

**Annexure - I**  
**Proforma for Annual Calendar 2020-2021 on In-house Training Programmes**  
**(for all field offices of IA&AD)**

Name of Office: - **O/o The Accountant General(A&E), Manipur**

Return for the year: **2020-2021**

**I. General Courses:**

Sl No.	Name of Training Course	No. of Participants			Duration of Course (No. of days)	Topics covered	Faculty		Teaching Methodology Please specify: a) Pedagogical b) Case Studies c) Participative d) Use of Structured Training Module	Evaluation of the Training Course based on feedback received by trainees
		Sr. AO/ AO	AAO	Sr. Acct./ Acct.			In-house	Guest		
1.	Accounting Functions of AC Section	00	01	04	5 days	1. Procedures on working with accounts related to current accounts. 2. Settlement of Inward & Outward Account. 3. Settlement of Suspense Accounts. 4. Maintenance of Broadsheets, etc.	In-house		Case studies.	
2.	Procedure on maintenance of GP Funds Accounts	00	01	04	5 days	1. Sources of GPF schedules/ Vouchers receipt. 2. Preparation of abstracts. 3. Posting of schedules & Voucher. 4. Transfer entry 5. Ledger cards and broadsheet 6. Register of unposted items 7. Proving of accounts. 8. Register of missing credits 9. Annual closing and dispatch of statements etc.	In-house		Use of Structured Training Module	

Sl No.	Name of Training Course	No. of Participants			Duration of Course (No. of days)	Topics covered	Faculty		Teaching Methodology	Evaluation of the Training Course based on feedback received by trainees
		Sr. AO/ AO	AAO	Sr. Acct./ Acct.			In-house	Guest		
3.	Public works accounts	00	01	04	5 days	<ol style="list-style-type: none"> <li>1. Central public works Accounts code with appendices</li> <li>2. Accounts code vol.-iii</li> <li>3. C&amp;AG ,MSO vol.I</li> </ol>	In house		Use of structured training module	
4.	Government Accounts	00	01	04	5 days	<ol style="list-style-type: none"> <li>1. Receipt &amp; payment Rules, 1983</li> <li>2. Central Govt. compilation of General Financial Rules</li> <li>3. Govt. Accounting Rules,1990</li> <li>4. C&amp;AG MSO Vol. II</li> </ol>	In house		Use of structured training module	
5.	Pension Matters	00	01	04	5 days	<ol style="list-style-type: none"> <li>1. Procedure for authorization of family pension, superannuation pensions other pensions.</li> <li>2. Procedure to be followed on receipt of pension papers.</li> <li>3. Calculation of Pension with respect to relevant ROPs.</li> <li>4. Procedure on working with the paid pension vouchers.</li> <li>5. Procedure on Special Seal Authority, etc.</li> </ol>			Use of structured training module	
6.	PAO matters	00	01	04	5 days	<ol style="list-style-type: none"> <li>1. Procedure for handling of Govt. Cheques.</li> <li>2. Reconciliation of monthly accounts.</li> <li>3. Maintenance of GPF Broadsheets.</li> <li>4. Awareness of Civil Accounts Manual for PAO.</li> <li>5. Working with compact for PAO (now it is being migrated to PFMS)</li> </ol>			Use of structured training module	

Sl No.	Name of Training Course	No. of Participants			Duration of Course (No. of days)	Topics covered	Faculty		Teaching Methodology	Evaluation of the Training Course based on feedback received by trainees
		Sr. AO/ AO	AAO	Sr. Acct./ Acct.			In-house	Guest		
7.	Legal/Court Cases	00	01	04	5 days	<ol style="list-style-type: none"> <li>1. To study the nature of complaints.</li> <li>2. Preparation of para wise comments.</li> <li>3. Collection of detailed information and necessary documents from the concerned section.</li> <li>4. Preparation of Counter Affidavit based on the petition.</li> </ol>			Use of structured training module	
8.	Old Record Management	00	01	04	5 days	<ol style="list-style-type: none"> <li>1. Procedure on the maintenance of old records.</li> <li>2. Proper indexing and sorting of old records.</li> <li>3. Maintenance of preservation period for old records.</li> <li>4. Weeding out of old records after expiry of preservation period.</li> </ol>			Use of structured training module	
<b>Total Slots</b>		<b>40</b>								

## II. EDP Course

Sl No.	Name of Training Course	No. of Participants			Duration of Course (No. of days)	Topics covered	Faculty		Teaching Methodology Please specify: e) Pedagogical f) Case Studies g) Participative h) Use of Structured Training Module	Evaluation of the Training Course based on feedback received by trainees
		Sr. AO/AO	AAO	Sr. Acct./Acct.			In-house	Guest		
1.	Internet Utilities-1	00	01	04	5 days	1. Opening of browser and creation of E-mail accounts 2. Utilities of search engines. 3. Sending/ Opening E-mail Accounts, attachment etc.	In-house		Use of Structured Training Module	
7.	VLC Module-I	00	01	04	5 days	1. GPF Module 2. CA Module 3. Works Module 4. AC Module 5. Loan & Deposit Module 6. Budget Module	In-house		Use of Structured Training Module	
3.	Ms-Word & Excel-I	00	01	04	5 days	1. Writing normal letters. 2. Writing of D.O. letters. 3. Report preparation like IRs. 4. Making tables/graphs in excel. 5. Auto sum & other simple functions in excel.	In-house		Use of Structured Training Module	
4.	Internet Utilities-II	00	01	04	5 days	1. Opening of browser and creation of E-mail accounts. 2. Utilities of search engines. 3. Sending/Opening E-mail Accounts, attachment etc.	In-house		Use of Structured Training Module	
5.	VLC Module-II	00	01	04	5 days	1. GPF Module 2. CA Module 3. Works Module 4. AC Module 5. Loan & Deposit Module 6. Budget Module	In-house		Use of Structured Training Module	

Sl No.	Name of Training Course	No. of Participants			Duration of Course (No. of days)	Topics covered	Faculty		Teaching Methodology	Evaluation of the Training Course based on feedback received by trainees
		Sr. AO/AO	AAO	Sr. Acct./Acct.			In-house	Guest		
6.	Ms-Word & Excel –II	00	01	04	5 days	1. Writing normal letters. 2. Writing of D.O. letters 3. Report preparation like IRs. 4. Making tables/graphs in excel. 5. Auto sum & other simple functions in excel.			Please specify: e) Pedagogical f) Case Studies g) Participative h) Use of Structured Training Module	
<b>Total Slots</b>		<b>06 + 24 = 30</b>								

Sd/-

Sr. Accounts Officer (Admn.)