

PART I

GOVERNMENT OF ORISSA

FINANCE DEPARTMENT

MEMO No. ATS-1/56 (Part)-23428 (28) F.
Cuttack the 21st. September 1956.

To

ALL DEPARTMENTS OF GOVERNMENT

**Sub: Establishment of a Training School for
Accounts & Audit.**

The undersigned is directed to say that the Accounts Training School contemplated in this Office Memorandum No. 29297 (25)/F. Tr. 210/55 dated 27th. December, 1955 addressed to all Departments of Government has since been established and is functioning at "Gurukul Brahmacharya Ashram" in Bhubaneswar Town with effect from 21.5.56.

2. For the present the School provides a 3 month's course for non-gazetted staff dealing with Accounts and an one month course for Gazetted Officers, other than those belong to the Orissa Finance Service as per model syllabus enclosed. The course for non-gazetted staff will usually commence on 1st. of March, June, September and December of every year and there will be at least one course for gazetted officers during each of the quarters mentioned above, commencing on such dates as may be settled by the Principal, from time to time. The persons to be included in any batch

are expected to join the School within 3 days of the commencement of the session. The actual period of training and details of the syllabus might be varied by the Principal where necessary to suit the special needs of any Departments, if so desired by the Departments concerned. They have been already settled so far in respect of Orissa Finance Service, Accounts staff of the Forest Department and officers and staff of the Tribal & Rural Welfare and Public Relations Department.

3. The Departments of Government are now requested to examine their requirements in the light of the above remarks and also their replies to the Finance Department Circular dated 27th December, 1955 referred to above and to furnish the following information separately in respect of each category of gazetted officers and non-gazetted staff to be trained in the Accounts Training School, direct to the Principal, Accounts Training School Bhubaneswar Town (if not already done) to enable him to formulate a complete time table for the training of the personnel of all Departments of Government with a copy to this Department for necessary records :—

- i) Service or Cadre
- ii) Whether Gazetted or Non-gazetted.
- iii) Prescribed Scale of pay for the service or cadre.
- iv) Number of persons who are already in Service and are to be trained in the School.
- v) Number of Trainees that can be deputed in one batch.
- vi) Approximate number of persons likely to be recruited during each of the next five years, (as far as could be ascertained at present) and who are to be trained in the School.
- vii) Whether and if so what changes are suggested in the period of training and/or in the model syllabus.

viii) In which of the quarters (commencing on 1/3, 1/6, 1/9, 1/12) can the persons be deputed conveniently.

4. Each batch will consist of 15 trainees. Department having a large number of persons to be trained are expected to sent 15 persons at a time. Those who cannot do so will have to wait for a course wherein the balance of similar trainees could be found from other Departments. If it is absolutely necessary to take in substitutes in place of the persons deputed for training or for creating training reserve posts, definite proposal regarding the same might be considered immediately and the Finance Department approached where necessary, the rules for recruitment and training of personnel to the various cadres might be amended or amplified, providing a compulsory course at the Accounts Training School, passing of an examination to be conducted by the School in additions to or in place of any examination in Accounts now required to be passed. To ensure that candidates make the best use of the training facilities, the rules may also provide that completion of training at the School and passing of the examination will be a pre-requisite or will entitle to preference in respect of confirmation—crossing of Efficiency Bar or promotion to posts requiring a knowledge of Accounts to such extent as might be considered desirable in each case where necessary.

5. As already mentioned in this Department Circular No. 19407 (26)/F. dated 4th August, 1956 regarding Training arrangements there is a hostel attached to the Accounts Training School. The boarders are provided with a minimum of essential furniture and utensils for common use. They are to make their own arrangements for messing and have to pay only for electric consumption.

6. The Principal of the Accounts Training School, Shri P. N. Rao, (who is an officer on deputation from the Audit Department) may, if necessary, also be contacted.

7. A copy of this letter is being endorsed to all Heads of Departments to enable them to take action immediately on the lines indicated above. Departments of Government are requested to ensure that action required on their part as well as the Heads of Departments under them is completed as expeditiously as possible.

Sd/-

Under Secretary to Government