

RULES REGARDING TRAINING, SYLLABUS, EXAMINATION ETC. OF TRAINING IN THE ACCOUNTS TRAINING SCHOOL, BHUBANESWAR

1. Syllabus : The Accounts Training School undertakes generally training of all officers and staff working under the Government of Orissa. The model general syllabus for gazetted and other non-gazetted & officers including Gram Panchayat Supervisors and Auditors are as indicated in the enclosure. The syllabus is subject to suitable modification with the approval of Government by the Principal of the School in consultation with the departments concerned by addition of special subjects that may be required for the training of specified personnel. Intensive or concentrated coaching is also undertaken for personnel of certain department on specific subjects.

2. Period of Training : The period of training varies according to the service concerned and the requirements of trainees. The period of training of Gazetted Officers of all departments excepting officers of the Orissa Finance Service is for one and half month. The officers of the O.F.S. receive training for 4 months including treasury training for two weeks.

The period of training for non-gazetted staff of all departments excepting public works and Gram Panchayat Supervisors and Audit Inspectors is for 3 months. The staff of the Public Works Department receive training for a period of not less than 4 months and the Supervisors and Audit Inspectors of the Gram Panchayat for one month (now increased to six weeks).

66 to 100 / 85%
 (3. Attendance : The trainees are required to attend classes both theoretical and practical, in the school and also be present when practical demonstrations and instructions are given in institutions in and outside Bhubaneswar. No trainee will ordinarily be eligible to appear at the Final Examination unless he has secured 85% of attendance on the working days of the session in which he receives training. The principal may in specially deserving cases like illness, death of close relative and such like condone at his discretion shortage of attendance upto a maximum of 20% if he is satisfied that the trainee is otherwise fit to take the examination.)

Exam /
 I
 II
 60% only
 Exm.
 4. Examination : Periodical tests are conducted in the class by the School authorities and the marks obtained therein are recorded in a separate register. The trainees in the Accounts Training School are, at the end of their course, compulsorily required to appear at the final examination conducted by the School. In the final examination there are two papers i.e. one in Service Rules and Regulations and other in Accounts Rules and Procedure. Trainees securing 40% of the marks in each paper in the final examination will be treated as having passed in the examination. Trainees securing 60% of the marks in either of the two papers in the final examination will be exempted from appearing in that paper in any subsequent examination which they may have to take in the Accounts Training School owing to their failure to pass in the other paper. Trainees securing 70% of marks in each paper will be treated as having passed with distinction.)

In case a trainee fails to secure the minimum of 40% of marks required for a pass in the final examination the average obtained in the same paper in the periodical class tests will be taken into consideration for moderation to the extent of 10 marks only provided the candidate has this

margin above the minimum of 40% in the marks obtained in the class examination tests.

Trainees who fail in their final examination in one or more subjects may, at the request of the Heads of offices concerned, be permitted by the Principal to sit again in the subsequent final examinations held for trainees of the same or allied departments without having to undergo the full course of training again. Such failed candidates may be given three further chances within which they may pass the examination. Sanction of Government in the Finance Department would be necessary if such candidates desire to sit beyond the 3 supplementary chances.

Total
4th
time
is the
last
chance

Receipts
for

5. **Certificate** : The trainees qualifying themselves in the final examination conducted by the Accounts Training School will be given certificate which will be sent to the head of the Department of office concerned for record or for distribution.

If a certificate is lost, a duplicate copy can be obtained by crediting a fee of Re. 1/- (Rupee one only) under the Head (0070—other administrative Services-800-other Services-60-other receipts- Receipts relating to M.I.A.F. Bhubaneswar). The certificate indicates the average marks obtained in the final examination after moderation. If any trainee requires details of marks obtained in each subject, he must credit a fee of Re. 1/- (Rupee one) into the nearest treasury or sub-treasury under the Head 0070-other administrative Services-800-other services-60-other receipts- Receipts relating to the M.I.A.F. Bhubaneswar and enclose the receipted challan along with the application for marks.