tools & Plant Ledger |
| | Session-III | Works Abstract (P.W. Theory) |
| | Session-IV | Transfer Entries (P.W. Theory) |
| 18.01.2019 | Session-I | Accounting under head CSSA & MPSSA |
| | Session-II | Procedure for preparation of Schedule of Work Expenditure (P.W. Theory) |
| | Session-III | Stock Account |
| | Session-IV | Preparation of Monthly account (P.W. Theory) |
| 21.01.2019 | Session-I | Works Audit |
| | Session-II | Works Audit (Case study) |
| | Session-III | Monthly Account – shortcoming and lapses, Do's & Don'ts |
| | Session-IV | Entitlements of Divisional Accountant cadre (Leave, Pay fixation, LTC, JT etc.) |
| 22.01.2019 | Session-I | Entitlements of Divisional Accountant cadre (Leave, Pay fixation, LTC, JT etc.) |
| | Session-II | Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project |
| | Session-III | Computerization of PW Accounts |
| | Session-IV | Dealing with arbitration cases |
| 23.01.2019 | Session-I | Dealing with arbitration cases (Case study) |
| | Session-II | CCS (Conduct) Rules, 1964 |
| | Session-III | CCS (Conduct) Rules, 1964 |
| | Session-IV | CCS (CCA) Rules, 1965 |
| 24.01.2019 | Session-I | CCS (CCA) Rules, 1965 (Case study) |
| | Session-II | APAR & Property Return |
| | Session-III | Retirement benefits |
| | Session-IV | Assessment Test (Objective) |
| 25.01.2019 | Session-I | Precis & Drafting |
| | Session-II | Feedback from the trainees & discussion |
| | Session-III | Valediction |
| | Session-IV | Valediction |

Ist Session: 10:15 AM to 11:30 AM


IInd Session: 11:45 AM to 01:00 PM

IIIrd Session: 02:15 PM to 03:30 PM

IVth Session: 03:45 PM to 05:00 PM

Tea Breaks: 11:30 AM & 03:30 PM

Lunch Break: 01:00 PM


28.12.18

Sr. Accounts Officer (WM-I)