

PART-III (iii)

MADHUSUDAN INSTITUTE OF ACCOUNTS & FINANCE

O. O. No. TRG. 12 (LXVIII)/82—2512/M., 19th. July 1982

It is noticed that different registers are being maintained for the training programmes but no office order has been issued for maintenance of such registers. It is also found that the headings of some registers need be changed. It is, therefore, ordered that the following registers should be maintained by the clerk in charge of training henceforth.

1. **Attendance Register** for each batch separately in the form prescribed by the Government showing time of arrival and departure of the trainees duly signed by the trainees.

2. **Admission Register** for different batches separately in the following proforma.

Sl. No.	Name, Designation & Official address	Designation of the Head of the Office	Designation of the head of the Department	Permanent home address of the trainee	
1	2	3	4	5	
Date and time of joining	Signature of the trainees	Signature of the Course Director	Date & time of relief	Signature of the Instructor in chare of training	Re-marks
6	7	8	9	10	11

3. **Final Examination Tabulation of marks Register** for each batch of trainees separately in the following proforma.

Sl. No.	Name of Candidate of the batch	Percentage of attendance	Average percentage of marks secured in the class examination Paper I Paper II Paper III only for L.F.A. & Paper I to VII for O.F.S.	Marks secured in the final examination Paper I Paper II Paper III for L.F.A. Paper I to VII for O.F.S.
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Sl. No.	Total marks secured in paper I & II	Average % of marks (equally divided by number of papers)	Pass/ Fail	Initial of the Instructor in charge of training.	No. & date of issue of certificate
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Any correction in the entries of the register should be got attested by the Principal. At the end of each batch approval of the Principal will be obtained.

4. **Casual leave and optional Holidays leave**
Accounts Register of each batch separately in the following proforma.

Sl. No. of the trainees	Name of the trainee Casual leave Optional holidays at credit as per the report received from the concerned office. Casual leave Optional holiday	Casual leave availed Date Total days	Optional holiday availed Date Total Days	Initial of the Principal
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1	2	3	4	5	6
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In each page, names of three trainees should be entered leaving sufficient space for noting casual leave and optional holidays availed of during the period of training.

5. **Periodical Examination Register** should be maintained in the existing proforma but since two periodical examinations are to be held during the period of training, for trainees other than the O. F. S. Probationers, two columns for each subject should be earmarked and the name of subjects like Orissa Service Code, G. P. F., O. T. A. Rules etc. should be mentioned by the Dealing Assistant. The names of the trainees in the register should also be filled up by the Dealing Assistant but the date of examination, the date of submission to the Principal and the marks secured in the periodical examination should be entered by the concerned Instructor.

6. Periodical attendance Register for each batch of trainees will be maintained separately in the existing proforma with slight modification as detailed below :

a) In the 1st. column of each page the Roll No. of the trainees should be mentioned.

b) For each date, there will be six columns for six periods as usual.

c) At the end of every week ending on Saturday four more columns showing total lectures delivered, total lectures attended and percentage of attendance of the week, total upto-date percentage of lectures for facility of calculation of percentage of minimum attendance and issuing necessary warning to the trainees well in advance about shortfall in attendance.

7. The progress Register should be maintained for each batch separately in the following proforma.

Date	Subject matter taught	Reference to Rules/ Appendix/Govt. orders etc.	Initial of the Instructor
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1	2	3	4
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The Dealing assistant will keep one page for each subject mentioning the Name of the subject at the top of of the page.

There should be a table of contents on the first page of each course of training in the following proforma.

Period of Training.....

Paper No.	Subject matter	Name of the Instructor	Page Number
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1	2	3	4
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The Dealing Assistant will fill up the table of contents in the first page of the register for each course of training for different batches in different registers. Pages allotted for each subject should depend on the number of periods allotted to the subject. For instance, for the non-gazetted officers 10 periods are allotted per week for Orissa Service Code. Since their training period is for 3 months or 13 weeks there should be 130 lines covering 3 or 4 pages. Similarly for the Gazetted officers trainees for 1½ months consisting of 6 weeks there should be 60 lines for O. S. C. covering 2 to 3 pages. Then the next page should be allotted for other subjects in the above manner so that the course covered in a particular batch can be seen by me on the date of my visit to classes at different times. The dealing assistant will mention the name of the subject at the top of the beginning page of the subject. If at the end of training course, required number of blank pages are available in that register, the register may be utilised for

the subsequent batch of trainees but a separate table of contents should be given in the first page indicating the training period for facility of reference. Since the rules and regulations are taught in english, the table of contents should be in english language.

8. Caution money Register should be maintained by the Bursar in the following proforma.

Date	Name & Roll No. of the trainees	Office address	Amount of caution money paid	Signature of trainees
1	2	3	4	5
Signature of Bursar	Date of refund of caution money	Amount refunded	Signature of the trainees receiving the money	Remarks
6	7	8	9	10

The amount received as caution money should pass through the cash book of the trainees. Amenities Fund and should be deposited in the Post office Savings Bank account within the prescribed time limit. On the last working day before the date of relief of the trainees, the entire amount of caution money should be withdrawn and refunded to the concerned trainees after receipt of report of from the clerk in charge of library about the return of books in good condition. If any book has been lost or disfigured caution money will be withhold and deposited in the Government account after obtaining orders of the undersigned.

Each Register should have a certificate referring number of pages signed by the undersigned.

Sd/-

N. Mishra
Principal